

## How to Export the Update Files Out of CommunityPro and Import into TopsPro

1. Login to CommunityPro Suite

2. Go the gear button on the top right corner:



3. Click TopsPro Enterprise on the left panel



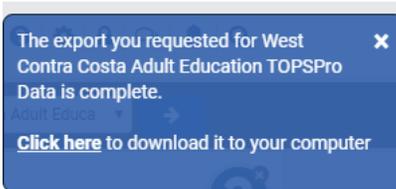
4. Select the tabs to meet your needs:

- First tab: Select fiscal year or custom date range
- Second tab: Depending on your selection, the second tab will adjust accordingly
- Third tab: Select if you want to run all reports or just one – suggestion: select just Update if that is all you need.

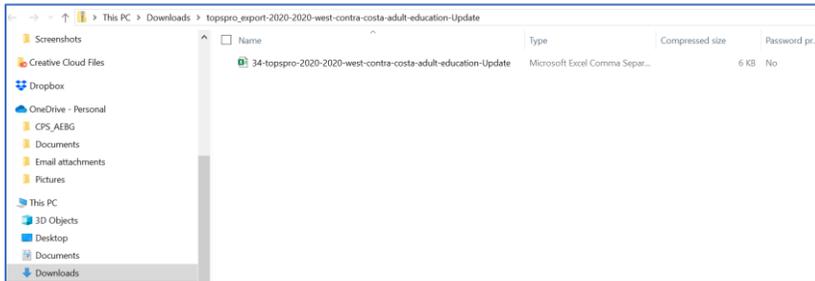
EXPORT DATE	EXPORT DATES	LOCATION	REPORT	STATUS
2020-03-05 9:36am PST	07/01/2019 - 06/30/2020	West Contra Costa Adult Education	Update	Completed
2020-03-05 9:36am PST	07/01/2019 - 06/30/2020	West Contra Costa Adult Education	Update	Completed
2020-02-13 2:12pm PST	07/01/2019 - 06/30/2020	West Contra Costa Adult Education	Update	Completed
2019-12-16 12:18pm PST	07/01/2019 - 06/30/2020	West Contra Costa Adult Education	Entry	Completed

5. After you have made your selects in each of the three tabs, click “Export TOPSPRO Data” button

6. The data will download, and a message will appear on the top right corner. Proceed by “Click here” to download.

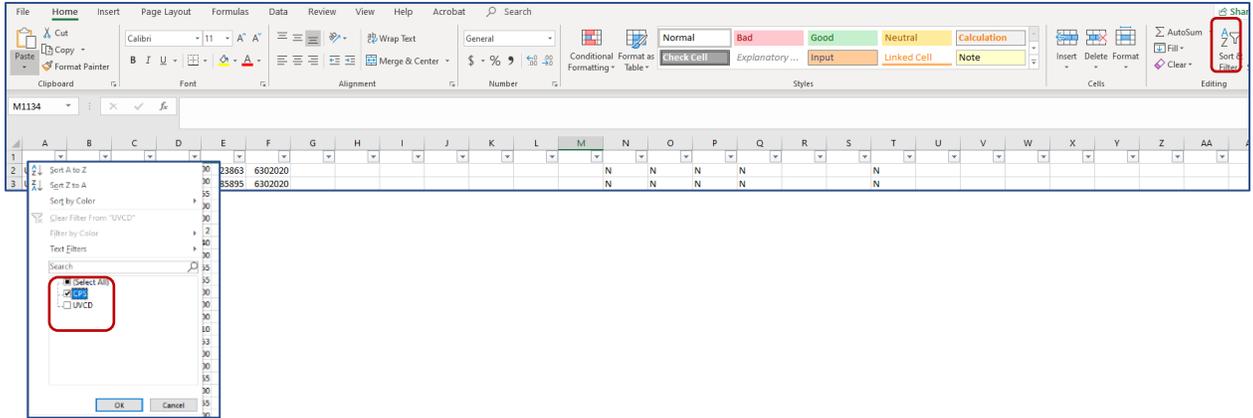


7. The file(s) will then download to your computer. Find and open:



8. Currently, all the update records that been ingested into CPS (from TE) and the update records that have been created in CPS will be included in the download. To select just those that were created in CPS, insert a row above row 1 (it will be blank). Add a filter to the top row of the csv file and select CPS from column A and click OK (uncheck other values). Note, there are no column headers per TE’s ingestion needs.

9.



10. Using the CPS filter in column A will narrow the results. Copy the rows with CPS data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
110	CPS	CA	1061	55	49006	11182019	SJ,PT	B			WORK_GC_EDU_COMPERS_METCOMM_REV	N	N	N	U	ESLCMP	N	SINGLE	12	400	30	OTS	PERSONAL	PREPARE	LEARNING			
111	CPS	CA	1061	55	49006	11252019	Upgrading I				WORK_GC_EDU_CERT_PERS_METCOMM_BEN	N	N	N	U			MARRIED	12	250	25	OST,PAE	INTERVIEW	RESOURCES				
112	CPS	CA	1061	55	49006	11252019	ABEESLRTI																					
113	CPS	CA	1061	55	96739	1222020	I				WORK_INCWAGE_WI_PERS_METGOAL																	
114	CPS	CA	1061	55	141488	3062020	IO																		CCD			

11. Paste onto a second tab. And delete the first tab.

12. Save the csv – suggestion, “School\_Update files from CPS\_dates” to your desktop.

13. Login to TE and proceed with the 3<sup>rd</sup> Party Important (just like it is done from ASAP or another 3<sup>rd</sup> party).