



TCA: THE CENTER ADMINISTRATOR

HOW TO EXPORT DATA FROM CMS FOR TCA

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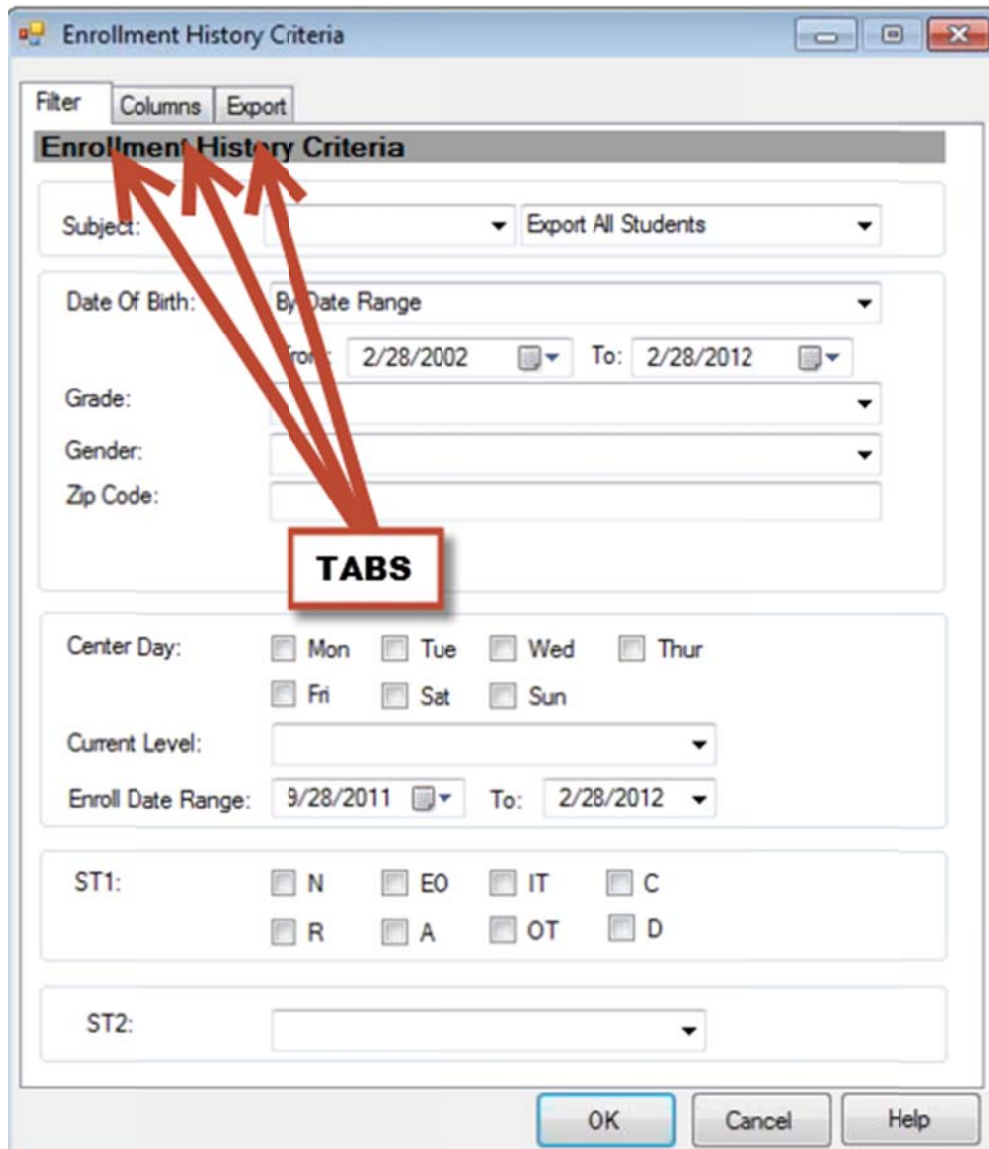
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EXPORT DATA FROM CMS

1. The TCA installation process creates a folder on the TCA Server named “C:\TCA\CMS Export”. This is the folder where you will store the data you export from CMS to Excel to be imported into TCA.
2. Start CMS and click on Export on the left hand navigation bar.
3. Select the **Enrollment History** option. You should have this window displayed:



The screenshot shows the "Enrollment History Criteria" window. At the top, there are three tabs: "Filter", "Columns", and "Export". Below the tabs, the window is divided into several sections for filtering data. The "Subject" section has a dropdown menu and a button labeled "Export All Students". The "Date Of Birth" section has a "By Date Range" dropdown, with "From" and "To" date pickers set to 2/28/2002 and 2/28/2012 respectively. The "Grade", "Gender", and "Zip Code" sections each have a dropdown menu. The "Center Day" section has checkboxes for Mon, Tue, Wed, Thur, Fri, Sat, and Sun. The "Current Level" section has a dropdown menu. The "Enroll Date Range" section has "From" and "To" date pickers set to 9/28/2011 and 2/28/2012. The "ST1" section has checkboxes for N, E0, IT, C, R, A, OT, and D. The "ST2" section has a dropdown menu. At the bottom of the window are "OK", "Cancel", and "Help" buttons. A red box labeled "TABS" with three red arrows points to the "Filter", "Columns", and "Export" tabs.

