

## Win School to TIP Export/Import Instructions



### Topics:

- A.) Installing TIP Extraction Template on Win School**
- B.) Extracting the Files**
- C.) Importing Win School File to TIP**

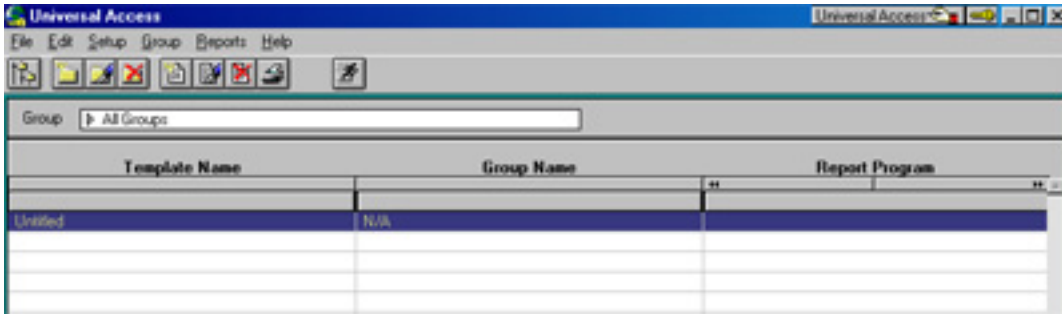
**These are instructions for extracting the Student and Teacher Information from the Win School student information system (a product by Chancery Software Ltd.).**

## A.) Installing TIP Extraction Template on Win School

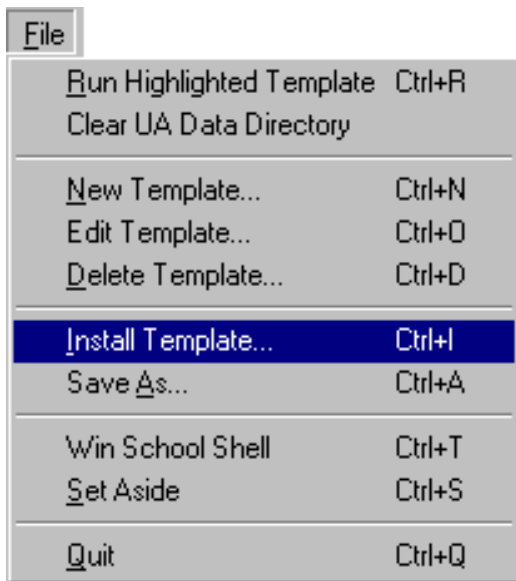
(This part only needs to be done once, from that point on the template will be saved in WinSchool)



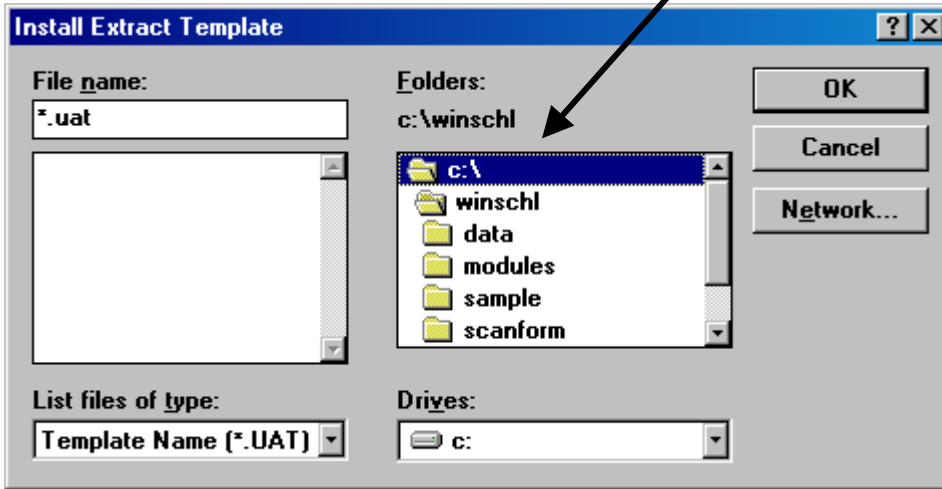
- 1) From the **WinSchool Main Menu** click



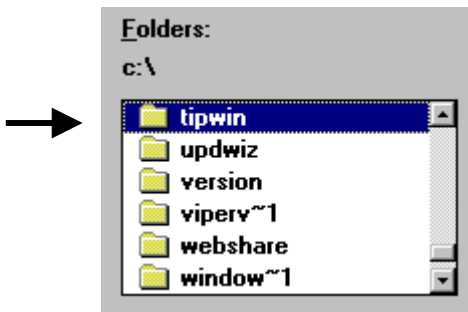
- 2) With the **Universal Access** module displayed select **"File"** and then **"Install Template..."**.



