

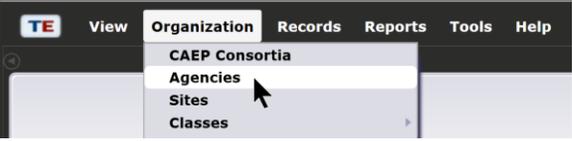
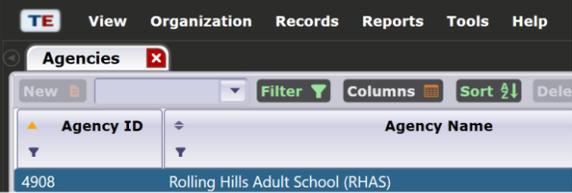
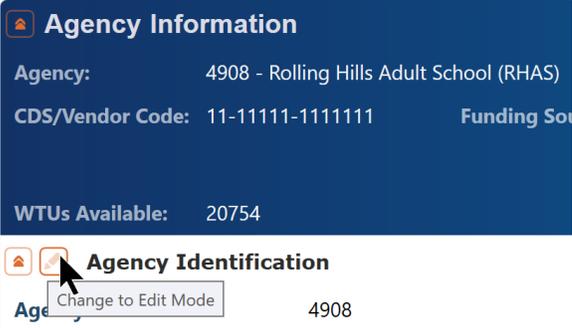
## Steps to Using the IDs Autogeneration Method

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

### How to turn on the IDs Autogeneration Method

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• From the <b>Menu</b> bar at the top,                             <ul style="list-style-type: none"> <li>○ Click <b>Organization</b>, and then</li> <li>○ Select <b>Agencies</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• A tabbed page opens to the <b>Agency</b> record.                             <ul style="list-style-type: none"> <li>○ <b>Double-click</b> to open the record.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>• From the <b>Agency Identification</b> section,                             <ul style="list-style-type: none"> <li>○ Click the <b>Edit</b> icon and change to edit mode.</li> </ul> </li> </ul>

Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>Click the <b>Change Method</b> button.</li> </ul>
5.		<ul style="list-style-type: none"> <li>A pop-up window opens to <b>Change [the] IDs Autogeneration Method</b>.</li> </ul>

*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.		<ul style="list-style-type: none"> <li>Click the <b>down-arrow</b> in the <b>IDs Autogeneration Method</b> field and                             <ul style="list-style-type: none"> <li>Select <b>Random</b>.</li> </ul> </li> </ul>
7.		<ul style="list-style-type: none"> <li>Select the <b>ID Type</b>,                             <ul style="list-style-type: none"> <li><b>Numeric</b> IDs, or</li> <li><b>Alphanumeric</b> IDs. *</li> </ul> </li> </ul> <p><i>*Note!</i> Using an ID Type of <b>Alphanumeric</b> (A-Z plus 0-9) generates a substantially larger number of unique IDs.</p>
8.		<ul style="list-style-type: none"> <li>Select the <b>ID Length</b>, *                             <ul style="list-style-type: none"> <li>Click <b># characters</b>.</li> </ul> </li> </ul> <p><i>*Note!</i> When you click on the number of 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., <b>BYMYV1</b>.</p>
9.		<ul style="list-style-type: none"> <li>Click <b>OK</b> to finish.</li> </ul>
10.		<p>TE will prompt you to approve a quick analysis (no data will change; this is simply for internal purposes).</p> <ul style="list-style-type: none"> <li>Click <b>Yes</b> to approve the change.</li> </ul>
11.		<p>To confirm the change for the selected <b>IDs Autogeneration Method</b> in TE,</p> <ul style="list-style-type: none"> <li>Go to the <b>Menu bar</b> and                             <ul style="list-style-type: none"> <li>Click <b>Records</b>,</li> <li>Select <b>Students</b>, and then</li> <li>Click <b>Demographics</b>.</li> </ul> </li> </ul>

Step	Screen	Description
12.		<ul style="list-style-type: none"> <li>From the list of student <b>Demographics</b> records,                             <ul style="list-style-type: none"> <li>Click <b>New</b> from the <b>Toolbar</b> at the top left.</li> </ul> </li> </ul>
13.		<p><i>Note!</i> A <b>Random</b> autogenerated ID will automatically populate the <b>Student ID</b> field.</p>
14.		<p>To confirm the change for the selected IDs Autogeneration Method in <b>eTests</b>,</p> <ul style="list-style-type: none"> <li>Click <b>New Student</b>.</li> </ul> <p><i>Note!</i> A <b>Random</b> autogenerated ID will automatically populate the <b>Student ID</b> field.</p>
15.		<ul style="list-style-type: none"> <li>The application automatically advances and displays the autogenerated ID at the top of the student <b>Name</b> fields.</li> <li>The <b>ID</b> is saved with the new student record after completing the remaining data collection screens.</li> </ul>

