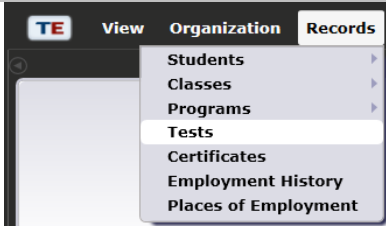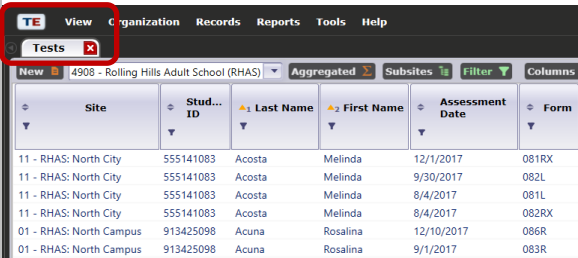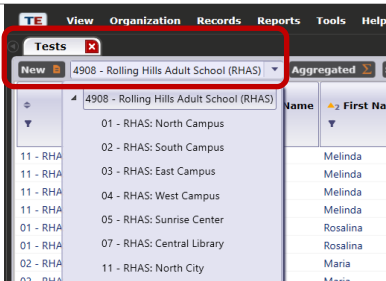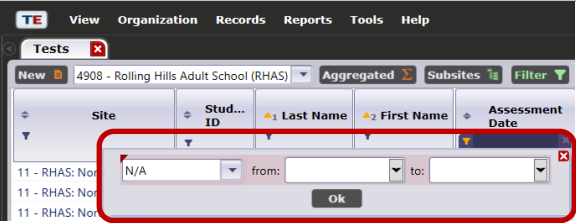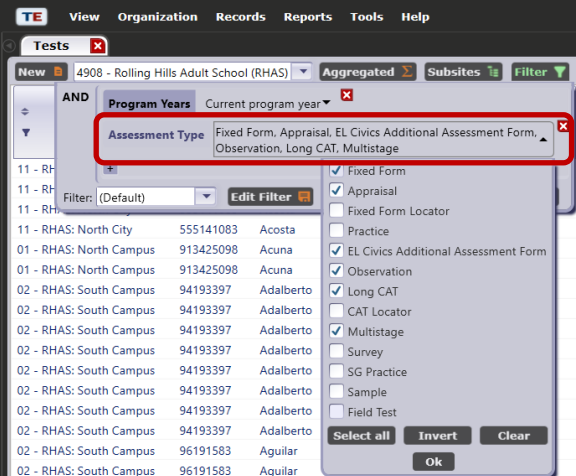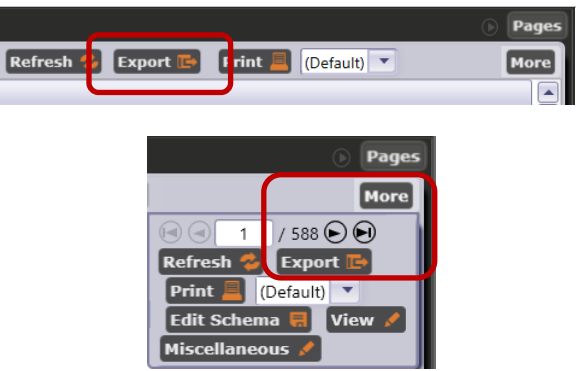# Data Exchange

Exporting WIOA 3rd Party Data
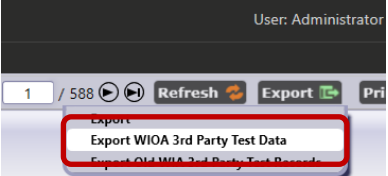
The process for exporting data from TOPSpro Enterprise (TE) is essentially the same for each of the following types of data files.
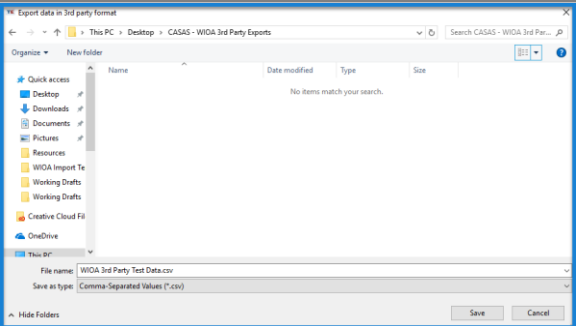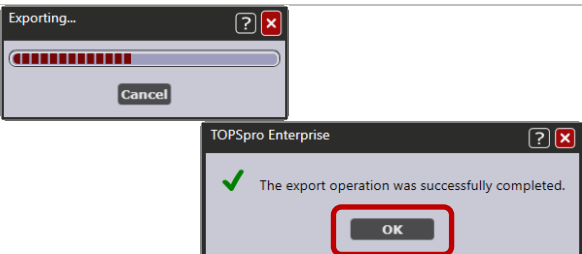
1. Personnel and User Data (PERS)
2. Class Data (CLS)
3. Demographic Data (DEM)
4. Student Program Status (SPS)
5. Entry Data (ENTR)
6. Student Class Status (SCS)
7. Attendance Data (ATT)
8. Test Data (TEST)
9. Update Data (UPDT)
10. High School Exam Results (HSE)