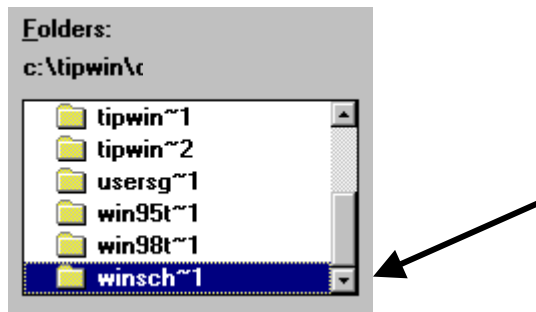
- 3) Find the UAT file.
  - A. Double Click the C drive.



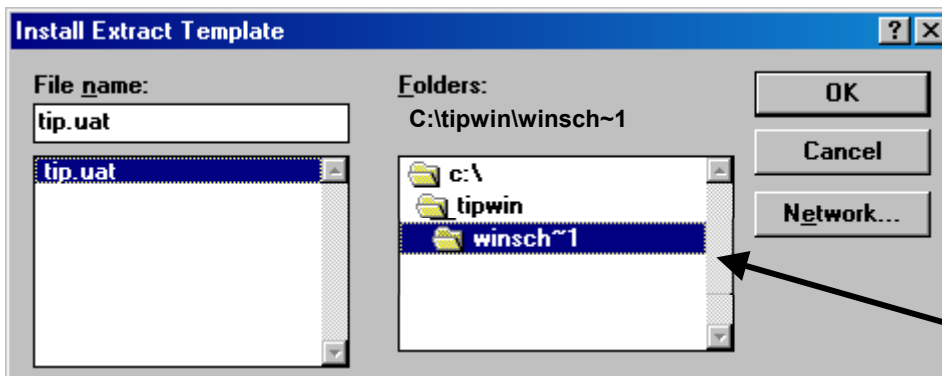
- B. Double Click the TIPWIN folder.



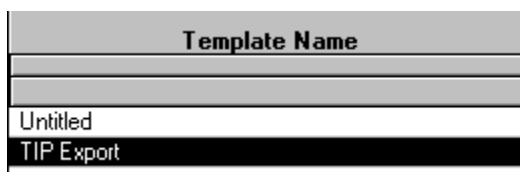
- C. Double Click the WinSchool folder.



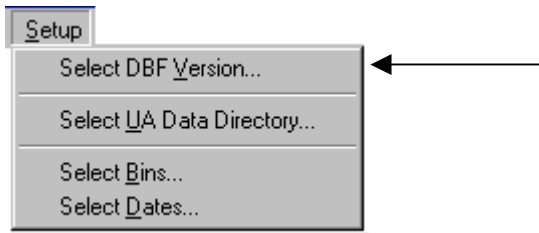
- 4) Select the template file from the left window and press the OK button.



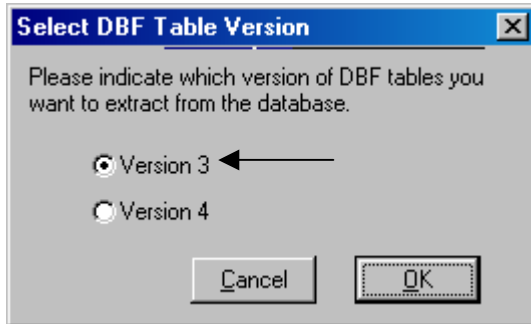
- 5) You should now see the following.



6) Set the DBF Version....



