

## VACERT FOR WINDOWS USER'S GUIDE

### 32 Bit Version of ETCERT

**1. Purpose.** This appendix provides instructions for the 32 bit version of ETCERT. ETCERT is VACERT's companion communications program. It is used to electronically send enrollment certifications and notices of change in student status to the RPO (Regional Processing Office) of jurisdiction. With the proliferation of new, faster PCs (personal computers) and higher speed modems, we found it necessary to develop a faster version of ETCERT. We have completed upgrading the host PCs and host software at the RPOs.

**2. Rescission.** None.

Celia P. Dollarhide  
Director, Education Service

Distribution:	CO:	Per VA Form 3-7225
SS (224B)	FLD:	VBAFS, 2 each (Atlanta, Buffalo, Muskogee, & St. Louis – Distribute to each school using the 32 bit version of ETCERT, 1 each. Distribute to each ELR and ECSS, 1 each.)

**TABLE OF CONTENTS**

<b>PARAGRAPH</b>	<b>SUBJECT</b>	<b>PAGE</b>
1	General .....	A-1
2	Setup Options.....	A-2
3	Communications .....	A-8

<b>FIGURE</b>	<b>TITLE</b>	<b>PAGE</b>
A-1	ET32 Main Menu Screen .....	A-1
A-2	ET PortOne Setup Screen .....	A-2
A-3	ET PortOne Modem Settings Screen .....	A-3
A-4	Modem Strings Screen.....	A-3
A-5	ETCert – Multiple Pc’s Screen .....	A-4
A-6	Print File Option Screen.....	A-5
A-7	ET Telephone Information Screen .....	A-6
A-8	Trans Time Screen .....	A-7
A-9	ETCert Security Option Screen.....	A-8
A-10	ET32 Main Menu – Dialing.....	A-9
A-11	ZModem Upload Screen .....	A-9
A-12	ET UpDate Screen.....	A-10
A-13	ET32 Bit Protocol Screen .....	A-10
A-14	ETCert Re-Transmission Request Screen.....	A-11
A-15	Viewing Screen .....	A-12
A-16	Tracker Information Screen .....	A-12

### 32 BIT VERSION OF ETCERT

#### 1. General

**a. General.** ETCERT is VACERT’s telecommunications program. If you are running Windows 95, 98, or NT, you should be using the 32 bit version of ETCERT. The maximum transmission speed is currently limited to 28,800 Baud due to the RPO’s PCs and modems.

**CAUTION:** Always close VACERT before running ET32. The programs use the same databases.

**b. Starting.** Click Start, Programs, and EtCert 32 bit or click the ET32 icon. The ET32 Main Menu screens shown in figure A-1 appears.



**Figure A-1 ET32 Main Menu Screen**

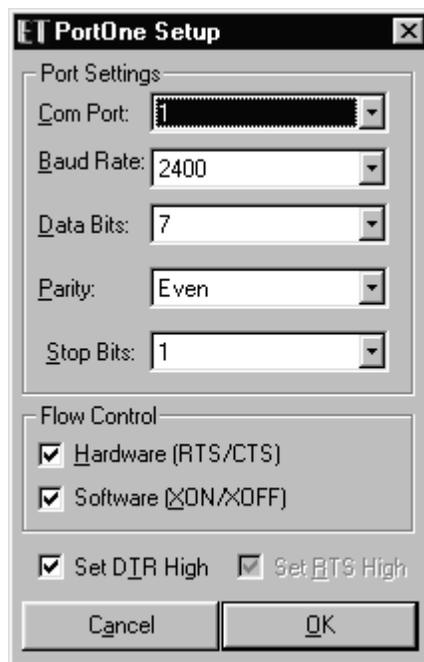
**b. Display.** The Telecommunication Information boxes in the center of the main menu screen show your modem, modem speed, communications port and settings, and protocol. If you have transmission files ready to send to the RPO, the arrows turn yellow and the File Transfer Information boxes show the transmission file names. The information to the left of the boxes shows you the number of records in the transmission files.

