

Steps to Using the IDs Autogeneration Method

TOPSpro Enterprise (TE) uses the identification code, or unique ID, to link all records related to each student. If autogeneration is turned on, then TE and CASAS eTests will generate an ID based on the autogeneration method selected. One has a fixed format, while the other two have a customizable format. For customizable formats, once all parameters are selected, you get the number of possible IDs to generate, plus a sample of an autogenerated ID. Switching to autogenerated IDs does not change any existing data. The autogeneration method only applies to new student records.

Select one of three **IDs Autogeneration Methods** in TE.

- **1. Random** Numeric or Alphanumeric 5 to 9 character chosen length
- 2. Fixed 10-character Name + DOB + counter 10 character fixed length
- 3. Name + DOB + Random Name + DOB + counter 6 character fixed plus 1 to 6 character chosen length

Step	Screen	Description	
1.	View Organization Records Reports Tools Help CAEP Consortia Agencies Sites Classes Classes Classes	 From the Menu bar at the top, Click Organization, and then Select Agencies. 	
2.	TE View Organization Records Reports Tools Help Agencies X New Y Filter Columns Sort 21 Dele Agency ID Y Agency Name Y 4908 Rolling Hills Adult School (RHAS) X	 A tabbed page opens to the Agency record. Double-click to open the record. 	
3.	Agency Information Agency: 4908 - Rolling Hills Adult School (RHAS) CDS/Vendor Code: 11-11111-111111 Funding Sou WTUs Available: 20754 Age Agency Identification Age 4908	 From the Agency Identification section, Click the Edit icon and change to edit mode. 	

How to turn on the IDs Autogeneration Method



Step	Screen	Description
4.	 Agency Information Agency: 4908 - Rolling Hills Adult School (RHAS) CDS/Vendor Code: 11-11111-1111111 Funding Sour WTUs Available: 20754 Agency Identification IDs Autogeneration Method: None Change Method Agency Contact 	Click the Change Method button.
5.	Change ID Autogeneration Method Three ID autogeneration methods are available to select from. One has a fixed format, while the other two have a customizable format. For customizable formats, once all parameters are selected you get the number of possible IDs to generate, plus a sample of an autogenerated ID. Switching to autogenerated IDs does not change any existing data . The autogeneration method only applies to new student records. ID Autogeneration Method None Random Fixed 10-character Name + DOB + Random OK Cance	A pop-up window opens to Change [the] IDs Autogeneration Method.

The next pages describe what happens when selecting each **IDs Autogeneration Method**.

Selecting the Random IDs Autogeneration Method

Numeric or alphanumeric IDs of chosen length, randomly generated.

Step	Screen	Description	
6.	ID Autogeneration Method: None None Random Fixed 10-character Name + DOB + Random	 Click the down-arrow in the IDs Autogeneration Method field and Select Random. 	
7.	Change ID Autogeneration Method Three ID autogeneration methods are available to select from. One has a fixed format, while the other two have a customizable format. For customizable formats, once all parameters are selected you get the number of possible IDs to generate, plus a sample of an autogenerated ID. Switching to autogenerated IDs does not change any existing data . The autogeneration method only applies to new student records. ID Autogeneration Method: Random Numeric or alphanumeric IDs of chosen length, randomly generated ID Type Numeric IDs ID Length 6 characters	 Select the ID Type, Numeric IDs, or Alphanumeric IDs. * *Note! Using an ID Type of Alphanumeric (A-Z plus 0-9) generates a substantially larger number of unique IDs. Select the ID Length, * Click # characters. 	
9.	The current selections allow for 2,176,755,482 unique IDs A sample of autogenerated ID using current selections: BYMYV1 OK Cancel	 characters, TE will simultaneously display how many unique IDs are possible. In addition, TE will display a sample autogenerated ID using the current selections, e.g., BYMYV1. Click OK to finish 	
10.	IOPSpro Enterprise Image: Comparison of the start using autogenerated student IDs using the selected generation method? If you answer Yes, the application is going to perform an analysis of the student IDs currently in use. This process is likely to take a couple minutes. Note: No existing data is changed in the process. Yes	TE will prompt you to approve a quick analysis (no data will change; this is simply for internal purposes). • Click Yes to approve the change.	
11.	View Organization Records Reports Tools Help Students Classes Programs Demographics In Program Years Records Tests Demographic History Core Performance Students Documents Data Sharing Requests Graduation Employment History Places of Employment Places of Employment	 To confirm the change for the selected IDs Autogeneration Method in TE, Go to the Menu bar and Click Records, Select Students, and then Click Demographics. 	



