

## Seven Steps for Effective Scanning Using TOPSpro™

### Before proceeding with the scanning process:

- Ensure that your scanner model settings are configured properly.
- Ensure that your agency designated required fields have been selected.
- Ensure that the default setting for program year is entered. TOPSpro reports and data lists filter information using the default program year. Ensure that all Agency, Teacher, Site and Class identification numbers have been entered.
- Ensure that a small quantity of records is scanned (such as one class).
- Ensure that a backup copy is made of your data before and after scanning.

### Step 1 SCAN ENTRY OR WORKFORCE ENTRY RECORDS

- Review Entry (EUUS) or Workforce Entry (WSUS) Records for data accuracy and completeness.
- Scan Entry or Workforce Entry Records for one class.
- Remove records from the scanner in the same scanned record sequence. The first record scanned is on the bottom of the pile in the scanner output tray.
- Preview the Scan Summary Report for record sequence number and items identified as errors.
- Note date and time of scanning session.
- Immediately repair any Entry or Workforce Entry Record errors using Batch Repair-Entry or Workforce Entry Record utility tool.

### Step 2 ENTER STUDENT NAMES

- Enter Student Names using Batch Name Entry – Entry or Test utility tool *or*
- Scan Student Name and Address Record (SNUS).

### Step 3 SCAN TEST RECORDS

- Review Test Records (TRUS) for data accuracy and completeness.
- Scan Test Records for one class.
- Remove records from the scanner in the same scanned record sequence. The first record scanned is on the bottom of the pile in the scanner output tray.
- Preview the Scan Summary Report for record sequence number and items identified as errors.
- Immediately repair any Test Record errors using Batch Repair – Test Records utility tool.

### Step 4 SCAN UPDATE OR WORKFORCE UPDATE RECORDS

- Review Update (EUUS) or Workforce Update (WSUS) for data accuracy and completeness.
- Scan Update Records or Workforce Update Records for one class.
- Remove records from the scanner in the same scanned record sequence. The first record scanned is on the bottom of the pile in the scanner output tray.
- Preview the Scan Summary Report for record sequence number and items identified as errors.
- Repair immediately any Update or Workforce Update Record errors using Batch Repair – Update or Workforce Update utility tool.

### Step 5 VERIFY DATA

- Print appropriate reports pertaining to the information scanned.
- Verify the accuracy of the data by checking the reports.
- Immediately correct data entry errors.

### Step 6 REPEAT STEPS AND GENERATE REPORTS

- Repeat steps 1-5 for any other class or small group.
- Create desired reports for Student, Class, Site and Agency needs.

### Step 7 DISTRIBUTE REPORTS

- Teachers
- Administrators