Steps to Export Test Data
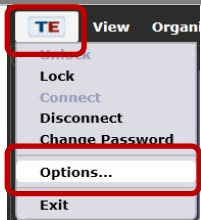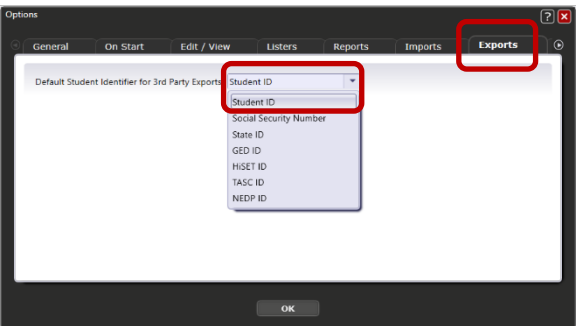
Exporting **Test Data** is the most common type of data exported from TE. The following steps demonstrate how to export **WIOA 3rd Party Test Data**.

Step	Screen	Description
1.		• From the **Menu** bar, o Click **Tests**.
2.		• A tabbed page opens the list of **Test Records** in the current program year. • To filter the list and select a specific time interval, o Click the **Filter** button from the **Toolbar** at the top of the list.

3.		• To select a specific **Site**,
		  o Click the **Container** field down-arrow.
		
		• From the drop-down list,
		  o Select the **Site**.

Step	Screen	Description

4.		- To specify a **Date** range,
		  - Click the **Assessment Date** column filter.
		- From the drop-down fields,
		  - Select the **Date** range.

5.		- For specific **Assessment Type**,
		  - Click the **Filter** button from the **Toolbar** at the top of the list.
		- From the **Filter**,
		  - Click the **Assessment Type** down arrow.
		- From the drop-down list,
		  - Check any other **Type**, if needed.

6.		- When the list is populated,
		  - Click **Export** from the **Toolbar** at the top right.
		- If the **Export** button is not available on the **Toolbar**,
		  - Click **More** at the top right.
		- From the drop-down menu of **'more'** buttons,
		  - Click **Export**.

7.		- From the **Export** drop-down menu, - Select **Export WIOA 3rd Party Test Data**.

Step	Screen	Description

8.		• A popup window opens to save the **Export** file to a location on the local machine.
		    ○ **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.		• Exporting begins, and the process ends with a message when it is complete. ○ Click **OK**.

Note! Before exporting, specify the **Default Student Identifier for 3ʳᵈ-Party Exports** to ensure data matching with an external data system.

Step	Screen	Description

1.		• From the **Menu Bar** at the top,
		    ○ Click the **TE icon**.
		    ○ Select **Options**.

2.		• From the **Options** popup window,
		    ○ 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)**

    o   Go to Organization > Personnel > Registration

2. **Class Data (CLS)**

    o   Go to Organization > Classes > Instances

3. **Demographic Data (DEM)**

    o   Go to Records > Students > Demographics

4. **Student Program Status (SPS)**

    o   Go to Records > Programs > Enrollments

5. **Entry Data (ENTR)**

    o   Go to Records > Students > Records

6. **Student Class Status (SCS)**

    o   Go to Records > Classes > Enrollments

7. **Attendance Data (ATT)**

    o   Go to Records > Classes > Records

8. **Test Data (TEST)**

    o   Go to Records > Tests

9. **Update Data (UPDT)**

    o   Go to Records > Students > Records

10. **High School Exam Results (HSE)**

    o   Go to Records > Students > Records