7) Select **Version 3** and press OK

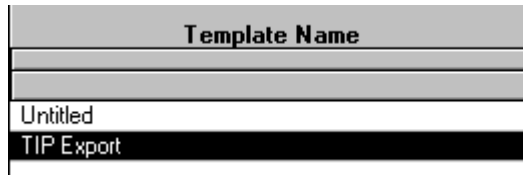



## B.) Extracting the Files from Win School

- 1) From the **Universal Access**



screen click **once (1)** on "TIP Export".



- 2) With TIP Export highlighted click on the running guy  at the top.



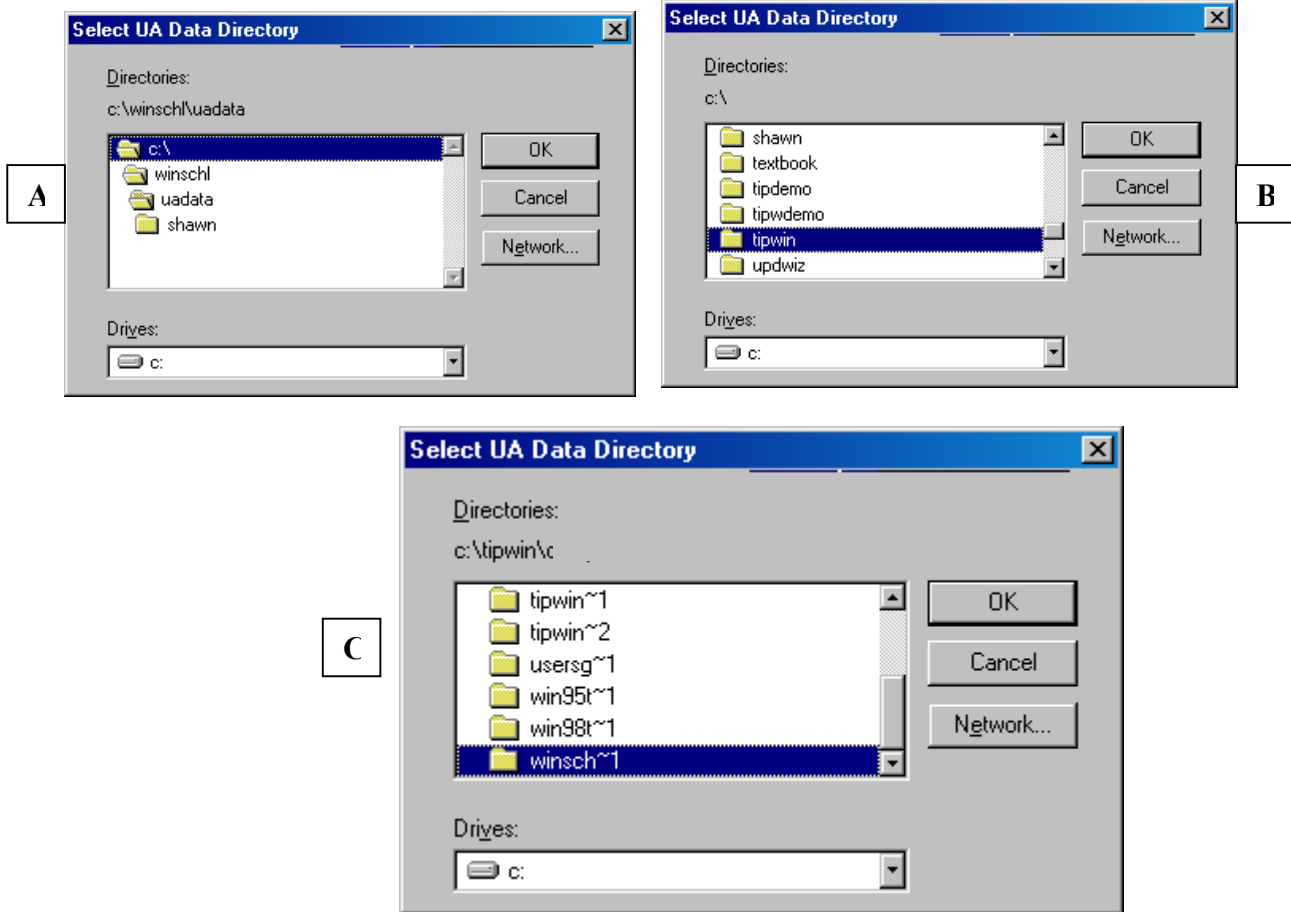
- 3) Select Browse button so you may select where to save the export files.  
(This can not be the A drive, for the files are too large.)



