

Steps to Edit Information

This is an exercise to demonstrate how to edit data in TOPSpro Enterprise. Using the student record as our example, edit the student's ID.

Step	Screen	Description
1.	Student Information Agency/Site: 4908 / 11 - RHAS: North City Student: 555141083 / Melinda Acosta Add Entry/Update Record Identification Change to Edit Mode t ID: 555141083 Gender: Female	 By default, the Edit/View page opens in View mode. To edit a student ID, Click the Pencil icon in the Identification section and <i>Change to Edit Mode</i>.
2.	555141038 - Melind Image: Save Cancel Opelete Image: New Image: Save Information Agency/Site: 4908 / 11 - RHAS: North City Student: 555141038 / Melinda Acosta Image: Student ID: 555141038	 Type in the Student ID field and change the ID. From the Toolbar at top. Click Save. Note! A change to the Student ID will simultaneously edit all 'child' records linked to the student. To see how that works
3.	View Organization Records Reports Tools Help Demographics 555141038 - Melind R Navigator Reversion Cancel Pelete rour Edit / View Save Cancel Pelete rour Student Information In Program Years Student Information Agency/Site: 4908 / 11 - RHAS: North City Student Records Class Enrollments Class Records Class Records Fogram Enrollments Student: Student Record Program Records Site Student • Name Name V I1 - RHAS: North S55141083 Melinda Acosta 11 - RHAS: North S55141083 Melinda Acosta	 Click Tests from the Navigator. You may notice that the ID does not appear to have changed. Continue on to solve the mystery!

eTests TOPSpro

Editing Information

Step	Screen	Description
4.	User: Administrator 43 Version: 3.0 build 32 ? 🔲 🗖 💌	• At top right of the student's Tests lister,
	Pages Go To Linked Disconnect More	 Click Refresh.
	Gender: Female	• This will 'refresh' the page on your TE Client.
	Batch Edit 🎤 🕞 🕤 🕇 / 4 🕞 🚱 Refresh 🎭 More	
	• Scale Score • Accurate • Conservative Estimate • 224 Yes	
	194 Yes No 187 Yes No 220 Yes Yes	
5.	View Organization Records Reports Tools Help Demographics 555141038 - Melind X Navigator Xew Cancel Color Dur Edit / View Xew Cancel Color Dur Edit / View Xew Cancel Color Delete Dur Edit / View Xew Cancel Color Delete Dur In Program Years Student Information Agency/Site: 4908 / 11 - RHAS: North City Student Records Class Enrollments Add Entry/Update Record Class Records Filter Columns Sort 2: Columns Program Records Site Student Name Tests Student Name V Certificates Demographic History Stil - RHAS: North Stil 1038 Melinda Acosta 11 - RHAS: North Stil 1038 Melinda Acosta Nelinda Acosta Nelinda Acosta 11 - RHAS: North Stil 1038 Melinda Acosta Nelinda Acosta Nelinda Acosta	• Voila! Now you see that the ID on all Tests linked to the student are changed.
6.	Version: 3.0 build 32 ? Pages Close All Pages Close All Page Group New Vertical Page Group Open All Lists Here Open All Edit/Views Here Demographics 555141038 - Melind	 To clear your screen, Click Pages at top right. Select Close all Pages.