

Exchanging Data with TOPSpro Enterprise

Exchanging Data with 3rd Party Registration, Attendance and other Information Systems allows you to eliminate duplicate processes by sharing information between systems in a uniform and standard manner.



For more information, download [Exchanging Data with 3rd Party Systems v.1.1](#) and [TE – Data Templates](#).

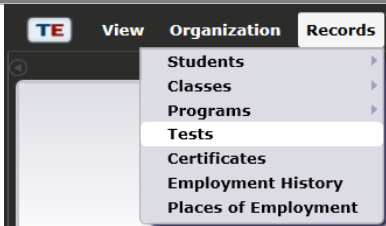
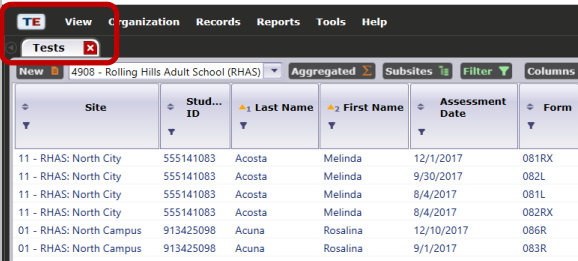
Export WIOA 3rd Party Data

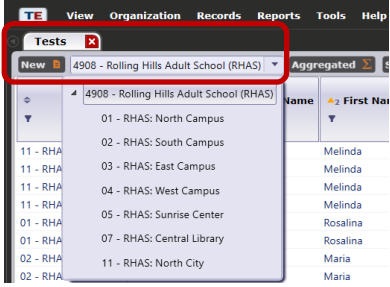
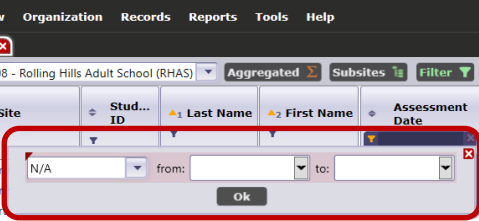
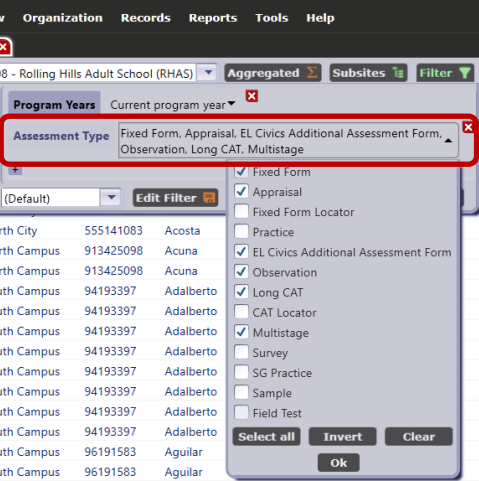
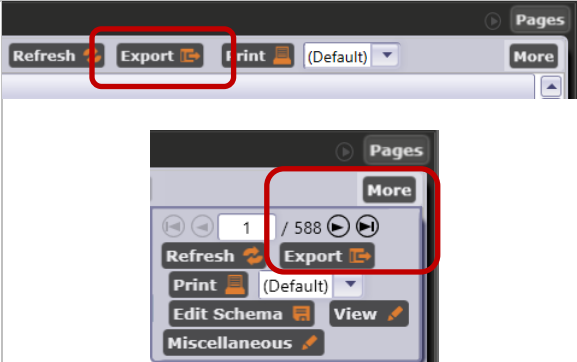
Exporting data from TE is the same process for each of the following data files.

- | | |
|-----------------------------------|------------------------------------|
| 1. Personnel and User Data (PERS) | 6. Student Class Status (SCS) |
| 2. Class Data (CLS) | 7. Attendance Data (ATT) |
| 3. Demographic Data (DEM) | 8. Test Data (TEST) |
| 4. Student Program Status (SPS) | 9. Update Data (UPDT) |
| 5. Entry Data (ENTR) | 10. High School Exam Results (HSE) |

Test Data

The most common data file exported from TE is test results.

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar, <ul style="list-style-type: none"> Click Tests.
2.		<ul style="list-style-type: none"> A tabbed page opens to the list of Test Records in the current program year. To filter the list and select a specific time interval, <ul style="list-style-type: none"> Click the Filter button from the Toolbar at top of the list.

Step	Screen	Description
3.		<ul style="list-style-type: none"> To select a specific Site, <ul style="list-style-type: none"> Click the Container field down-arrow. From the drop-down list, <ul style="list-style-type: none"> Select the Site.
4.		<ul style="list-style-type: none"> To specify a Date range, <ul style="list-style-type: none"> Click the Assessment Date column filter. From the drop-down fields, <ul style="list-style-type: none"> Select the Date range.
5.		<ul style="list-style-type: none"> For specific Assessment Type, <ul style="list-style-type: none"> Click the Filter button from the Toolbar at top of the list. From the Filter, <ul style="list-style-type: none"> Click the Assessment Type down arrow. From the drop-down list, <ul style="list-style-type: none"> Check any other Type, if needed.
6.		<ul style="list-style-type: none"> When the list is populated, <ul style="list-style-type: none"> Click Export from the Toolbar at top right. If the Export button is not available on the Toolbar, <ul style="list-style-type: none"> Click More at top right. From the drop-down menu of 'more' buttons, <ul style="list-style-type: none"> Click Export.

Step	Screen	Description
7.		<ul style="list-style-type: none"> From the Export drop-down menu, <ul style="list-style-type: none"> Select Export WIOA 3rd Party Test Data.
8.		<ul style="list-style-type: none"> A popup window opens to save the Export file to a location on the local machine. <ul style="list-style-type: none"> Export files are named with the type of files exported, which may be changed, if needed. Files export in a *.csv file format that cannot be changed. Click Save.
9.		<ul style="list-style-type: none"> Exporting begins and the process ends with a message when complete. <ul style="list-style-type: none"> Click OK.

Note! Before exporting, you may specify the **Default Student Identifier for 3rd-Party Exports**.

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu Bar at top, <ul style="list-style-type: none"> Click the TE icon. Select Options.
2.		<ul style="list-style-type: none"> From the Options popup window, <ul style="list-style-type: none"> Click the Exports tab. Click the down arrow in the Default Student Identifier field. Select your Student Identifier. Click OK.

Export File Locations in TE

1. **Personnel and User Data (PERS)**
 - Go to Organization > Personnel > Registration
2. **Class Data (CLS)**
 - Go to Organization > Classes > Instances
3. **Demographic Data (DEM)**
 - Go to Records > Students > Demographics
4. **Student Program Status (SPS)**
 - Go to Records > Programs > Enrollments
5. **Entry Data (ENTR)**
 - Go to Records > Students > Records
6. **Student Class Status (SCS)**
 - Go to Records > Classes > Enrollments
7. **Attendance Data (ATT)**
 - Go to Records > Classes > Records
8. **Test Data (TEST)**
 - Go to Records > Tests
9. **Update Data (UPDT)**
 - Go to Records > Students > Records
10. **High School Exam Results (HSE)**
 - Go to Records > Students > Records