



Mass Correction Tool

Mass Correction Tool User Manual
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Attorneys' Title Insurance Fund, Inc.
P.O. Box 628600
Orlando, FL 32822-8600
407.240.3863

Mass Correction Tool Overview

The Mass Correction Tool enables you to make changes to documents when the impacted records are within a range of primary or secondary references. Depending on whether your security level is that of a Supervisor or a Data Entry Operator, you can process a batch of records by sequentially scrolling document to document, or make global changes across a batch, real-time.

There are three transactions in the Mass Correction Tool:

- **PIMM — Mass Correction Batch Entry Transaction**
If you have Supervisor access, this transaction enables you to create both sequential (Option execute) and real-time batches.
- **PIMS — Mass Correction Batch Entry Transaction**
This transaction enables sequential processing only, and is available to those who have Data Entry Operator security.
- **PIMB — Mass Correction Batch Browse**
This transaction displays all batches for a given county and Operator ID. Supervisor security enables you to view both real-time and sequential batches. Data Entry Operator security enables you to view sequential batches only. Supervisors are also able to use the Delete and Undelete functions.

These transactions enable you to:

- Improve the correction of global setting errors.
- Improve the timeliness of certification.
- Provide a means to quickly clean masses of errors on a daily basis, thus ensuring clean data.
- Produce products that contain more accurate data.
- Monitor the status of the selected batches and automatically delete batches that have been inactive for two calendar weeks, along with all of the corresponding returned records.
- Shorten the completion time needed for data cleanup.

As compared to using the PIFM transaction alone, this tool reduces the manual effort and time needed to correct data in the ATIDS database. The Mass Correction Tool also helps you reduce the overall time needed to certify documents for customers.

About This User Manual

This user manual is designed for individuals with:

- Data Center experience at The Fund.
- Knowledge and experience with ATIDS transactions in the Mainframe environment, such as PIFM.
- Basic knowledge of Microsoft Windows.

The chapters in this user manual include the following sections:

| | |
|-------------------|--|
| Concept | The concept explains the purpose of the transaction and its relationship to PIFM. |
| Objective | The objective for each section includes the particular transactions you will learn. |
| Procedures | The procedures are step-by-step instructions designed to walk you through the necessary steps to complete the tasks. |

Conventions

The following contentions are used in this manual:

| | |
|------------------------|---|
| Bold characters | Text that you are instructed to type is represented in bold . |
| CLR / ESCAPE | Press these keys to clear the screen. |
| TAB | Press the TAB key to position the cursor in a new location on the screen. |
| Key names | The names of keys with special functions that you press on the keyboard are all in capital letters. <i>Example:</i> Use the TAB key to move to Date and type 03/22/2008. |
| Fields | Fields are areas on the screen where you can select or type information. |

Concept

The Mass Correction Tool contains three transactions:

- PIMM — The Mass Correction Batch Entry Screen for Supervisors
- PIMS — The Mass Correction Batch Entry Screen for Data Entry Operators
- PIMB — The Mass Correction Batch Browse

Objective

The objective for this chapter is to explain the specific transactions, screens, and PF keys used in the Mass Correction Tool.

Procedures

The Procedures section shows you the steps you need to follow when using the Mass Correction Tool.

PIMM - Supervisor Transaction

If you have Supervisor access, the PIMM transaction enables you to create both sequential (Option execute) and real-time batches.

With real-time batches, you can make global changes across documents for the date of file and scrivener, by using personal or commercial names and/or the type of instrument (TOI) as filters. All dates are validated before they are changed. When changing the date and scrivener simultaneously, changes are made to batches that match all the From DOF, TOI, and Scrivener information. If more than one personal or commercial name is entered, the document must match all names before changes are made.

All standard PIFM screens are available in the sequential mode.

```

PIMM Y07D LSR **** ATTORNEYS' TITLE INSURANCE FUND, INC. **** 02/07/2007
MASS CORRECTIONS FOR THE COUNTY OF ORANGE 3:36 PM

PR: FROM PAGE: TO PAGE:
SR: FROM NUMBER: TO NUMBER:

TOI:
DOF:
TO:
SCRIVENER:
TO:
(1)ST OR (2)ND PARTY: _
NAME:
(R)EALTIME/(S)EQUENTIAL: _
    
```

For a real-time batch, do the following:

1. For Primary selections, enter the Source, Book Number, From Page and To Page, or for Secondary selections, enter the From Number and To Number.
2. For real-time batches, type **R** after (R)EALTIME/(S)EQUENTIAL located toward the bottom of the screen or for sequential batches, type **S**.
3. For Personal or Commercial name, enter **1** or **2** for first or second party, and ensure the names are entered in the correct format:

Examples:

Personal = \$JOHN@A@DOE\$

Commercial = \$\$ISLAND CORP\$.

Do not enter pre-text or post-text, such as Dr., Reverend, or PhD.
Lineage, such as Sr. or Jr., should be included where applicable.

For a Sequential batch, do not enter the DOF TO or SCRIVENER TO. Unlike a real-time entry, sequential processing is not automatic.

