TOPSpro Record Color Codes

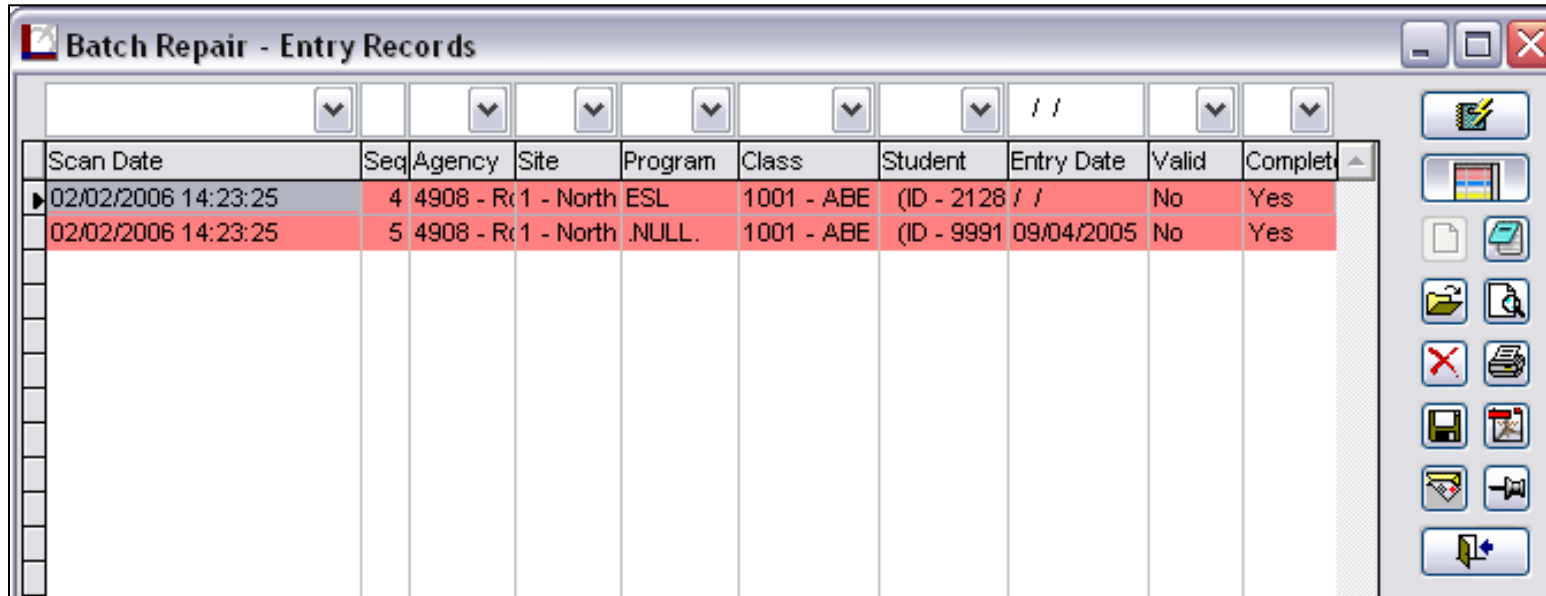TOPSpro uses different colors to highlight records that may