## 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.		<ul style="list-style-type: none"> <li>Click the <b>down-arrow</b> in the IDs <b>Autogeneration Method</b> field and                             <ul style="list-style-type: none"> <li>Select <b>Fixed 10-character</b>.</li> </ul> </li> </ul>
17.		<p>TE will display a sample autogenerated ID using this method, e.g., <b>DoJo12A40D</b>.</p> <p><i>Note!</i> 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.</p>
18.		<ul style="list-style-type: none"> <li>Click <b>Yes</b> to approve the change.</li> </ul>
19.		<p>To confirm the change for the selected IDs <b>Autogeneration Method</b> in <b>TE</b>,</p> <ul style="list-style-type: none"> <li>Go to the <b>Menu bar</b> and                             <ul style="list-style-type: none"> <li>Click <b>Records</b>,</li> <li>Select <b>Students</b>, and then</li> <li>Click <b>Demographics</b>.</li> </ul> </li> </ul>
20.		<ul style="list-style-type: none"> <li>From the list of student <b>Demographics</b> records,                             <ul style="list-style-type: none"> <li>Click <b>New</b> from the <b>Toolbar</b> at the top left.</li> </ul> </li> </ul>

Step	Screen	Description
21.		<p>The ID field remains blank until you save the record.</p> <p>Enter student <b>Identification</b> and then</p> <ul style="list-style-type: none"> <li>○ Click <b>Save</b> from the <b>Toolbar</b> at the top.</li> </ul> <p><b>Note!</b> A <b>Fixed 10-character</b> autogenerated ID will automatically populate the <b>Student ID</b> field based on the student's <b>Last</b> and <b>First</b> Names and <b>DOB</b>.</p>
22.		<p>To confirm the change for the selected IDs Autogeneration Method in <b>eTests</b>,</p> <ul style="list-style-type: none"> <li>○ Click <b>New Student</b>.</li> </ul>
23.		<p>The ID field is blank until you save the record.</p> <p>The eTests application automatically advances to the student <b>Name</b> fields and presents each data collection screen, including <b>DOB</b> fields.</p>
24.		<p><b>Note!</b> After saving the student information, a <b>Fixed 10-character</b> autogenerated ID will automatically populate the <b>Student ID</b> field based on the student's <b>Last</b> and <b>First</b> Name and <b>DOB</b>.</p>

## 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.		<ul style="list-style-type: none"> <li>Click the <b>down-arrow</b> in the IDs <b>Autogeneration Method</b> field and                             <ul style="list-style-type: none"> <li>Select <b>Name + DOB + Random</b>.</li> </ul> </li> </ul>
26.		<ul style="list-style-type: none"> <li>Select the <b>ID Suffix Type</b>,                             <ul style="list-style-type: none"> <li><b>Numeric IDs</b>, or</li> <li><b>Alphanumeric IDs</b>.</li> </ul> </li> </ul>
27.		<ul style="list-style-type: none"> <li>Select the <b>ID Suffix Length</b>, *                             <ul style="list-style-type: none"> <li>Click <b># characters</b>.</li> </ul> </li> </ul> <p><i>*Note!</i> 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., <b>DoJo12DKIQD</b>.</p>
28.		<ul style="list-style-type: none"> <li>Click <b>OK</b> to finish.</li> </ul>
29.		<ul style="list-style-type: none"> <li>Click <b>Yes</b> to approve the change.</li> </ul>
30.		<p>To confirm the change for the selected IDs <b>Autogeneration Method</b> in <b>TE</b>,</p> <ul style="list-style-type: none"> <li>Go to <b>Records &gt; Students &gt; Demographics</b>.</li> </ul>
31.		<ul style="list-style-type: none"> <li>From the list of student <b>Demographics</b> records,                             <ul style="list-style-type: none"> <li>Click <b>New</b> from the <b>Toolbar</b> at the top left.</li> </ul> </li> </ul>

Step	Screen	Description
32.		<p><b>Note!</b> A <b>Fixed 10-character</b> autogenerated ID will automatically populate the <b>Student ID</b> field based on the student's <b>Last</b> and <b>First</b> Name and <b>DOB</b>.</p>
33.		<p>To confirm the change for the selected IDs <b>Autogeneration Method</b> in <b>eTests</b>,</p> <ul style="list-style-type: none"> <li>○ Click <b>New Student</b>.</li> </ul> <p>The application automatically advances to the student <b>Name</b> fields and then presents the data collection screens, including the <b>DOB</b> fields.</p>
34.		<p>The <b>ID</b> field is blank until you save the record.</p> <p>The <b>eTests</b> application automatically advances to the student <b>Name</b> fields and presents each data collection screen, including <b>DOB</b> fields.</p>
35.		<p><b>Note!</b> After saving the student information, a <b>Name + DOB + Random</b> autogenerated ID will automatically populate the <b>Student ID</b> field based on the student's <b>Last</b> and <b>First</b> Name and <b>DOB</b>.</p>