



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 with zip 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

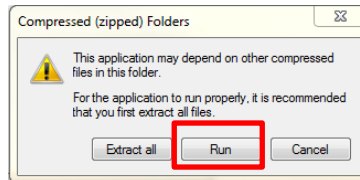
1. Right click on the folder where the files have been extracted to and select 'Properties'
2. Click the 'Security' tab
3. Select 'Users' from Groups or other user names. Check to ensure Full control from Permissions for Users is allowed.
4. If the permission is not set, select 'Edit; and check the tick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

How to use File Ripper

Please ensure the HEPCAT is closed before running File Ripper.

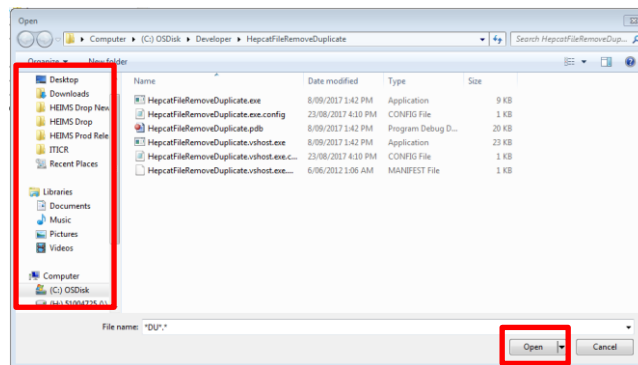
- 1 Double click 'HepcatFileRemoveDuplicate.exe'.

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



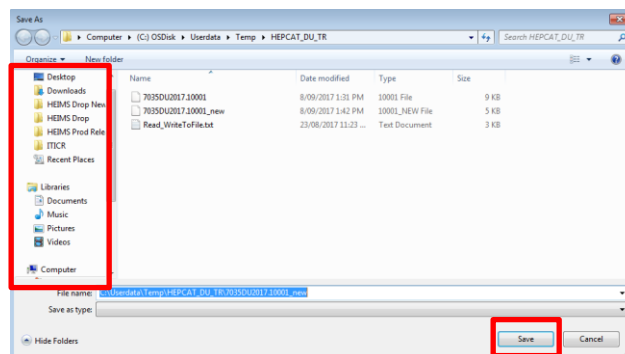
A security dialogue box may also, click 'Run' again to continue.

- 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