be missing key data elements.
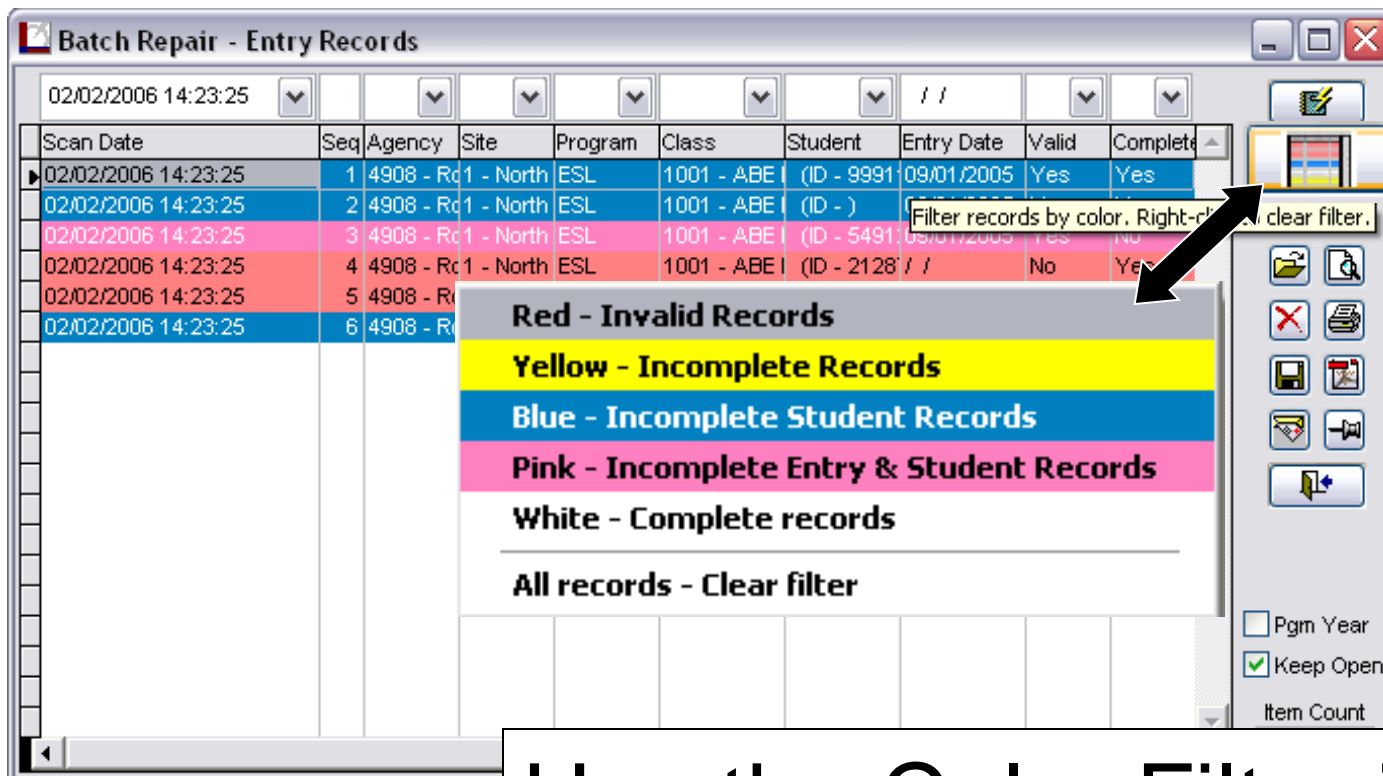
Use the Color Filter icon to filter records by color.

