Using the TE – TE Import Wizard – Importing Data

The TE – TE Import Wizard enables you to create zip files of your own TE data so that you can then append it to other existing installations of TE, or bring in data files from other sites to add to your own installation. This wizard also includes an archive feature that enables you to export and remove data from your database.

This exercise details how to import an outside file into your TE data.

1. On the Tools menu, select TE Import/Export Wizard.

Tools	Help	
Scanning Wizard		
3rd Party Import Wizard		
TE Import/Export Wizard		
Data Upload Control Panel		
California Core Performance Wizard		
Additional Assessments Import Wizard		

2. Select Import data from another system into this installation, and then click Next.



3. Next we need to find the zip file to bring into the installation. Click Select data import file to retrieve the import zip file.

Select data import file		
	Cancel << Back	Next >>

4. In the Windows screen, click Open.



5. The next screen provides a summary of the contents of the file you are importing. Review the information on the screen, and then click Next.



6. Next you can identify the specific records for import. For this exercise, we will import all of the available record types. Click Next.

In	Import Wizard						
	You may choose to import only a subset of the Click the Next button to continue.	he available record types.					
	Record Types to Import ✓ All Record Types ✓ Agencies ✓ Special Programs ✓ Tort Unit Purchasor	Sites	 Students Demographic History Employment History 				
	 Program Years Core Performance Measures Additional Assessments 	 Class Instances Testing Stations Testing Sessions Access Groups Users 	 Certificates Enrollment in Program Year Tests 				
		 Personnel Personnel Employment Functional Roles 	 Student Records Class Enrollments Class Records 				
		Professional Status	 Program Enrollments Program Records Core Performance Surveys 				
			Cancel << Back Next >>				

7. Review the final summary, and then click Finish.

Import Wizard)+-X
The wizard is now ready to import data from the specified file	
Trans of file normal (Alles of Singleton) Archive TOPSone Enterprise 2.0 build 200.2012040E 072620 sin	
All record types were selected for inclusion into the import operation.	
The import operation will use the original agency, site and class IDs found in the import file.	
Click the Finish button to start the data import process.	
Cancel << Back Fin	ish

8. Click Yes to view a log of the import process.



9. Review the log and then click OK.

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4/5/2012 7/50 AM Data import started	
4/5/2013 7:59 AM - Data import started.	
4/5/2013 7:59 AM - Onpacking archive file.	
4/5/2013 7:59 AM - Checking for mandatory content.	
4/5/2013 /:59 AM - Acquiring metadata for exported object records.	
4/5/2013 7:59 AM - Acquiring metadata for assessment form records.	=
4/5/2013 7:59 AM - Acquiring metadata for 'Program Year' records.	
4/5/2013 7:59 AM - Completed processing 2 Program Year records.	
4/5/2013 7:59 AM - Importing 'State Container' records.	
4/5/2013 7:59 AM - Completed processing 1 State Container records.	
4/5/2013 7:59 AM - Importing 'Agency' records.	
4/5/2013 8:00 AM - Completed processing 1 Agency records.	
4/5/2013 8:00 AM - Importing 'Special Program' records.	
4/5/2013 8:00 AM - Completed processing 1 Special Program records.	
4/5/2013 8:00 AM - Importing 'Test Allocation' records.	
4/5/2013 8:00 AM - Completed processing 4 Test Allocation records.	
4/5/2013 8:00 AM - Importing 'Agency Program Year' records.	
4/5/2013 8:00 AM - Completed processing 2 Agency Program Year records.	
4/5/2013 8:00 AM - Importing 'Additional Form' records.	
4/5/2013 8:00 AM - Completed processing 4 Additional Form records.	
4/5/2013 8:00 AM - Importing 'Site' records.	
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