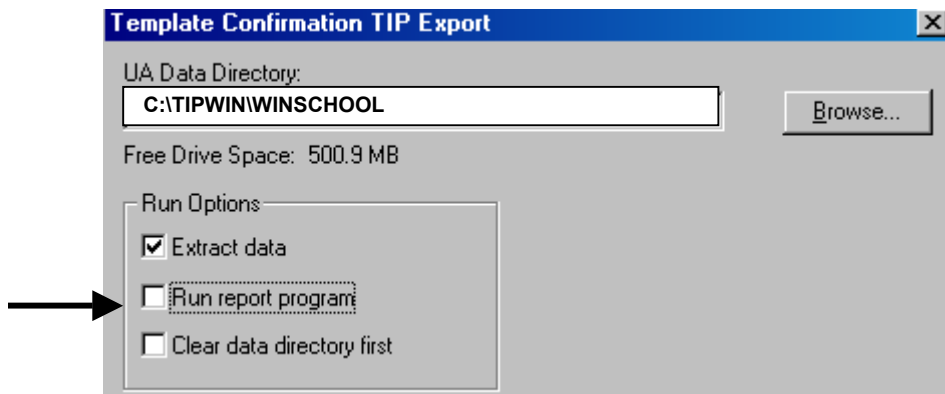
- 4) Save to the TIPWIN folder.  
(If TIP is on another computer you will need to find a way to get this file to the other computer. For assistance we first suggest you contact a technical support person in your school. If this is not possible Hayes Software Systems maybe able to assist you over the phone at 1-800-495-5993.)

- A. Double click the **C** drive folder
- B. Double Click the **tipwin** Folder
- C. Double click the **winsch~1** folder and click OK

B.) Extracting the Files from Win School



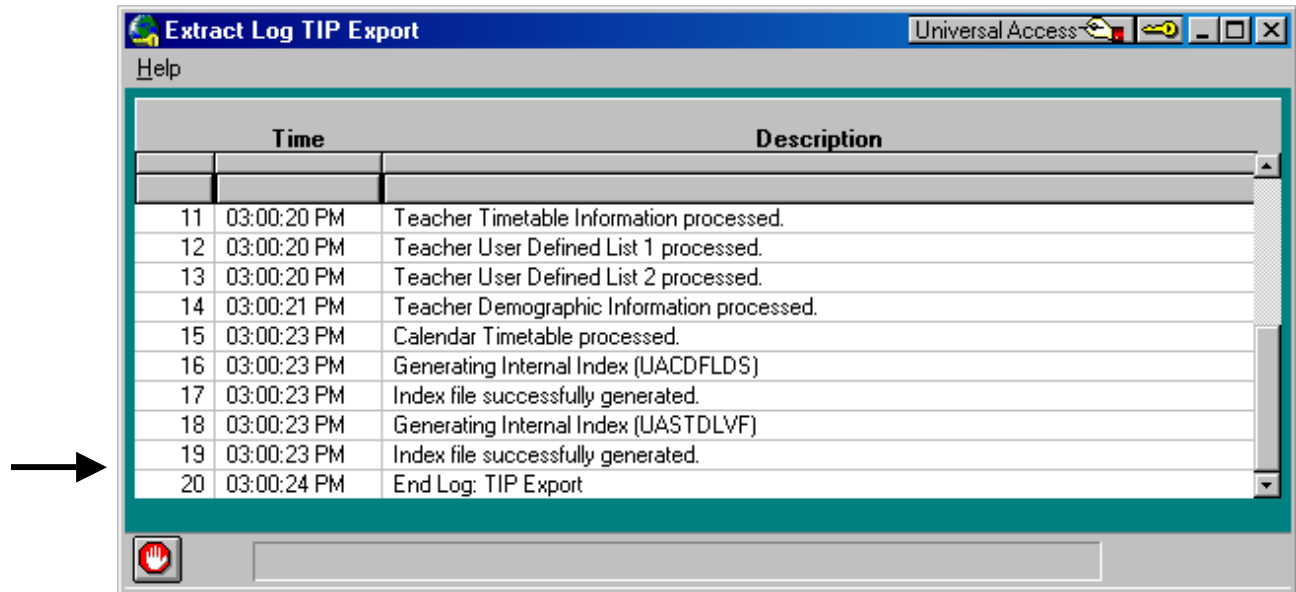
5) Before continuing click to **remove** the check on Run report program.