**c. Help.** ET32 includes a Help file. Select Help and Contents on the drop down menu or click the Help button on the right side of the main menu screen to access the Help file.

## 2. Setup Options

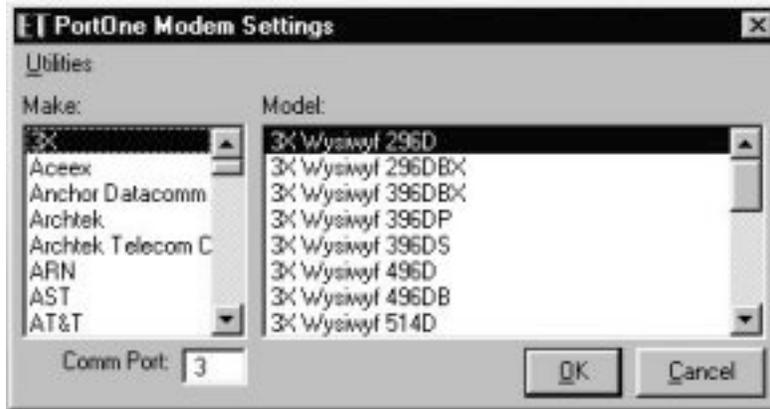
**a. General.** ET32 provides 8 setup options: communications port, modem, number of re-dials, multiple PCs running VACERT, print options, telephone numbers, automatic transmissions, and transmission password.

**b. Communications Ports.** Select Setup and Ports on the drop down menu or click the Ports button on the right side of the main menu screen. The ET PortOne Setup screen shown in figure A-2 appears. The screen shows the current communications port, modem speed, the number of data bits, the parity, the number of stop bits, flow control, and DTR setting. Use the down arrows to change the default settings. We do not recommend changing the data bits, parity, or stop bits. We recommend checking hardware and software flow control and setting DTR to high. After making a change, click OK. To return to the main menu screen without making any changes, click Cancel.



**Figure A-2 ET PortOne Setup Screen**

**c. Modems.** Select Setup and Modems on the drop down menu or click the Modem button on the right side of the main menu screen. The ET PortOne Modem screen shown in figure A-3 appears.

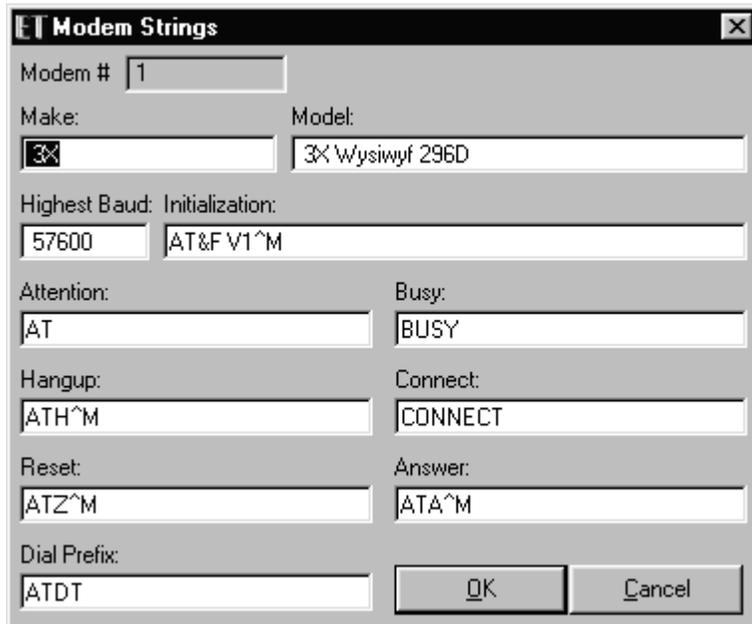


**Figure A-3 ET PortOne Modem Settings Screen**

(1) If you do not know the make and model of your modem, click Start and Settings or click My Computer. The Control Panel appears. Click Modems. The Modem Properties screen shows the make and model of your modem(s).

