## ECSI Conversion – Interface Options Holds on Transcripts (Delinquency)



## **Holds on Transcripts Interface File:**

If desired, ECSI will automatically populate SAL's "Delinquency Hold Field" on the Primary Window, based on your school's specific hold parameters. Upon completion, we will also prepare a Delinquency Holds File, which may be uploaded into your Student Information System (SIS) to automate the process of placing and/or removing holds on transcripts based on Month's Delinquency.

## **File Layout Requirements:**

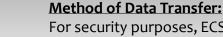
ECSI's Standard Delinquency Hold File Layout is as follows. Our preferred file format is Flat ASCII, Fixed Length, Line Sequential.

ECSI's Standard Interface D	CSI's Standard Interface Delq Holds Layout:		
Field	Length	Туре	
SSN or SID#	9	Numeric	
"H" Hold or "R" Release	1	Alpha	
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<sup>\*</sup>If using your own layout, or if your existing layout requires changes, please arrange testing and programming by email notification to <a href="mailto:implementation@ecsi.net">implementation@ecsi.net</a>.

## **Frequency:**

The University may transmit it's Holds File to ECSI as often as desired.





For security purposes, ECSI utilizes Secure File Transfer Protocol (SFTP) to transmit data files. To access your Delinquency Holds File(s), please access our Secure FTP Site at ftp.ecsi.net and enter your Account Number and Password. Your Delinquency Holds File will be located in the Delinquency Holds File Folder called "outgoingdelqholds".