

Section 3 Admin Processing Status

This function displays information about transactions that have been processed through the TRACS application.

Accessing the Admin Processing Status Function

To access the Admin Processing Status function, log on to the IPAC system and choose the TRACS option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the TRACS application is shown in Figure 3.1.

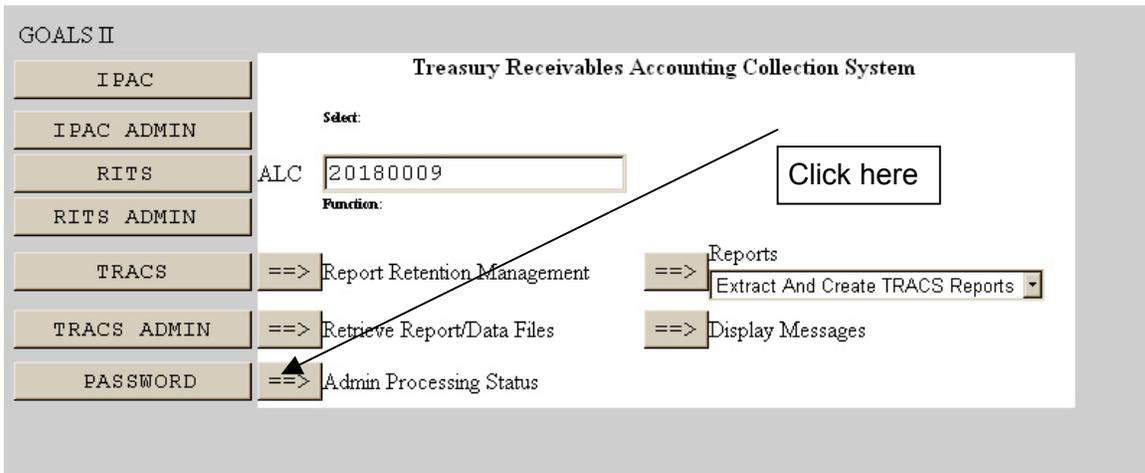


Figure 3.1 TRACS Main Menu

To display information about transactions that have been processed by the TRACS application, select the Admin Processing Status Button from the **TRACS Main Menu**. This will display the **Admin Processing Status Inquiry** screen (shown in Figure 3.2) which will allow you to enter the ALC for which you are making the inquiry and a Start Date and Time and End Date and Time to limit the Administrative Processing Information retrieved into the report.

TRACS - Admin Processing Status Inquiry

Submit Clear Return To TRACS Main Menu Help

TRACS Selection Criteria

ALC: 20180009

Start Date: End Date:

Start Time: End Time:

Submit Clear Return To TRACS Main Menu Help

Figure 3.2 Admin Processing Status Inquiry

Admin Processing Status Inquiry Data Entry Fields

ALC

The ALC for which Admin Processing Status Information will be displayed.

Start Date

The date, to be entered in YYYY-MM-DD format, that the search of Admin Processing Status is to begin.

End Date

The date, to be entered in YYYY-MM-DD format, that the search of Admin Processing Status is to end.

Start Time

The time, to be entered in military format, that the search of Admin Processing Status is to begin. Please reference the *Introduction* section of this manual for an explanation of military time format and *Appendix D* for a military time conversion chart.

End Time

The time, to be entered in military format, that the search of Admin Processing Status is to end. Please reference the *Introduction* section of this manual for an explanation of military time format and *Appendix D* for a military time conversion chart.

Admin Processing Status Inquiry Buttons

“Submit”

Submits the request for Admin Processing Status Information.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the TRACS database.

“Return To TRACS Main Menu”

Returns you to the **TRACS Main Menu**.

“Help”

Displays system help for the screen.

After selecting the “Submit” button, the **Admin Processing Status Inquiry Results** screen will display as shown in Figure 3.3.

| Admin Processing Status Inquiry Results | | | | |
|---|------------|--|----------|----------|
| Return To TRACS Main Menu | | Print | Help | |
| Trans Date | Trans Time | Message | Logon Id | App Code |
| 2001-07-04 | 12:06:59 | TRACS Detail File Queued for Hold - No Summary File Matched - Number of match attempts: (1) | e1nca001 | TRACS |
| 2001-07-04 | 12:10:59 | TRACS Detail File Queued for Hold - No Summary File Matched - Number of match attempts: (2) | e1nca001 | TRACS |
| 2001-07-04 | 12:14:59 | TRACS Detail File Queued for Hold - No Summary File Matched - Number of match attempts: (3) | e1nca001 | TRACS |
| 2001-07-04 | 12:18:59 | TRACS Detail File Process Aborted - No Summary File Matched after maimun number of match attempts (PLEASE CONTACT FRB CBAF STAFF) | e1nca001 | TRACS |
| 2001-07-04 | 12:25:10 | TRACS Summary File Process Complete - Objid: 2 - Batch id: 2001-07-04 12:25:09.583 (File: D:\IPAC_APPLICATION_FILES\Incoming\20180009_F63_20010704_1220.txt) | e1nca001 | TRACS |
| 2001-07-04 | 12:30:59 | TRACS Detail File Queued for Processing - Summary File Matched - ObjId: 2 (File: D:\IPAC_APPLICATION_FILES\Incoming\20180009_F56_20010704_1202.txt) | e1nca001 | TRACS |
| 2001-07-04 | 12:33:06 | TRACS Detail (ObjId: 2 Batch: 2001-07-04 12:25:09.580) File Process Completed 20010704123306 | e1nca001 | TRACS |
| 2001-07-04 | 13:25:00 | TRACS Confirmation Processing Complete - Confirmation File Queued - ObjId: 2 (File: 20180009__F2_20010704122509.txt) | e1nca001 | TRACS |
| Return To TRACS Main Menu | | Print | Help | |

Figure 3.3 Admin Processing Status Inquiry Results

Admin Processing Status Inquiry Results Data Fields

Trans Date

The date the file or transaction was processed.

Trans Time

The time the file or transaction was processed.

Message

Displays a description of the file or transaction.

Logon ID

Displays the Logon ID of the person who submitted the file or transaction.

App Code

The name of the application in which the transaction occurred.

Admin Processing Status Inquiry Results Buttons

“Return To TRACS Main Menu”

Returns you to the **TRACS Main Menu**.

“Print”

Moves you to the TRACS print function where you can view or print the report.
The Print function is described in detail in the *Introduction* of the manual.

“Help”

Displays system help for the screen.

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