Red – Invalid Records

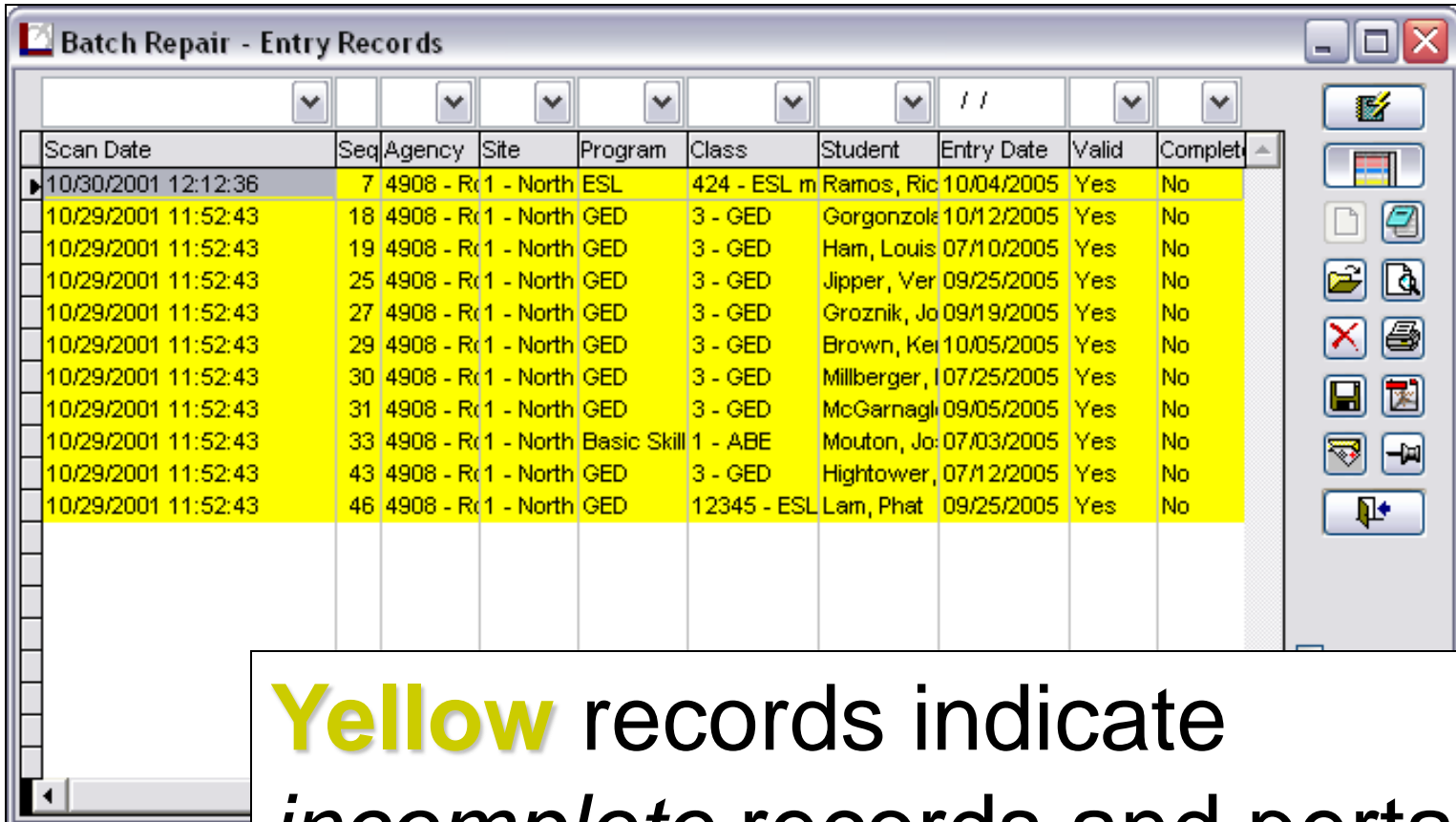**Red** records indicate *invalid* records and pertain to all TOPSpro records.

⮩ **In order to be valid in TOPSpro, a record must include the following mandatory five fields:**

1. **Student ID number**
2. **Record Date**
3. **Class ID number**
4. **Instructional Program**
5. **Test Form number**