After entering the Primary or Secondary reference and optional filters, do the following:

1. Press the ENTER key.
2. Press the PF17 key. The first of the selected documents are displayed in PIFM, or begin entering another batch and then press the ENTER key.

PIMS - Data Entry Operator Transaction

If you have Data Entry Operator security, PIMS is the Mass Correction Batch Entry screen you use for sequential processing. This new transaction in the Mass Correction Tool enables you to process one document after another, without needing to go back to the menu before processing a new document. Unlike the PIMM transaction, in PIMS the DOF TO and SCRIVENER TO, and the option for selecting real-time processing, are not available.

```
PIMS Y07D LSR **** ATTORNEYS' TITLE INSURANCE FUND, INC. **** 02/07/2007
                MASS CORRECTIONS FOR THE COUNTY OF ORANGE          3:36 PM

PR:                FROM PAGE:                TO PAGE:
SR:                FROM NUMBER:              TO NUMBER:

TOI:
DOF:
SCRIVENER:

(1)ST OR (2)ND PARTY: _
NAME:
```

To process a batch after entering the Primary or Secondary reference and optional filters, do the following:

1. Press the ENTER key.
2. Do one of the following:
 - Press the PF17 key. The first of the selected documents are displayed in PIFM, or
 - Begin entering another batch and press the ENTER key.

PIMB - Batch Correction Browse Transaction

PIMB is the Mass Correction Batch Browse transaction that enables you to select, delete, or undelete a batch. The PIMB transaction displays all batches for a given county and Operator ID. The information displayed on this screen depends on your security access. Supervisors can view both real-time and sequential batches, while Data Entry Operators can view sequential batches only. Supervisors can also use the Delete and Undelete functions.

If a PIMS or PIMM transaction was executed from within PIMB, a message is displayed at the bottom of the screen stating the batch was selected from PIMB.

```

PIMB Y07D LSR **** ATTORNEYS' TITLE INSURANCE FUND, INC. **** 02/07/2007
ASSIGNED TO: LJBEN MASS CORRECTIONS - BATCH STATUS 3:36 PM
BATCH NUMBER: COUNTY: 07 ORANGE

_ OR XXXXXXXX XXXXXXXXXX OR XXXXXXXX XXXXXXXXXX >
TOTAL RECORDS: 9999 XXXXXXXXXX
COMPLETED: 9999
REVIEWED: 9999 ASSIGNED TO:
PENDING: 9999

_ CN XXXXXXXX XXXXXXXXXX CN XXXXXXXX XXXXXXXXXX >
TOTAL RECORDS: 9999 XXXXXXXXXX
COMPLETED: 9999
REVIEWED: 9999 ASSIGNED TO:
PENDING: 9999

_ CN XXXXXXXX XXXXXXXXXX OR XXXXXXXX XXXXXXXXXX >
TOTAL RECORDS: 9999 XXXXXXXXXX
COMPLETED: 9999
REVIEWED: 9999 ASSIGNED TO:
PENDING: 9999

MSG: *** THERE NO RECORDS FOUND ***
PF3=FORWARD PF4=BACKWARD PF7=FIRST PF8=LAST

```

On the PIMB screen, do the following:

1. To select a batch for processing, type **S** (for Select) next to the specific batch.
2. To select a batch for a pending deletion, type **D** (for Pending Delete status) next to the specific batch.
3. To change the pending delete status of a batch, type **U** (for Undelete) next to the specific batch.

Note: Unused batches are deleted after two weeks (14 calendar days).

4. Press the ENTER key to process your changes.

PIFM in Mass Correction Tool

PIFM works as it always has except for two new keys. The following new PF keys are only active when PIFM is executed by the Mass Correction Tool:

- PF18 — Pressing the PF18 key closes the document in the given batch. If you updated the document during the PIFM process before pressing this key, the document status is Closed With Updates. If you did not update the document before pressing this key, the document status is Closed Without Updates.
- PF19 — Pressing the PF19 key changes the document status in a given batch to Research, whether you have updated or viewed a document.

Notes:

When you enter changes before pressing the PF18 or PF19 keys on any screen in PIFM, the changes are applied before the next document, or before the next PIMS or PIMM screen, is displayed.

Pressing the CLEAR key within PIFM will return you to the Mass Correction PIMM or PIMS screen. If you make changes on a given PIFM screen and then press the CLEAR key, the updates are not saved.

Concept

The Mass Correction Tool produces the following reports:

- Standard Correction Verification Report
- Mass Correction Verification Report (TPBR103)
- Batch Status Report (TPBR104)

Additionally, the Mass Correction Tool includes a Delete Activity Audit Trail (TPBU101) to identify batch deletion activity. This system monitoring tool is only for use by the application group.

Objective

The objective of this chapter is to provide a description of each report.

Reports Overview

Reports are generated by the Mass Correction Tool during the nightly Verification Reporting Process. The following reports provide detailed information about the daily transactions from PIMM, PIMB, and PIFM:

Standard Correction Verification Report

This report provides the logging of sequential updates made in PIFM.