6) Ok, you can now click Continue.

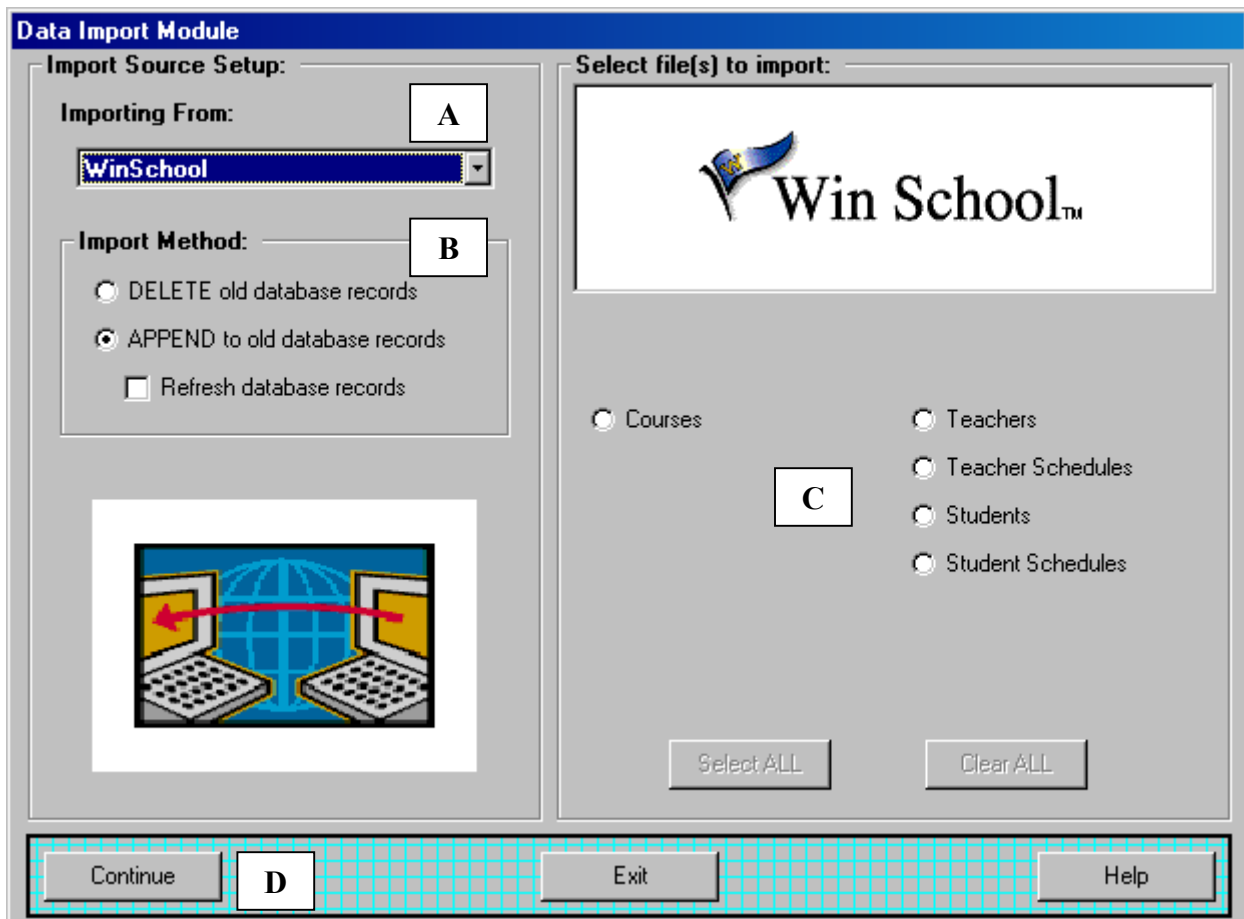
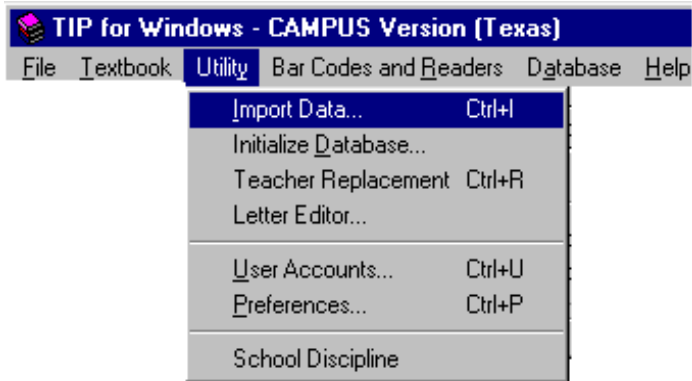


