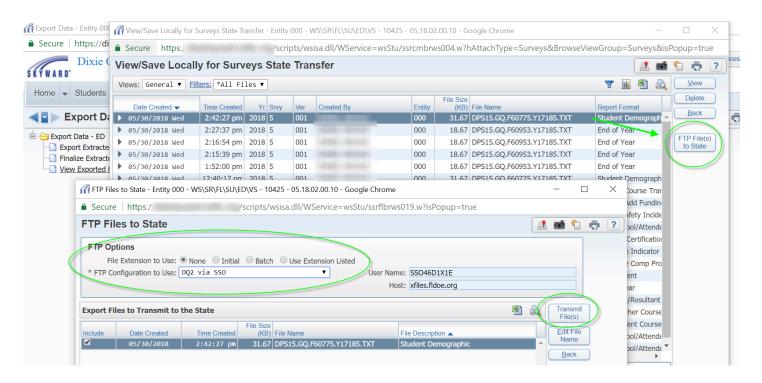
DQ2 Data Clean-Up and Processing Guide

* Starting with WDIS Survey F/G 1819 reporting year all WDIS data will be transmitted using DQ2.

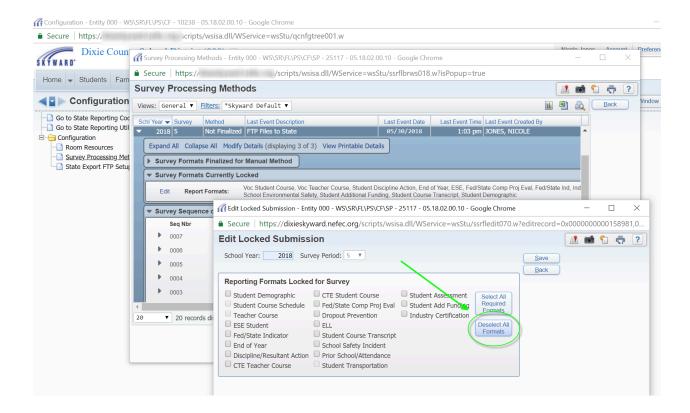
These Data Clean-Up Steps should begin as soon as data is available to start processing. (Example: For Survey 2, begin Step 1 when 80% of the student schedules are complete, around the end of August).

- 1. Extract data on Survey xx into Maintain.
- 2. Best Practices: Email data entry clerks to correct Skyward Edit errors in production database by a given date/time and notify MIS director when completed.
- 3. MIS will fix any outstanding errors in the production database.
- 4. Repeat Steps 1 3 until all Skyward errors are corrected.
- 5. Extract again to Maintain.
- 6. Export without transmitting.
- 7. Correct any errors in Production
- 8. Repeat Steps 5 7 until all Exports are clean.
- 9. Extract again to Maintain.
- 10. Export again.
- 11. Transmit to Preflight DQ2 using "FTP Files to State", Config: "DQ2 via SSO", File Extension: "None"

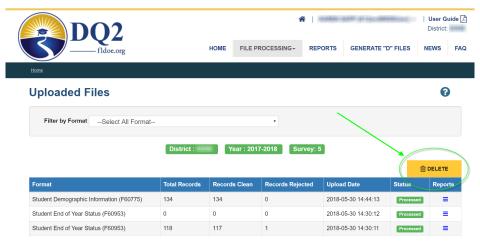


- 12. Login to SSO and select DQ2
- 13. Check for Edit Errors under "Survey Submissions"
- 14. Check for Validations and Exceptions under "Reports"
- 15. Fix any errors from DQ2 reports in the production database.

16. Unlock Maintain (Fed State/Setup/Config/Survey Processing Methods)



- 17. Repeat steps 9 16 until the data is clean.
 - *There are 2 options to make changes to previously sent data after the initial transmission to DQ2:
 - 1. In DQ2, Click the "Delete" button, then select the desired formats on the next screen.



- 2. In Skyward, Resend formats with a "D" (Use the Mass Change Utility for this)
- 18. Transmit to Mainframe/Production DQ2 when survey processing begins.
- 19. The rest of this process will be forthcoming after Production DQ2 has been tested.