Mass Correction Verification Report (TPBR103)

This report provides an audit trail of every transaction (by Operator ID and County) that is completed in real time through PIMM. It displays all global changes made that were not visually verified in real-time.

Batch Status Report (TPBR104)

This report provides a printed status of the daily transactions in PIMB, including all the batches in the system. It also provides the current status and progress of these batches (Batch Control record).

Delete Activity Audit Trail (TPBU101)

This system monitoring tool provides detailed activity about deletions and pending deletions. It includes the reasons for each deletion, the total number of deletions, how many deletions are pending, and how many deletions have expired.

The Mass Correction Tool does not print this report.

03/23/07 13:52:03 **** ATTORNEY'S TITLE INSURANCE FUND, INC. ****

PAGE 1

TPBR103 1.000 MASS CORRECTIONS - VERIFICATION

COUNTY:017 SEMINOLE

PRIMARY SECONDARY FIELD MODIFICATION ASSIGNED TO: ASXS1

OR 6304/1952 CN 2006-104412 DOF 06/28/2006 06/30/2006

OR 6304/1971 CN 2006-104413 DOF 06/28/2006 06/30/2006

OR 6304/1974 CN 2006-104414 DOF 06/28/2006 06/30/2006

OR 6304/1952 CN 2006-104412 DOF 06/30/2006 06/28/2006

OR 6304/1971 CN 2006-104413 DOF 06/30/2006 06/28/2006

OR 6304/1974 CN 2006-104414 DOF 06/30/2006 06/28/2006

OR 3776/1570 CN 1999-477175 SCRIVENER EQUITY BANK AMER

OR 6304/1952 CN 2006-104412 DOF 06/28/2006 06/29/2006

OR 6304/1971 CN 2006-104413 DOF 06/28/2006 06/29/2006

OR 6304/1974 CN 2006-104414 DOF 06/28/2006 06/29/2006

OR 6304/1971 CN 2006-104413 DOF 06/29/2006 06/30/2006

OR 6304/1952 CN 2006-104412 DOF 06/29/2006 06/30/2006

OR 6304/1974 CN 2006-104414 DOF 06/29/2006 06/30/2006

OR 6304/1952 CN 2006-104412 DOF 06/30/2006 06/29/2006

OR 6304/1971 CN 2006-104413 DOF 06/30/2006 06/29/2006

OR 6304/1974 CN 2006-104414 DOF 06/30/2006 06/29/2006

OR 6304/1952 CN 2006-104412 DOF 06/29/2006 06/30/2006

OR 6304/1971 CN 2006-104413 DOF 06/29/2006 06/30/2006

OR 6304/1974 CN 2006-104414 DOF 06/29/2006 06/30/2006

03/22/07 00:17:13

**** ATTORNEY'S TITLE INSURANCE FUND, INC. ****

PAGE 1 TPBR104 1.000 Mass Corrections – Batch Status

COUNTY:017 SEMINOLE

| From To Status | Date Status | Total Complete Reviewed | Ending Batch Number | Assigned to 10686 |
|---------------------------|-------------|-------------------------|---------------------|-------------------|
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | Work in Progress | 29 2 2 5 | 20070320-0011 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | COMPLETE | 9 9 0 0 | 20070320-0005 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | REQUESTED | 29 0 0 29 | 20070320-0001 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | REQUESTED | 29 0 0 29 | 20070320-0002 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | COMPLETE | 29 29 0 0 | 20070320-0003 |
| OR 3776/1469 OR 3776/190 | 03/20/2007 | COMPLETE | 29 29 0 0 | 20070320-0004 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | COMPLETE | 9 9 0 0 | 20070320-0006 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | REQUESTED | 20 0 2 2 | 20070320-0012 |
| OR 3776/1469 OR 3776/1900 | 03/21/2007 | COMPLETE | 1 1 0 0 | 20070320-0013 |
| OR 3776/1469 OR 3776/1900 | 03/21/2007 | COMPLETE | 1 1 0 0 | 20070320-0014 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | COMPLETE | 1 1 0 0 | 20070320-0007 |
| OR 3776/1469 OR 3776/1900 | 03/20/2007 | COMPLETE | 11 0 0 0 | 20070320-0008 |

```

TPBU101      <BOJ> -03/22/2007 - 15:37:15:61
TPBU101      LAST BATCH NUMBER > 020070322-00001
TPBU101 :
TPBU101      MASS CORRECTIONS BATCH CONTROL
TPBU101      DELETE ACTIVITY REPORT
TPBU101
TPBU101      REASON (CTY-BATCHDATE-SEQNC) ( USER/LASTDATE )
                (TP755-KEY/SETPBU101) :
TPBU101      RUN COUNTS
TPBU101      READ-TP755                > 0000000017
TPBU101      DELETE-TP755              > 0000000000
TPBU101      DELETE-TP756              > 0000000000
TPBU101      DELETE PENDING            > 0000000000
TPBU101      DELETE EXPIRED            > 0000000000
TPBU101      <EOJ> -03/22/2007   -    15:37:16:22
    
```