- 7) When the Extract Log states “End Log: TIP Export” (This may take up to 20 minutes), now you can exit Win School and go to page 7 “Importing Win School Files to TIP”.



## C.) Importing Win School Files to TIP

1. Start TIP and select “Utility” and then “Import Data”



2. With the “**Data Import Module**” screen displayed (see previous page for Graphic example).
  - A. Change “**Importing From**”: to **Win School**.

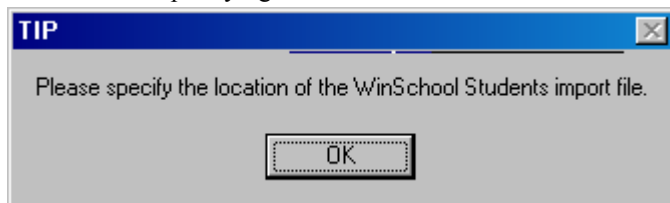
- B. Change “**Import Method**” to
      - **Append and Refresh** if Importing Students, Teachers or Courses.
      - **Delete** if importing Student Schedules or Teacher Schedules.

- C. Select the file type being imported from the right (select one file at a time)  
Select file types in the following order:

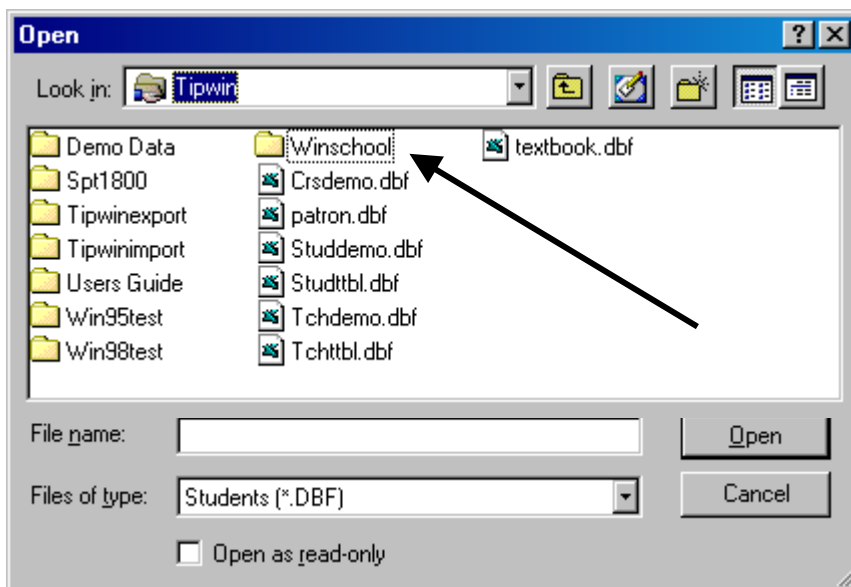
1. **Courses**
2. **Teachers**
3. **Teacher Schedules**
4. **Students**
5. **Student Schedules**

- D. Press “**Continue**”