(2) On the ET PortOne Modem Settings screen, type the first and second letters of the manufacturer's name or pull the scroll bar down until you find the manufacturer. The box on the right shows the models. Pull the scroll bar down until you find your model. Click OK to save your selection. Click Cancel to return to the main menu without saving your selection.

(3) If you want to change the modem default settings, select Utilities and Edit Settings on the drop down menu. The ET Modem Strings screen shown in figure A-4 appears.



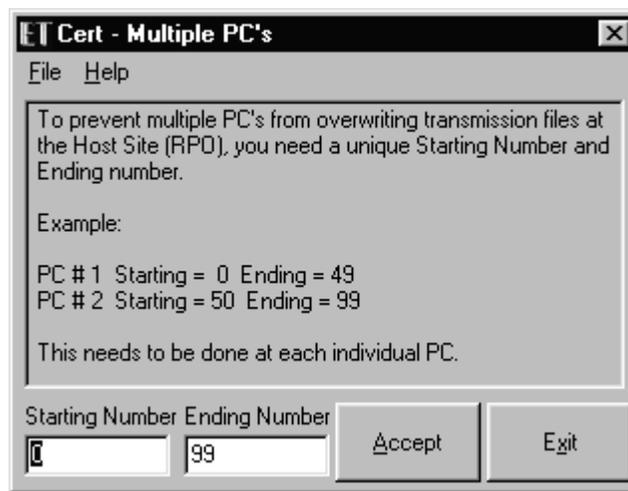
**Figure A-4 Modem Strings Screen**

(4) If you want to add a modem, select Utilities and Add Modem on the drop down menu. The ET Modem Strings screen shown in figure A-4 appears. Enter the appropriate information based upon the information supplied by the modem's manufacturer.

(5) If you want to delete your current modem, select Utilities and Delete Modem.

**d. Redials.** Select Setup and Redials on the drop down menu. The little box in the lower right hand corner of the main menu screen changes color. The default setting for the number of re-dials is 3 times. You can increase or decrease the number by typing the new number in the box.

**e. MPCNL (Multiple PCs with No Local Area Network).** Select Setup and MPCNL on the drop down menu. The ETCert Multiple PC's screen shown in figure A-5 appears.



**Figure A-5 ETCert – Multiple PC's Screen**

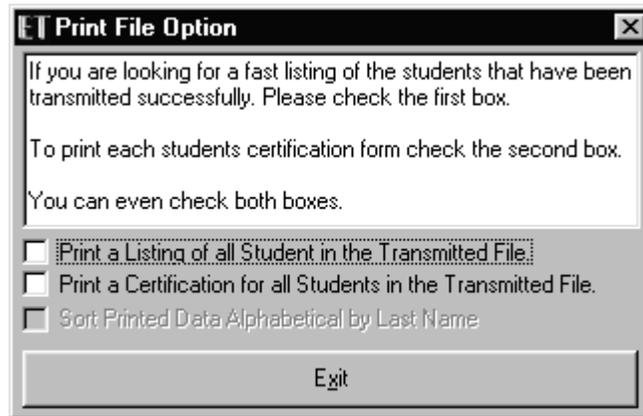
(1) MPCNL is for schools with multiple locations without separate facility codes assigned to each location. The locations must be able to certify VA students. For example, a public community college has 2 facility codes, one for degree programs and one for certificate programs. The school offers the programs at a main campus and 4 branches. Each location has a certifying official. The problem is how to avoid having 2 or more certifying officials send transmission files with identical file names on the same day. The second transmission file will wipe out the previous one. The solution is to use MPCNL to assign a range of transmission file numbers to each location. The main campus could be assigned terminal digits 00 through 19. One location could be assigned terminal digits 20 through 39. Another location could be assigned terminal digits 40 through 59.

(2) When the ETCert – Multiple PCs screen in figure A-5 appears, enter the range of transmission numbers assigned to the PC. Click the Accept button. Repeat the process with each PC running VACERT.