Step	Screen	Description
12.	View Organization Records Reports Tools Help Students X New Enroll 4908 - Rolling Hills Adult School (RHAS) Subsite View Student 42 First Name A3 Middle Name A1 Last Name Y Y Y Y Y Y Y 7755863 Erica Consuelo Abadilla Abadilla 8698743 Yuritzi Estela Abadilla	 From the list of student Demographics records, Click New from the Toolbar at the top left.
13.	 Student Information Agency: 4908 - Rolling Hills Adult School (RHAS) Student: J4GO5X Identification Use Autogenerated ID: • Yes No Student ID: J4GO5X Title: First Name: Middle Name: Last Name: 	Note! A Random autogenerated ID will automatically populate the Student ID field.
14.	• Existing student @New Student	To confirm the change for the selected IDs Autogeneration Method in eTests , o Click New Student .
	Enter your ID YKO9YC	Note! A Random autogenerated ID will automatically populate the Student ID field.
15.	ID = YKO9YC Name ? First Name: Middle Name: Last Name:	 The application automatically advances and displays the autogenerated ID at the top of the student Name fields. The ID is saved with the new student record after completing the remaining data collection screens.

Selecting the Fixed 10-character IDs Autogeneration Method

IDs based on Last Name, First Name, and DOB, plus a fixed-length DOB-related state counter.

Step	Screen	Description	
16.	ID Autogeneration Method: None None Random Fixed 10-character Name + DOB + Random	 Click the down-arrow in the IDs Autogeneration Method field and Select Fixed 10-character. 	
17.	Change ID Autogeneration Method Three ID autogeneration methods are available to select from. One has a fixed form while the other two have a customizable format. For customizable formats, once all parameters are selected you get the number of possible IDs to generate, plus a sample of an autogenerated ID. Switching to autogenerated IDs does not change any existing data . The autogeneration method only applies to new student records. ID Autogeneration Method: Fixed 10-character IDs based on last name, first name and DOB, plus a fixed-length DOB-related st counter A sample of autogenerated ID for John Doe, born 12/22/89: DoJo12A40D CK Cancel	TE will display a sample autogenerated ID using this method, e.g., DoJo12A400 . Note! When you create a new student record with this method, the ID is blank until you save the record. TE then calculates the ID and saves it with the record. • Click Yes to approve the change.	
	If you answer Yes, the application is going to perform an analysis of the student IDs currently in use. This likely to take a couple minutes. Note: No existing data is changed in the process. Yes No	process	
19.	View Organization Records Reports Tools Help Students Classes Demographics In Program Year Programs Demographic His Demographic His Core Performance Students Documents Invitations Data Sharing Records Graduation Places of Employment	To confirm the change for the selected IDs Autogeneration Method in TE ,	
20.	View Organization Records Reports Tools Students X New Enroll 4908 - Rolling Hills Adult School (RHAS) X New Student 42 First Name A3 Middle Name A1 Last Y Y Y Y Y 7755863 Erica Consuelo Abadilla 8698743 Yuritzi Estela Abadilla	 From the list of student Demographics records, Click New from the Toolbar at the top left. 	



Step	Screen			Description
21.	Student Information Agency: 4908 - Rolling Hills Adu Student: STSA11000J / Sample S Add Entry (Undate Record	ilt School (RHAS) Student	Birth Date: 11/17/1996	The ID field remains blank until you save the record.
	Identification			Enter student Identification and then
	Student ID: STSA110 Title: Sample	0001	Gender: N/A Male Female Non-binary	 Click Save from the Toolbar at the top.
	Middle Name: S Last Name: Student		Birth Date: 11/17/1996 💌	Note! A Fixed 10-character autogenerated ID will automatically populate the Student ID field based on the student's Last and First Names and DOB .
22.	e	e	sts	To confirm the change for the selected IDs Autogeneration Method in eTests ,
			CASAS	 Click New Student.
	○ Existing st	udent	New Student	
23.	ID =		:	The ID field is blank until you save the record.
	Name 🕜		2	The eTests application automatically advances
	First Name:	Sample		to the student Name fields and presents each
	Middle Name:	S		data conection screen, including DOD news.
	Last Name:	Student		
24	De		Domo	
	Re	view	/ Page	
		ld:	STSA11000J	
	First Na	me:	Sample	Note! After saying the student information, a
	Middle Na	me:	S Student	Fixed 10-character autogenerated ID will
	Last Na	me:		automatically populate the Student ID field based on the student's Last and First Name and
	Date of B	irth:	Nov 17, 1996	DOB.
	Program I	nto:	Basic Skills (ABE)	
	Save Cancel Print		Print	



