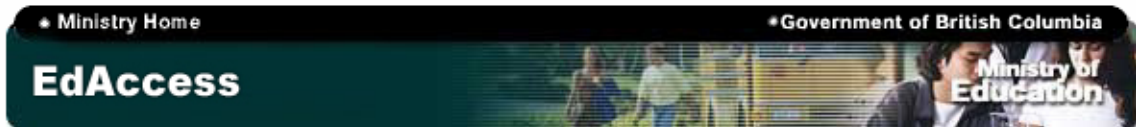


Menu Option # 4 - Download Files

Select option 4 'Download Files' from the main menu or quick menu. This option allows the user to obtain all PEN output from requests submitted to the ministry for review, or PEN files uploaded to the application. Once you click on this option you will see "PEN files available for download".

- In order to upload the (.ids) file into your student administration system, you will have to save it onto your hard drive. Details below!
- To view the (.pdf) file you simply click on "[XXXXXXXXX.PDF](#)" and the file should open in Adobe Reader to display your PEN activity. Details below!



Quick Menu

[Update Contact](#) | [Submit Requests](#) | [Upload Requests](#) | [Download](#) | [Password](#) | [Reminder](#) | [Logoff](#)

PEN files available for download:

Only files generated in the last 5 days will be displayed.

File Name	Submission	File Type	Creation Date
00501017.IDS	00034101	IDS	2004/04/22 11:23 AM
00501017.PDF	00034101	PDF	2004/04/22 11:23 AM
00501017.IDS	00034102	IDS	2004/04/22 11:28 AM
00501017.PDF	00034102	PDF	2004/04/22 11:28 AM
00501017.IDS	00034103	IDS	2004/04/22 11:28 AM
00501017.PDF	00034103	PDF	2004/04/22 11:28 AM
00501017.IDS	00034104	IDS	2004/04/22 11:28 AM
00501017.PDF	00034104	PDF	2004/04/22 11:28 AM

PDF File:

This report summarizes the PEN activity of all the students submitted in your latest PEN request. Please review this report and update your Student Administration System and files before your next submission.

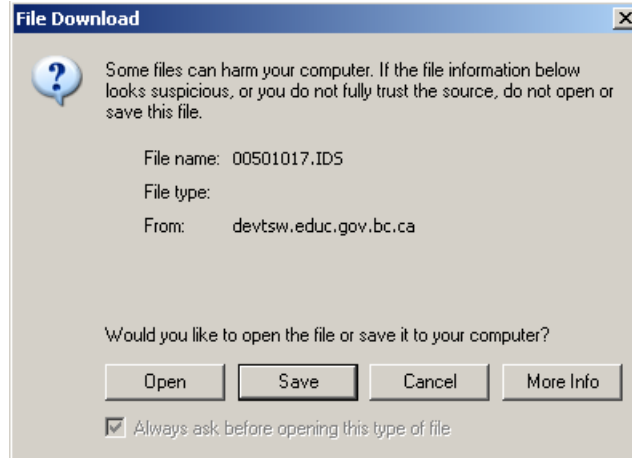
Note: PDF files require [Acrobat Reader](#) to view or print.

IDS File:

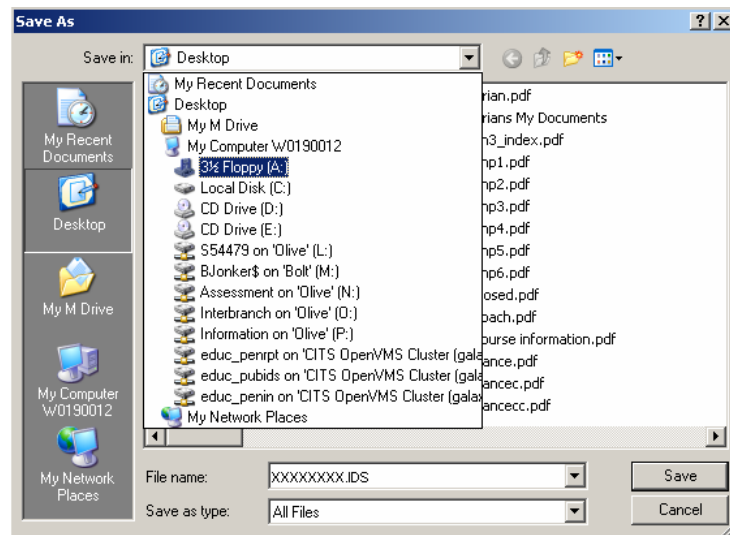
This file is intended to be uploaded into your student administration system. Please save this file to a floppy disk and run the import PEN request file from your student administration system.

