

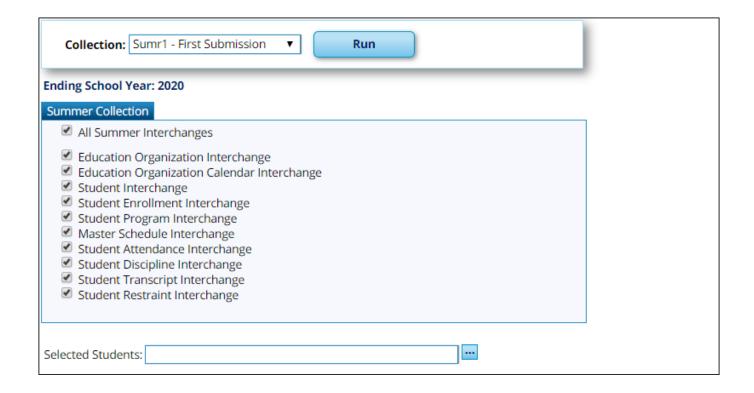
# guide\_summer\_create\_xml\_file

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### State Reporting > Utilities > Create State Reporting Interchanges

This utility creates interchanges from the data in the State Reporting tables. You can create all of the interchanges at once, or you can individually select the interchange you wish to create.

The system will create a zipped file that can be submitted to TSDS PEIMS.



Collection	Select the submission period.
	For example, select <i>Sumr1</i> if this is the first summer submission. If you are resubmitting summer data, select <i>Sumr2</i> .
	(Display only) The submission year as entered in the <b>Submission Year</b> field on State Reporting > Options is displayed.

The interchanges are listed according to the **Collection** field.

☐ Select **All Collection Interchanges** (e.g., **All Summer Interchanges**) to create all interchanges for the selected collection period.

Or, select the individual interchange you want to create.

Selected Students	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
Selected Staff	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

#### ☐ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS*.TSDS.zip, where:

- District is the six-digit county-district number
- YYYY-MM-DD is the date when the folder was created
- HH-MM-SS is the hour, minute, and second when the folder was created

Example: 015102-2018-11-11.15-30-22.TSDS.zip

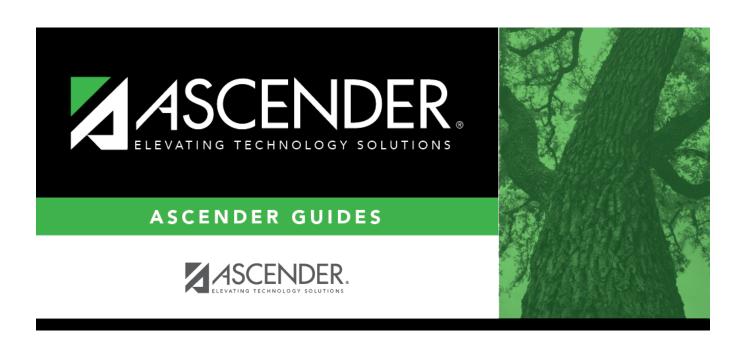
The default name for the individual files is District\_Campus\_Collection\_TimeStamp\_Interchange.xml, where:

- District is the six-digit county-district number
- Campus is the three-digit campus ID
- Collection is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- Interchange is the name of the interchange created.

Example: 015116 000 2019FALL1 201811111420 InterchangeStudentProgramExtension.xml

#### If errors are encountered:

- 1. Correct the data in ASCENDER.
- 2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables.
- 3. Re-extract the data.
- 4. Create the interchanges again.



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