Yellow – Incomplete Records

Batch Repair - Entry Records

Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
10/30/2001 12:12:36	7	4908 - Rc	1 - North	ESL	424 - ESL m	Ramos, Ric	10/04/2005	Yes	No
10/29/2001 11:52:43	18	4908 - Rc	1 - North	GED	3 - GED	Gorgonzola	10/12/2005	Yes	No
10/29/2001 11:52:43	19	4908 - Rc	1 - North	GED	3 - GED	Ham, Louis	07/10/2005	Yes	No
10/29/2001 11:52:43	25	4908 - Rc	1 - North	GED	3 - GED	Jipper, Ver	09/25/2005	Yes	No
10/29/2001 11:52:43	27	4908 - Rc	1 - North	GED	3 - GED	Groznik, Jo	09/19/2005	Yes	No
10/29/2001 11:52:43	29	4908 - Rc	1 - North	GED	3 - GED	Brown, Ke	10/05/2005	Yes	No
10/29/2001 11:52:43	30	4908 - Rc	1 - North	GED	3 - GED	Millberger,	07/25/2005	Yes	No
10/29/2001 11:52:43	31	4908 - Rc	1 - North	GED	3 - GED	McGarnagl	09/05/2005	Yes	No
10/29/2001 11:52:43	33	4908 - Rc	1 - North	Basic Skill	1 - ABE	Mouton, Jo	07/03/2005	Yes	No
10/29/2001 11:52:43	43	4908 - Rc	1 - North	GED	3 - GED	Hightower,	07/12/2005	Yes	No
10/29/2001 11:52:43	46	4908 - Rc	1 - North	GED	12345 - ESL	Lam, Phat	09/25/2005	Yes	No

Yellow records indicate *incomplete* records and pertain to all TOPSpro records.

Complete Records

➲ **The TOPSpro user determines which records will be complete & which will be incomplete in Required Fields.**
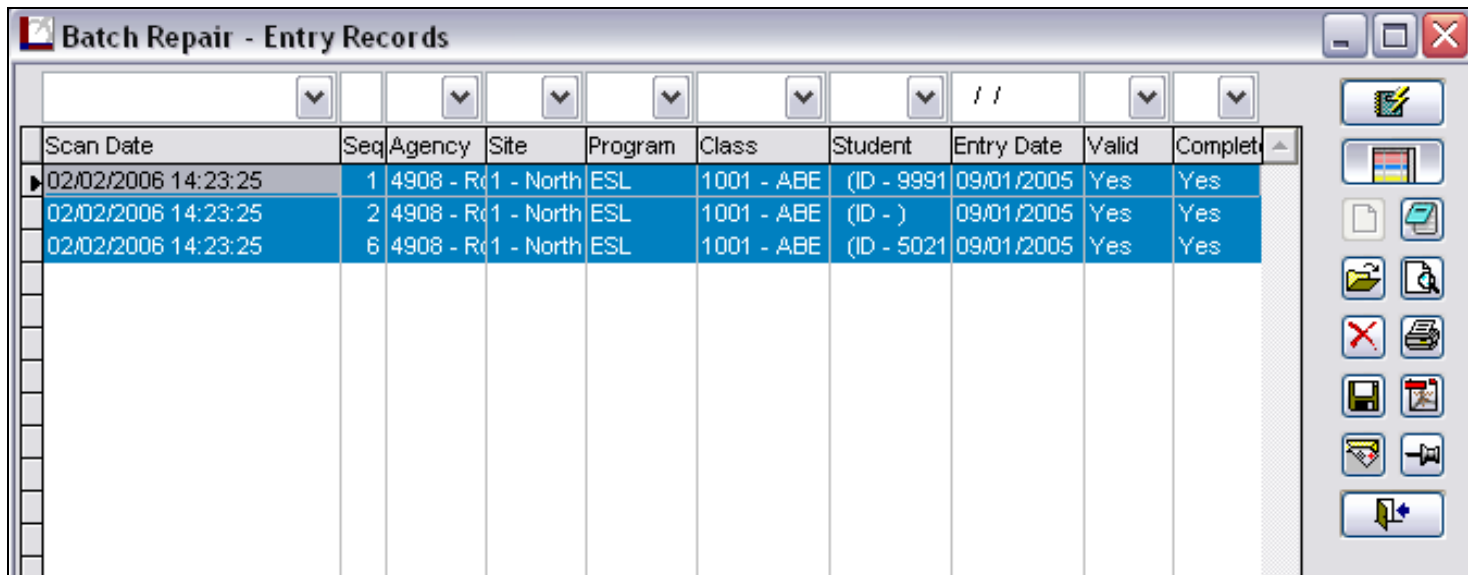
Yellow Records in Entry Lister

Yellow records that appear in the Entry Lister or in Batch Repair – Entry Records indicate *incomplete Entry Records (fields 10-20)*.