Saving your IDS File

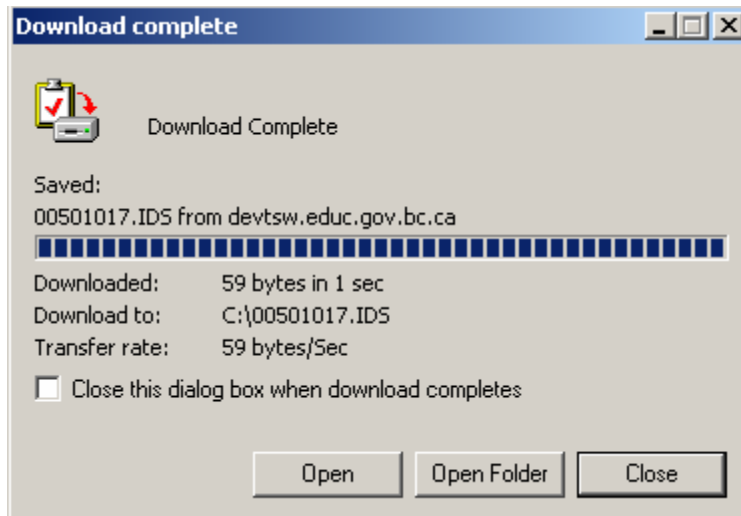
Select the IDS file that you want to save by clicking on your school code .ids, in the example above I would click on 00501017.IDS. The following dialog box will appear:



Select 'Save' from this dialog. **DO NOT OPEN THE FILE!** Once you have clicked the 'Save' button the following 'Save As' dialog box will appear:



Save this file to a location on your computer where you will be able to find it, preferably to a floppy disk that you have placed in your floppy disk drive. Once you have selected your location, click the 'Save' button, at which time the file will be placed on your floppy disk or another location you have specified and the following dialog will appear:

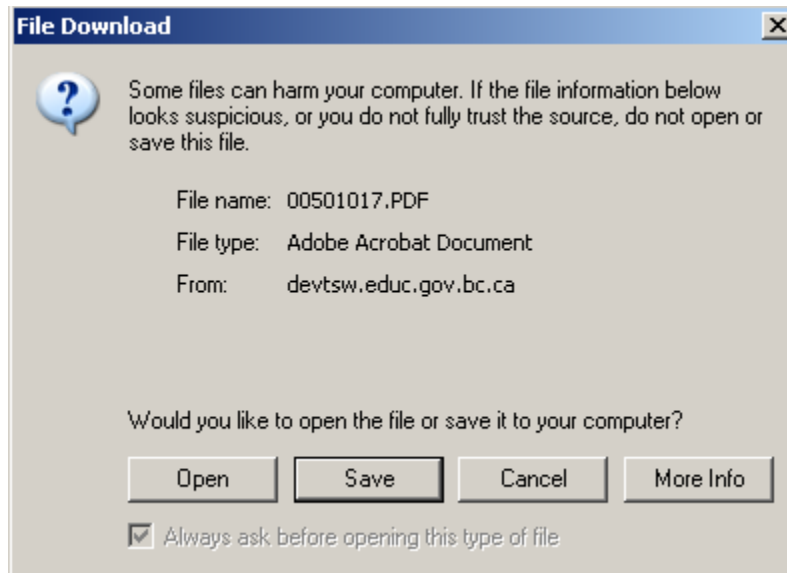


Please select the close button, DO NOT OPEN THIS FILE!

Now you can upload this file to your Student Administration System using its import function.

Viewing your PDF File

Select the PDF file that you want to save by clicking on your school code .pdf, in the example above I would click on 00501017.PDF. The following dialog box will appear:



Select the 'Open' option from this dialog. This will open the PDF file in Adobe Reader for you to view and print. If you do not have Adobe Reader, it is a freeware application and available from www.adobe.com