Selecting the Name + DOB + Random IDs Autogeneration Method

IDs based on **Last Name**, **First Name**, and **DOB**, plus a **variable-length** DOB-related agency counter.

Step	Screen		Description
25.	ID Autogeneration Method:	None None Random Fixed 10-character Name + DOB + Random	 Click the down-arrow in the IDs Autogeneration Method field and Select Name + DOB + Random.
26. 27.	Change ID Autogeneration Method Three ID autogeneration methods are avail while the other two have a customizable fo For customizable formats, once all paramet possible IDs to generate, plus a sample of a Switching to autogenerated IDs does not c autogeneration method only applies to new	able to select from. One has a fixed format, rmat. ers are selected you get the number of in autogenerated ID. hange any existing data . The v student records.	 Select the ID Suffix Type, Numeric IDs, or Alphanumeric IDs. Select the ID Suffix Length, *
	ID Autogeneration Method: Name + IDs based on last name, first name and DO co ID Suffix Type Numeric IDs ID Suffix Length 1 character 3 characters 4 characters The current selections allow for 2,176,78; month and A sample of autogenerated ID for Job	DOB + Random B, plus a variable-length DOB-related agency unter Alphanumeric IDs 2 characters 5 characters 6 characters 2,335 unique IDs for students with the same i day of birth in Doe, born 12/22/89: DoJo12D0TXT9	 Click # characters. *Note! When you click on the number of characters, TE will simultaneously display how many unique IDs are possible with this method. In addition, TE will display a sample autogenerated ID using the current selections, e.g., DoJo12KIQD.
28.	OK	Cancel	• Click OK to finish.
29.	TOPSpro Enterprise Are you sure you want to start using autogenerated ✓ If you answer Yes, the application is going to perfor is likely to take a couple minutes. Note: No existing data is changed in the process. Ves	Student IDs using the selected generation method? m an analysis of the student IDs currently in use. This process	• Click Yes to approve the change.
30.	TE View Organization Records R Students Classes Programs Tests Core Perfi Invitation Survey Re Graduatio Employme Places of	eports Tools Help Demographics In Program Years Conservation Demographic History Documents Data Sharing Requests n on Demographic History Employment Demographic History Demographic Histo	 To confirm the change for the selected IDs Autogeneration Method in TE, Go to Records > Students > Demographics.
31.	TE View Organization Students Image: Student stude	Records Reports Tools Help g Hills Adult School (RHAS) V Subsite e A Middle Name v Consuelo Abadilla	 From the list of student Demographics records, Click New from the Toolbar at the top left.



Step	Scre	en	Description
32.	Student Information Agency: 4908 - Rolling Hills Adult School Student: STSA1100000D / Sample S Student: Add Entry/Update Record Identification Student ID: STSA1100000D Title: First Name: Sample Middle Name: Student	ol (RHAS) dent Birth Date: 11/17/1996 Gen Gender: N/A Male Female Non-binary Birth Date: 11/17/1996	<i>Note!</i> A Fixed 10-character autogenerated ID will automatically populate the Student ID field based on the student's Last and First Name and DOB .
33.	• Existing student New Student		To confirm the change for the selected IDs Autogeneration Method in eTests , • Click New Student . The application automatically advances to the student Name fields and then presents the data collection screens, including the DOB fields.
34.	ID = Name First Name: Sample Middle Name: S Last Name: Student		The ID field is blank until you save the record. The eTests application automatically advances to the student Name fields and presents each data collection screen, including DOB fields.
35.	Review Id: First Name: Middle Name: Last Name: Date of Birth: Program Info:	v Page StSa1100000D Sample S Student Nov 17, 1996 Basic Skills (ABE)	Note! After saving the student information, a Name + DOB + Random autogenerated ID will automatically populate the Student ID field based on the student's Last and First Name and DOB .