**NOTE:** If you plan to add additional locations, we suggest that you do not assign all the digits. For example, if you have 5 locations and 4 are using VACERT, we suggest assigning 20 digits to each

location, rather than 25 digits. That way, when the fifth location starts using VACERT, you will not have to change the assigned digits for the other 4 locations.

**f. Print Options.** Select Setup and Print Options on the drop down menu. The Print File Option screen shown in figure A-6 appears.



**Figure A-6 Print File Option Screen**

(1) Click the block to the left of Print a Listing of all Students in the Transmitted File. The listing is in numerical order by VA file number. When you check Print a Listing of all Students in the Transmitted File, the arrow in the lower right hand corner of the main menu screen will turn green.

(2) If you want VA Form 22-1999 or 22-1999b for each student in the transmission file, click the block to the left of Print a Certification for all Students in the Transmitted File.

(3) If you want the listing and the certifications in alphabetical order by the students' last names, click the block to the left of Sort Printed Data Alphabetical by Last Name.

(4) Click the Exit button to return to the main menu screen

**g. Telephone Number.** Select Setup and Telephone Number on the drop down menu. The ET Telephone Information screen shown in figure A-7 appears.



**Figure A-7 ET Telephone Information Screen**

(1) To change the telephone number to call the RPO without using the VACERT toll-free number, click your RPO's icon. It inserts the RPO's telephone number. To restore the VACERT toll-free number, click the Default Toll Free Number button.

**CAUTION:** If you click the RPO icon and select the telephone number, you will have to pay for the telephone call.

**NOTE:** Always check the telephone number before beginning to transfer files. The telephone number appears on the bottom of the main menu screen.

(2) If you need a prefix to dial the toll-free number, enter it in the prefix block.

(3) If you need a suffix to dial the toll-free number, enter it after the telephone number.

(4) You can use the Dial Back or Credit Card Information field for any special dialing needs.

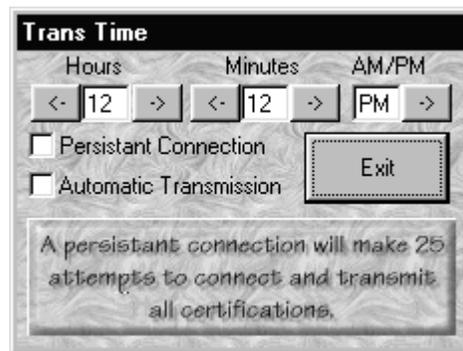
(5) To disable call waiting, type "\*70" in the Prefix box. Call waiting will resume after you have successfully transferred your files to the RPO.

(6) You can select an alternative telephone number, i.e., the Vocational Rehabilitation and Counseling Division at the local Regional Office for chapter 31 files. Type the number in the Phone Number field. Do not forget the prefix. Click Alternative Number. A message appears asking you if you want to save the prefix and number as your alternative number. Click Yes to save it.

(7) Click the Default Toll Free Number button to restore the VACERT toll free number. Check the prefix and/or suffix if you entered them previously. Do this before attempting to send files with chapter 30, 32, 35, and 1606 records to the RPO.

(8) Click the Exit button to return to the main menu screen.

**h. Automatic Transmissions.** If you cannot get an outside telephone line during the day, ET32 offers the option of transmitting in the evening or early morning. Automatic Transmissions allows you to pick a time for your PC to send files. Since the heaviest traffic is during the hours of 8 A.M. to 4 P.M., we suggest transmitting late at night or early in the morning. The calls should go through very quickly. If the transmissions were successful, ET32 will print the listings and/or certifications based upon your selections. The only disadvantage is that you must leave your PC on all night. The RPOs accept incoming transmission files 24 hours a day, 7 days a week. Select Setup and Automatic Transmissions on the drop down menu. The Trans Time screen shown in figure A-8 appears.



**Figure A-8 Trans Time Screen**

(1) Select the time and AM or PM. Use the arrows to the left and right of the hours and minutes fields to change the time. Use the arrow to the right of the AM/PM field to change from AM to PM or PM to AM.