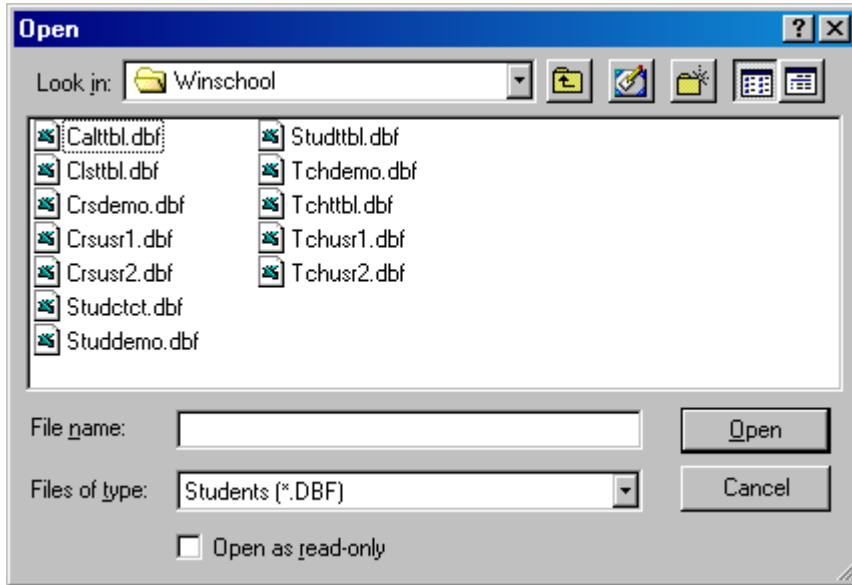
3. Press “**OK**” to specifying the location.



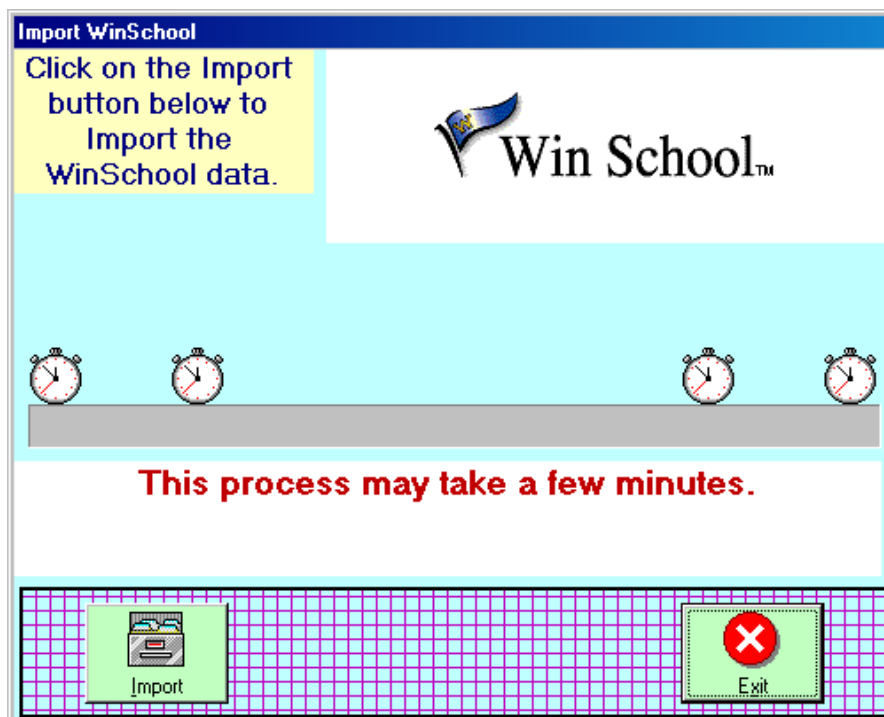
4. Select the **Winschool** folder.



5. Select the corresponding file for importing.
  - **Crsdemo.dbf** for the **COURSES**
  - **Tchdemo.dbf** for the **TEACHERS**
  - **Tchttbl.dbf** for the **TEACHER SCHEDULES**
  - **Studdemo.dbf** for the **STUDENTS**
  - **Studttbl.dbf** for the **STUDENT SCHEDULES**



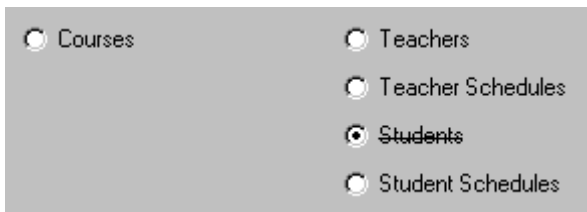
6. Press “**Open.**”
7. When the Import screen is displayed press “**Import**” and wait for the complete message.



8. Press “**OK**” to the message that the import was successful.



9. Press “**OK**” to the message that the files have been processed, but **DO NOT** press “**Exit**”.



10. Return to step2 - C to continue importing the remaining files.