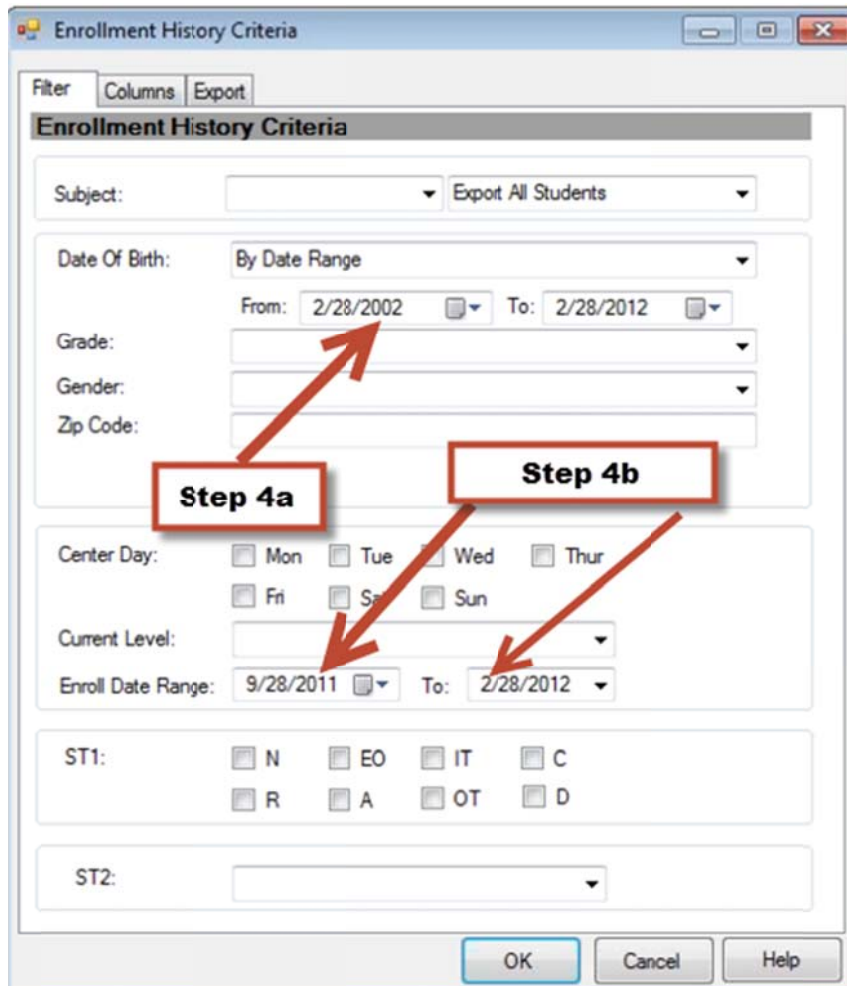
There are three tabs in this window: **Filter**, **Columns** and **Export**. You will make changes to each of these tabs using the instructions that follow.

4. Make the following changes on the **Enrollment History Criteria Filter** tab:
- a. Change the year portion of the Date of Birth From value to 1990 (The date needs to be EARLIER than the date of birth of your OLDEST student).

The easiest way to do this in CMS is to click highlight the “year” portion of the “Date of Birth From:” field box and type over just the year to change it to 1990.

- b. Change the **Enroll Date Range:** value to a date that is EARLIER than the EARLIEST enrollment date for your center and (optionally) the **To:** value to a two weeks in the future (to account for students who are starting in the near future).