(2) If you check the box next to Persistent Connection, ET32 makes 25 attempts to transfer the files. If you do not check this box, ET32 calls up to the number established for re-dials.

(3) Click Automatic Transmission. When you return to the main menu screen, the alarm clock on the left side of the main menu screen has turned bright red. In the lower left hand corner of the main menu screen, the current day, the current time, the transfer time, and the words "Timer Active" appear. When there are pending transmission files, ET32 attempts to send them to the RPO at the specified time. Just remember not to turn off your PC.

(4) To turn off automatic transmissions, select Setup and Automatic Transmissions on the drop down menu. When the Trans Time screen appears, remove the "X" in the box to the left of Automatic Transmission.

**i. Security.** Select Setup and Security on the drop down menu. The ETCert Security Option screen shown in figure A-9 appears.



**Figure A-9 ETCert Security Option Screen**

(1) You can password protect ET32's transmission capability. Enter the new password in New Transmission Password. Enter it again in the Confirm New Password field. Click Exit/Save. The next time you attempt to send files, ET32 will ask for a password.

(2) Use the same screen to change an existing password. Enter the current password in the Old Transmission Password field. Enter the new password in New Transmission Password. Enter it again in the Confirm New Password field. Click Exit/Save.

(3) To turn off the password, click Clear Passwords. Click Exit/Save.

### **3. Communications**

**a. Starting to Transmit.** To transfer enrollment certifications, notices of change in student status, and enrollment certifications for flight training, select Communications and Transmit on the drop down menu or click the Transmit button. If you password protected transmitting, a screen appears asking you for your password. Enter your password. The ET32 Main Menu screen changes as shown in figure A-10. You can stop the procedures at any time by selecting Communications and Hangup or clicking on the Hangup button on the left side of the main menu screen.



Figure A-10 ET32 Main Menu – Dialing

b. **Transferring Files.** While files are being transferred, the ZModem Upload screen shown in figure A-11 appears. You can stop the transfer at any time by clicking the Cancel button.

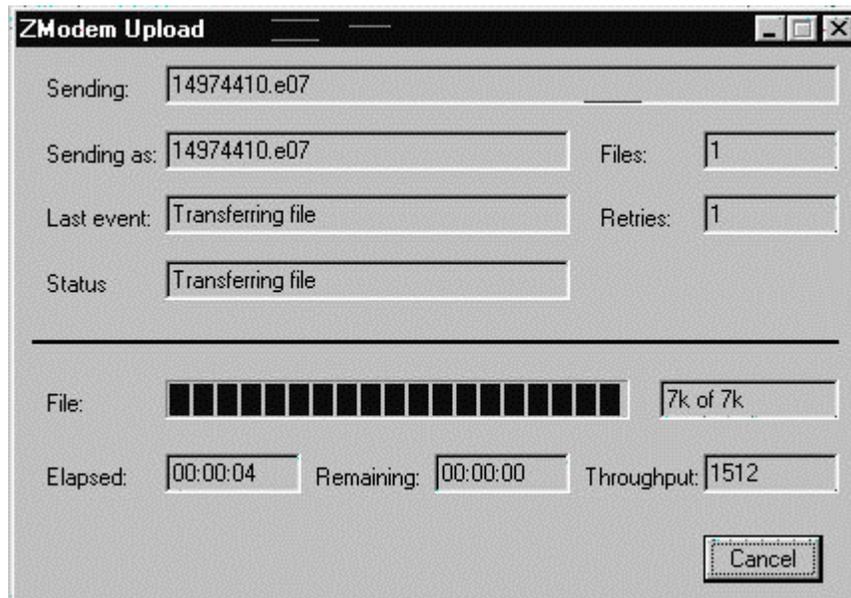


Figure A-11 ZModem Upload Screen

c. **After Transfer.** After successful transmissions, the ET UpDate screen shown in figure A-12 appears. The screen shows the number of enrollment certifications, notices of change in student status, enrollment certifications for flight training, and total number of certifications transferred.

