TOPS pro **e**Tests

Steps to Generate a Report

This document is a step-by-step tutorial on how to generate a **Report** in TOPSpro Enterprise. To demonstrate these steps, we will use the **NRS Data Integrity Report (DIR)** to walk you through the process for generating the report while highlighting some of the **Report Generator** features.

NRS Data Integrity Report (DIR)

The DIR is an agency-level report that local programs use as an evaluative tool to monitor their data collection efforts. The report helps local programs monitor critical data for meeting local, state and federal reporting requirements. Local programs most often generate the DIR on a quarterly basis to check the integrity of their data so that necessary intervention can take place throughout the program year.

Report Setup Screen

Step	Screen	Description
1.	nization Records Reports Tools Scoring Help CASAS eTests Demographics Program Outcomes Program Outcomes Program Outcomes Program Outcomes Test Results Data Management NRS Data Integrity Protate Integrity Outa Management NRS Data Integrity Data Integrity Outa Reports NRS Data Integrity Detail Federal Reports NRS Data Integrity Detail My Reports Student Profile Report Locator Wizard Student Profile Teacher Detail Duplicate Students Ad Hoc Reporting Integrity	 From the Menu Bar at top, Click Reports. Select Data Management. Click NRS Data Integrity.
2.		 The Report Generator opens to a report setup screen. Navigator at left. Toolbar at top.





Step	Screen	Description
3.	● NRS Data Integrity ≥ Report Setup Navigator ● ● ● <t< th=""><th> Use the Report Setup Navigator to: Define specific settings using General Settings; Filter the initial population using available lists of records; Choose available sub reports from the Report Selection. </th></t<>	 Use the Report Setup Navigator to: Define specific settings using General Settings; Filter the initial population using available lists of records; Choose available sub reports from the Report Selection.
4.	View Organization Records Reports Tools Help NRS Data Integrity Integrity Integrity Aggregated Subsites Report Setup Navigator Integrity Integrity Integrity Aggregated Subsites Class Definitions Integrity Integrit	 The General Settings page contains Special Options specific for the DIR to: Further filter the report, and Target a specific segment of the learner population.

Generate the Report







Rendered Report

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ecords		Summary Information	Without PoP	2020-2	2021	PoP 1		PoP 2	P	oP 3	PoP 4	
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8.

- From this report, you can double-click to **drill down** on a data cell to open the list of student records assigned to that DIR Item. This is a very beneficial feature to make corrections to data or add missing data directly from the report.
 - The next few steps will take you through examples of moving from the summary information to detailed data by focusing on a specific data element.

Step	Screen	Description
9.	Image: Constraints Support Agency: 4908 - Rolling Hills Adult School (RHAS) Progr. Summary Information 2017-2018 2017 Teatl WIDA Trile II Learners 2037 2037 Teatl WIDA Trile II Learners 2037 2037 Teatl WIDA Trile II 2031 2017 Image: Source-rolty Enrolled in High School/K12 2031 2031 Image: Source-rolty Enrole High School/K12 2031	 Review Item 01 – Missing Birthdate or outside 16-110. Use your mouse to hover over the Item Count. This highlights the cell with a red-colored rectangle. Click once to Drill Down.
10.	We Organization for former, the link We Organization for former, the link	 A new tabbed page opens with a list of students based on the drill-down item. To examine a record, Double-click on the Record to open.
11.	View Organization Records Reports Tools Help NRS Data Integrity NRS Data Integrity View Surveille Constraints Student In Program Year formation Student In Program Year formation Student Records Program Fecords Program Fecords Tests Geogen Tree Show All Good	 The student's Program Year record opens in a new tabbed page. In this example, Item 01 relates directly to the student's Demographics and can only be fixed from that record. To fix the problem, Click the Student hyperlink in the header at top of the record.





Step	Screen	Description
12.	View Organization Records Reports Tools Help NRS Data Integrity NRS Data Integrity 298349872 - Autum Image: Save Cancel Delete Duplicate Section List Image: Student Information Agency/Site: 4908 / 01 - RHAS: North Campus Birth Date: Student: 298349872 / Autumn River Birth Date: Add Entry/Update Record Image: Information Consent Signed: True GED 2002 ID: GED 2014 ID: N/A Image: Identification Image: Student: Name: Image: ID: 298349872 Name: Image: ID: 1D: 10: Image: ID: 298349872 Name: Image: ID: 298349872 Name: Image: ID: 1D: N/A Image: ID: 1D: 1D: Image: ID: 1D: N/A Image: ID	 To edit the Student ID, Click the Pencil icon at left of the Identification field and change to edit mode.
13.	Student ID: 298349872 Title: First Name: Autumn Gender: Female Birth Date: 4/1/1968 SSN: Does no April 1968 > GED 2002 ID: Education 31 1 2 1966 5 6 Highest Year of School: 10 14 15 16 1968 26 27 GED 2014 Scores: N/A 28 29 30 1970 3 4 HisET Scores: N/A 5 6 7 1971 10 11	 Enter the Date of Birth. Click in the Birth Date field. Type to enter the DOB. Or click the down arrow in the Birth Date field, Select the DOB.
14.	View Organization Records Reports Tools Help NRS Data Integrity NRS Data Integrity 298349872 - A New Save Cr neel Delete Duplicate Section Li Student Information Identification Student ID: 298349872 Title: First Name: Autumn Gender: Female Birth Date: 4/1/1968 SSN: Does not have SSN Consent: Signed GED 2002 ID: E GED 2014 ID:	 From the Toolbar at top of the Demographic record, Click Save.
15.	View Organization Record Report Tools Help View Organization Reco	 Return to the DIR Report Setup Screen. Click the Red X Box on each of the 3 tabbed pages that were opened.

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Step	Screen	Description
16.	I month to be and the set of t	 From the Toolbar at top of the Report Setup Screen, Click Generate to update the DIR.
17.	INRS Data Integrity. 05/18/2018 by Agency: Segrecy: 4908 - Rolling Hills Adult School (RHAS) Prog Summary Information 2017-2018 Total WIOA Title II Learners 2017 2017 Total WIOA Title II Learners 2017 2017 Learners eligible for WIOA Title II 2017 2017 Internet for WIOA Title II Lest PoP or Market Market or outside 16-110 0 Or Empty Hours of Instruction 02 Total hours between 1-11 hours	 Review Item 01 once again. Notice that the corrected item count is now at zero.
18.		 With the report displayed, use the Toolbar to, Print, or Export to save as a PDF, or other file type, on the local machine, or Keep Session to save an electronic copy in the TE Reports Manager.
19.	New Organization Round Round Round Tole Integration Provide Data Integrity:	• Click the Red X Box on each tab and Close the open pages.