The easiest way to do this in CMS is to click highlight the “year” portion of “Enroll Date Range:” field over just the year portion to change it to 1990. The change the “month” portion of the “Enroll Date To:” field to two months in the future. (NOTE: for November and December you will need to advance the “year” portion of the field as well.) Your screen will look something like this:

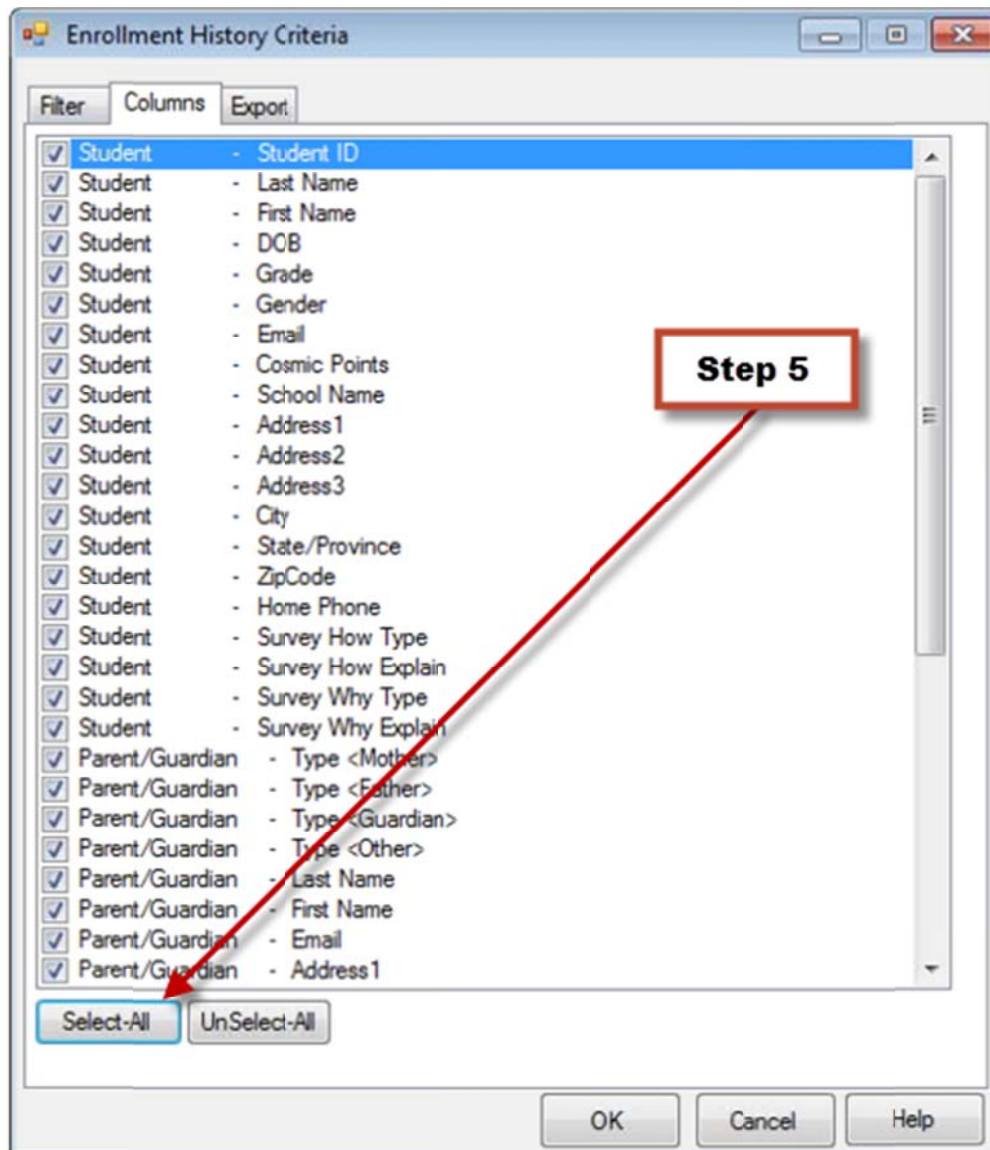


The screenshot shows the "Enrollment History Criteria" dialog box with the following fields and annotations:

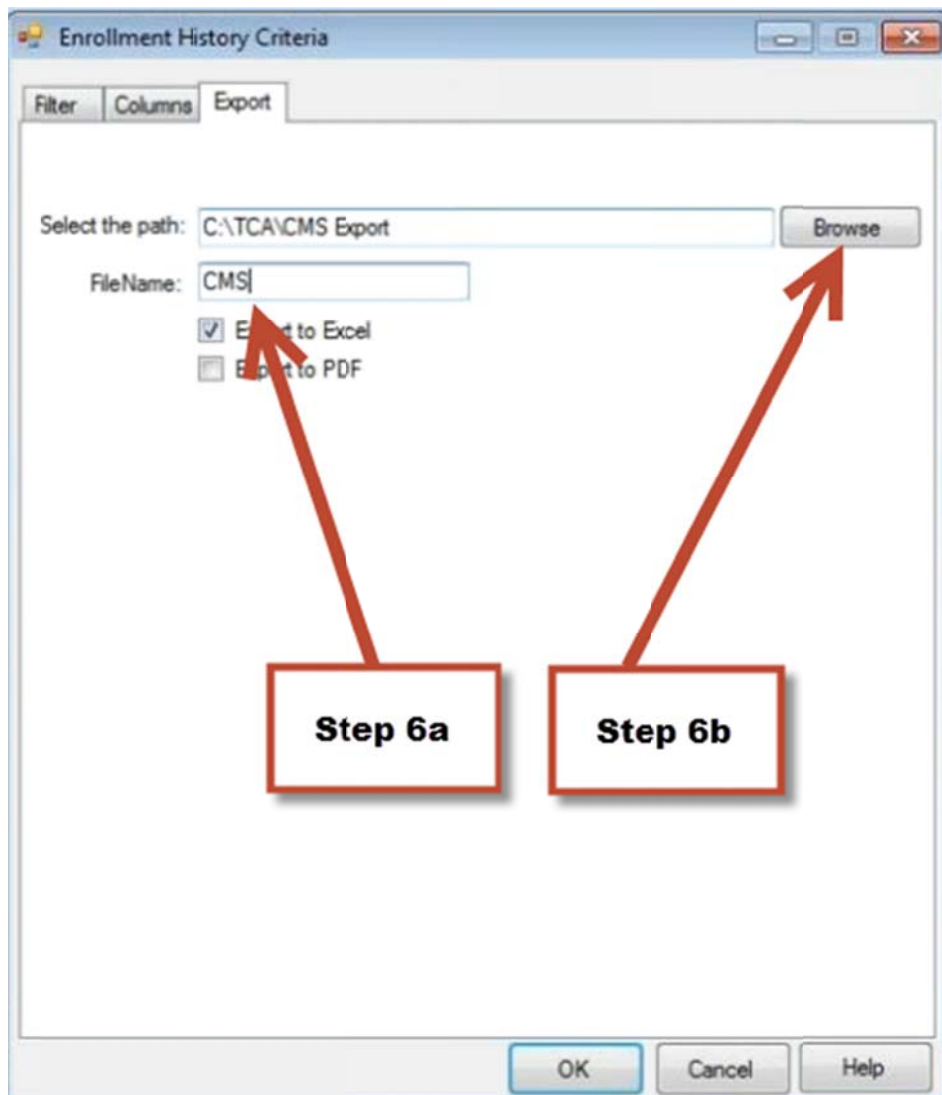
- Subject:** Export All Students
- Date Of Birth:** By Date Range
 - From: 2/28/2002 (An arrow labeled **Step 4a** points to the year '2002')
 - To: 2/28/2012
- Grade:** (Empty dropdown)
- Gender:** (Empty dropdown)
- Zip Code:** (Empty text field)
- Center Day:**
 - Mon Tue Wed Thur
 - Fri Sat Sun
- Current Level:** (Empty dropdown)
- Enroll Date Range:**
 - From: 9/28/2011 (An arrow labeled **Step 4b** points to the year '2011')
 - To: 2/28/2012 (An arrow labeled **Step 4b** points to the year '2012')
- ST1:**
 - N EO IT C
 - R A OT D
- ST2:** (Empty dropdown)

Buttons at the bottom: OK, Cancel, Help

- Click on the **Columns** tab and then click the **Select-All** button at the bottom of the screen. The tab should look like this:



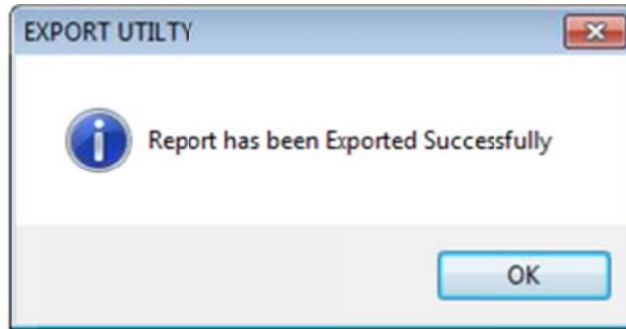
6. Click on the **Export** tab.
 - a. Use the **Browse** button to point to the folder C:\TCA\CMS Export (this folder was created when TCA was installed).
 - b. Enter CMS in the “**FileName:**” field



- c. Now click the **OK** button.

- d. When CMS is done creating the file **C:\TCA\CMS Export\CMS.xls** you should see the following message box.

(NOTE: This may take 30 seconds or more in CMS).



Click **OK**.

You are now ready to import your CMS data into TCA. See the TCA “How To” entitled **How to Import CMS Data to TCA** for detailed instructions.