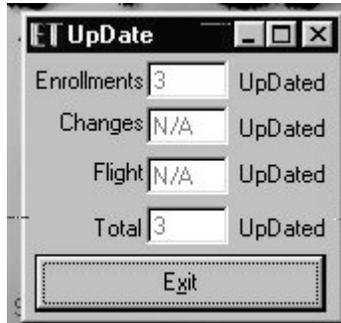


Figure A-12 ET UpDate Screen

d. **Listings and Certifications.** If you selected listings and/or certifications, ET32 prints the listings and/or certifications after successful transmissions.

e. **Protocol.** ET32 defaults to ZModem protocol. You can change to Kermit if you need to in order to transmit. Select Communications and Protocol on the drop down menu or click the Protocol button on the right side of the main menu screen. The ET32 Bit Protocol screen shown in figure A-13 appears. Follow the instructions to change the protocol.

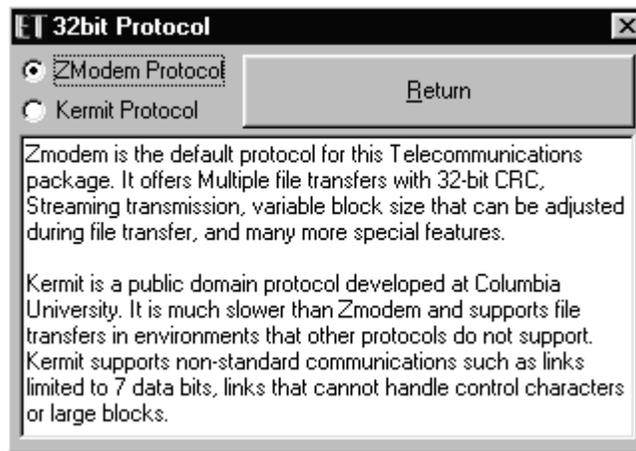
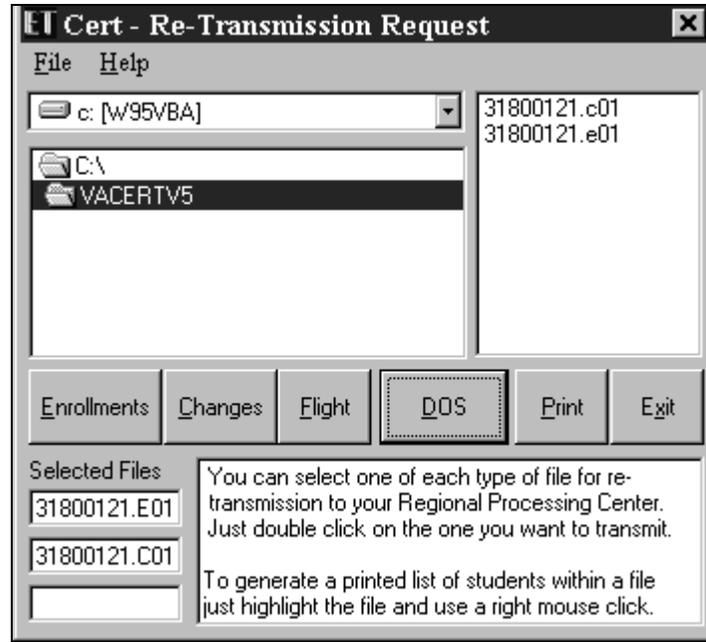


Figure A-13 ET32 Bit Protocol Screen.

f. **Historical Transmissions.** Do not resend transmission files unless specifically asked to do so by your RPO's Program Administrator. To resend a transmission file, select Communications and Historical Transmissions on drop down menu or click the Re-Trans button in the upper left hand corner. The EtCert Re-Transmission Request screens shown in figure A-14 appears.



**Figure A-14 ETCert Re-Transmission Request Screen**

(1) Find VACERT on your PC or server. After you find VACERT, the transmission files previously sent to the RPO appear in the box in the upper right hand corner. If you just want to see files containing enrollment certifications, select File and Enrollments on the drop down menu or click the Enrollment button. You can see transmission files containing notices of change in student status, enrollment certifications for flight training, or DOS version files by clicking the appropriate button.

