



DU file ripper to create a TL file

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File Ripper assists with importing a HELP Due file to the TFN Lookup File.

File Ripper removes records from a HELP Due file if one of the following conditions is found:

- The TFN (E416) is 0000000000000000
- The TFN (E416) is invalid
- If a duplicate record is identified

A duplicate record is identified by Student ID (E313)

NOTE: You will require administrator permissions to use the File Ripper.

Downloading File Ripper

- 1 Open a web browser and enter the following HEIMSHelp URL:
<http://heimshelp.education.gov.au/sites/heimshelp/Support/Documents/HepcatRemoveDuplicate.zip>
- 2 Save **HepcatRemoveDuplicate.zip** to a local drive on your computer
- 3 Extract the files from within the zip file to a new folder*

NOTE: Please ensure the extracted files are saved to a folder where the account logged into the workstation has full administration permissions.

Setting folder permissions

1. Right click on the folder where the files have been extracted and select **Properties**
2. Click the **Security** tab
3. Select **Users** from **Groups or other user names**. Check to ensure **Full control** from **Permissions for Users** is allowed.
4. If the permission is not set, select **Edit** and check the tick box for **Full control**.

How to use File Ripper

Please ensure HEPCAT is closed before running File Ripper.

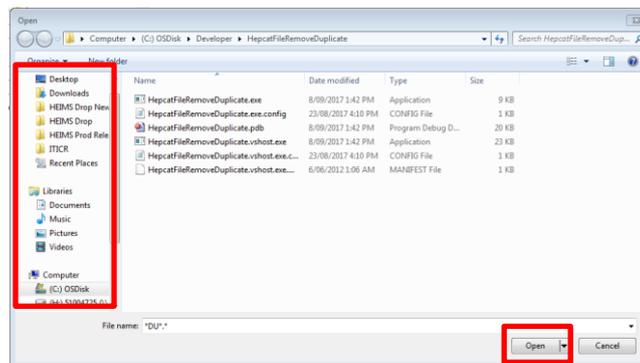
- 1 Double click ***HepcatFileRemoveDuplicate.exe***.

The following dialogue box may appear although you have already extracted the files from the zip, click ***Run*** to continue.

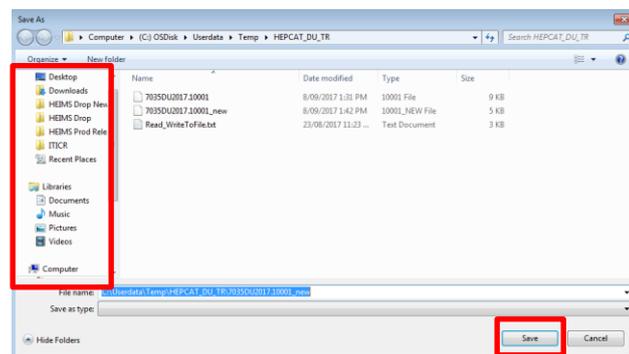


A security dialogue box may also, click ***Run*** again to continue.

- 2 The following dialog box will appear. Navigate to the relevant folder to locate the HELP DUE file.



- 3 Once the HELP DUE file is located select and click ***Open*** to rip the HELP DUE file.
- 4 When the rip is complete another dialog box will appear. Navigate to a folder where you want to save the ripped file and click ***Save***



The default name for the ripped file is ****DU*. *_new***. Please ensure you update the file by renaming it to the naming convention for the TFN Lookup File i.e.; ***9999TL.0000.00000X***.

NOTE: 9999 = Provider code and X = submission number