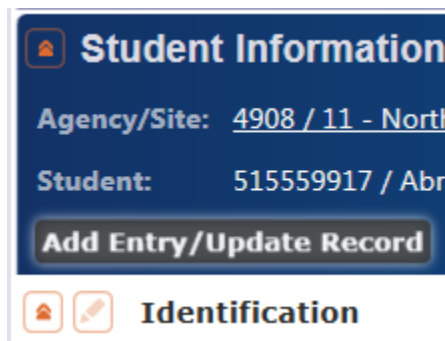


How to Manually Enter Entry & Update Records

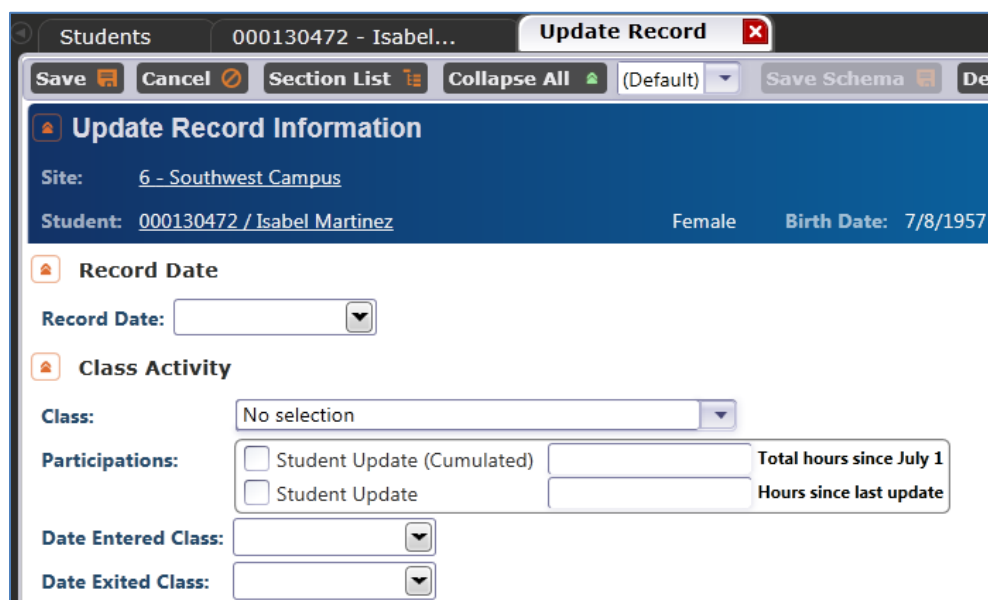
1. In TE, on the **Records** menu, point to **Students**, and select **Demographics**.



2. In Student Demographics lister, open the record for the student that needs the new Update Record. (In this example, we will open the record for Isabel Martinez.)
3. On the Student Information bar at the top, click **Add Entry/Update Record**.



4. This opens a blank screen with all of the fields from the Entry Record and Update Record scan forms.



- When you complete the form, click **Save**. You can enter all of the fields included in this window, or just enter one or two... either way clicking Save will add a new Class Record and/or Program Record for that student.

Update Record Information

Site: 6 - Southwest Campus

Student: 000130472 / Isabel Martinez Female Birth Date: 7/8/1957

Record Date

Record Date: 5/23/2013

Class Activity

Class: 002 - ESL - Intermediate High

Participations:

- Student Update (Cumulated)
- Student Update

Date Entered Class: 5/23/2013

Date Exited Class:

Personal Status and Results

Work Results:

- Got a job
- Retained job
- Entered military
- Acquired workforce readiness skills

Personal Results:

- Increased involvement
- Increased involvement

TOPSpro Enterprise

✓ The data was saved.

OK

- Use the Navigator bar to verify the record you just created (depending on what you entered, you can check Student Records, Class Records, or Program Records.)

TE View Organization Records Reports Tools Help User: COORDINATOR0@RHAS.ORG Version: 2.0 build 243

Students 000130472 - Isabel...

Navigator

- Edit / View
- In Program Years
- Student Records**
- Class Enrollments
- Class Records
- Program Enrollments
- Program Records
- Tests
- Certificates
- Demographic History
- Employment History

Student Information

Agency/Site: 4908 / 6 - Southwest Campus

Student: 000130472 / Isabel Martinez Birth Date: 7/8/1957 Gender: Female

Add Update Record

Student Records

New Filter Columns Sort Delete 2 / 4 Refresh Export More

Program Year	Record Date	Labor Force Status	Personal Status Entries	Primary Goals	Secondary Goals	Special Program Entries	Result
7/1/2012 - 6/30/2013	5/27/2013						Retained job, I
7/1/2012 - 6/30/2013	5/23/2013						Retained job
7/1/2012 - 6/30/2013	5/7/2013						
7/1/2012 - 6/30/2013	3/19/2013	Unemployed		Get a Job	Improve English s...	None	