(2) To select a file for retransmission, highlight the file name and double click it. The file name appears in the box in the lower left hand corner of the main menu screen. You can retransmit one enrollment file and one change file with each telephone call to the RPO.

(3) If you are not sure if the record you want is in a transmission file, you can view a list of records in the file. Highlight the file name and click the right mouse button. The Viewing screen shown in figure A-15 appears.

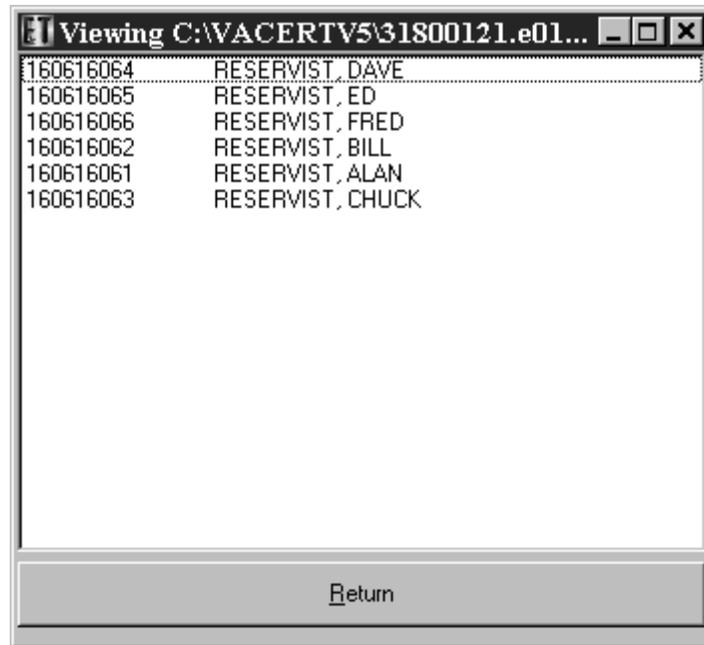


Figure A-15 Viewing Screen

(4) You can print a listing of the records in a transmission file by highlighting the file name and clicking the Print button.

**g. Transmission Tracking.** To help you determine if a transmission was successful, ET32 includes a transmission tracker. Select Communications and Transmission Tracker on the drop down menu. The Transmission Tracker screen in figure A-16 appears. The screen shows the transmission file name, date of transmission, whether the transmission was successful, and the status. If the status is available, you can print a listing of the records in the file by highlighting it and double clicking.

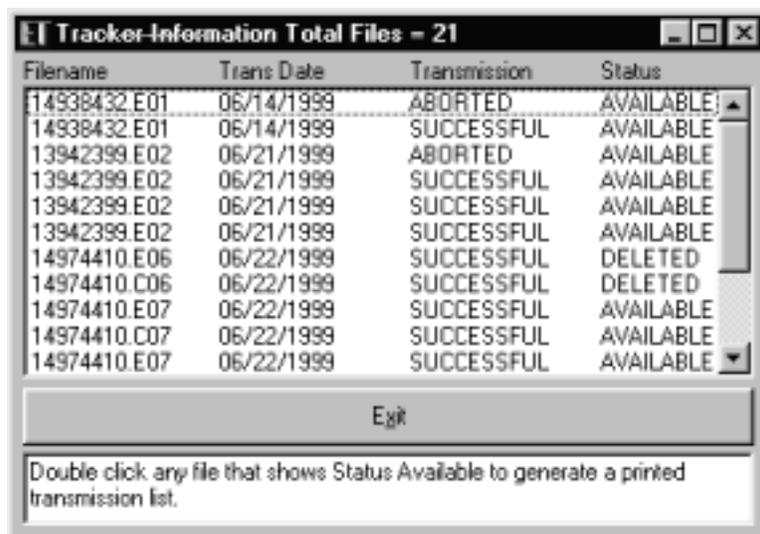


Figure A-16 Tracker Information Screen