

ASCII Format Requirements

To be able to import data into TIP for Windows, the data must be in a certain format. Whether your data is currently in a spreadsheet, database application, or other software program, it must be exported correctly so TIP can put the right data in the right place.

If you are exporting data from TIP for DOS you don't need to worry about format. TIP for Windows automatically processes data exported from that application.

If your data resides in a software package not listed in TIP, you might still be able to import the data. In order to do this you will need to export your data in ASCII format.

The following are the necessary ASCII formats when exporting data from an application for import into TIP for Windows.

- **Each record should be on a single line**
- **Each data field should be in double quotes**
- **If any field contains a double quote (") within the text, the import will not work.**
For example, the title "Programming for Beginners, sample 3½" disks included " will corrupt the import process because of the " double quote in the middle. Double quotes must only be found at the beginning and end of a field.
- **Data fields are separated by commas**
- **Blank data fields should be exported as two double quotes ""**
- **There are no field length limits, although the entire record should not exceed 255 characters**
- **In all cases the first two fields can not be blank**

Campus Course Data

File Record Format:

"Campus ID", "Course ID", "Student Count", "Teacher Count"

Campus Database (District Version only)

File Record Format:

"School Name", "School ID", "Textbook Custodian", "Telephone", "Extension"

Courses Database

File Record Format:

"Course ID", "Course Name", "Student Enrollment", "Teacher Enrollment"

Course-Book Assignment

File Record Format: "ISBN", "Course ID", "Student Percentage", "Teacher Percentage"

Department Database

File Record Format: "Dept. Name", "Dept. ID", "Dept. Head", "Telephone"

Membership - Campus (Texas Only)

- **District Version**
File Record Format: "Campus ID", "Membership Code", "Student Count", "Teacher Count"
- **Campus Version**
File Record Format: "Membership Code", "Student Count", "Teacher Count"

Membership - District (Texas Only)

File Record Format:

"Membership Code", "Student Count", "Teacher Count"

Orders

File Record Format:

"B", "ISBN", "Req.#", "Order Date", "Order Type", "# Ordered", "Date Received", "# Received"

Schedules - Teacher (Campus Version only)

File Record Format:

"ID Number", "Course ID", "Section"

Schedules - Student (Campus Version only)

File Record Format:

"ID Number", "Course ID", "Section"

Student Database (Campus Version only)

File Record Format:

"ID", "Last Name, First Name M.I.", "Homeroom", "Grade", "Address", "City", "State", "Zip", "Phone", "Withdraw Date"

Teacher Database (Campus Version only)

File Record Format:

"ID Number", "Last Name, First Name M.I.", "Address", "City", "State", "Zip Code", "Phone"

Textbook Database

File Record Format:

"ISBN", "Title", "Group Code", "State Book Number", "Grade", "Expiration Date",
"Consumable", "Price", "Publisher", "Depository", "Copyright Date", "Set
ISBN", "AA", "BB", "CC", "DD", "EE", "FF", "GG", "HH", "II", "JJ", "Master Set"

Field notes:

Group Code: Any code used to group books together (i.e. Course ID)

Exp. Date: 4-digit date on which the book expires

Consumable: 1 if consumable, 0 (zero) if not consumable

Depository: Code indication from where books can be purchased

Copyright Date: 4-digit

Set ISBN: If part of a set, this is the ISBN of the whole set

AA-EE: State books in storage, distributed, Paid For, Damaged, Lost (if value is null, insert a 0 in the field.)

FF-JJ: District-owned books in storage, distributed, Paid For, Damaged, Lost (if value is null, insert a 0 in the field.)

Master Set: 1 if the record is actually a set of books, 0 (zero) if this is not a set.