Blue records only appear in the Entry Lister and Batch Repair–Entry Records and indicate *incomplete Student Records (Entry fields 3-9).*
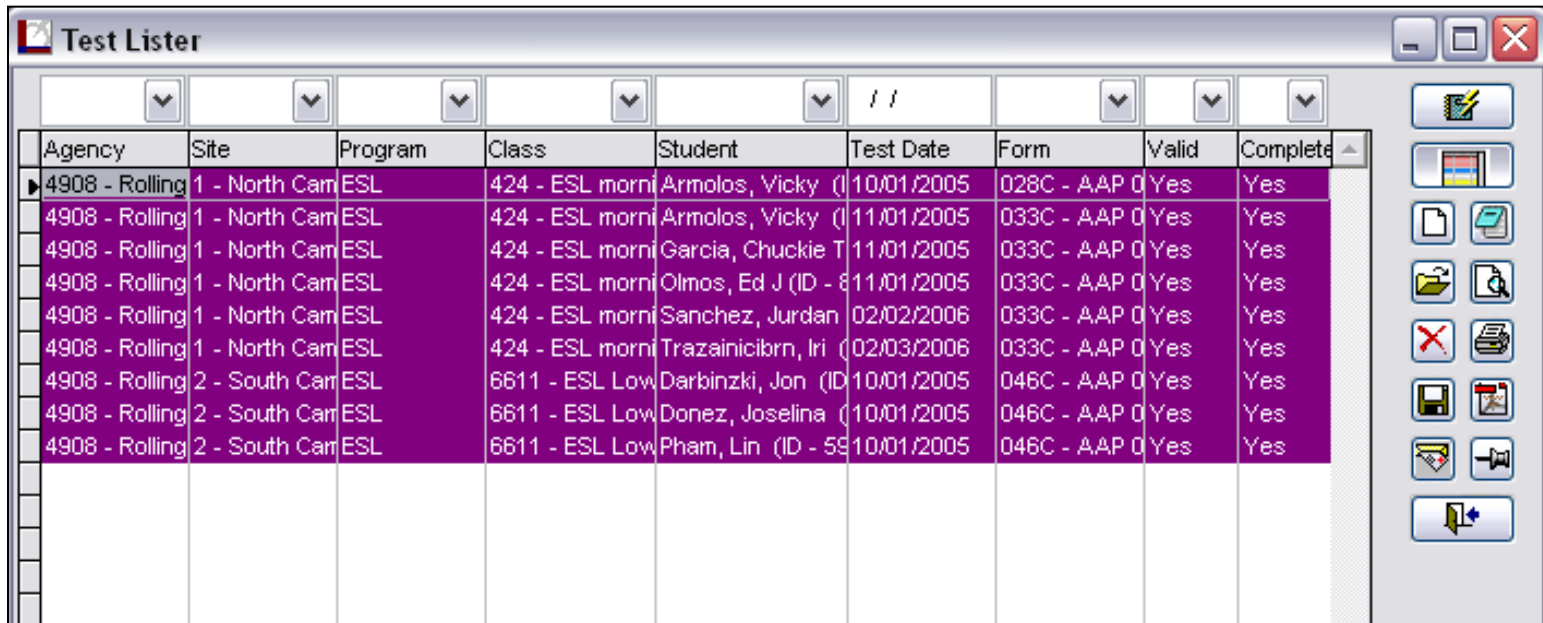
Pink records are only in the Entry Lister and Batch Repair–Entry Records and indicate *incomplete Student and Entry Records.*

Magenta Records

Magenta records are only in the Test Lister and Batch Repair–Test Records and indicate unapproved additional assessments.

Aqua records are only in Batch Repair – Test Records and indicate Multiple Item responses.

Brown records only appear in the Update Lister and Batch Repair–Update Records and indicate imported attendance hours.