

SASIXp to TIP for WINDOWS

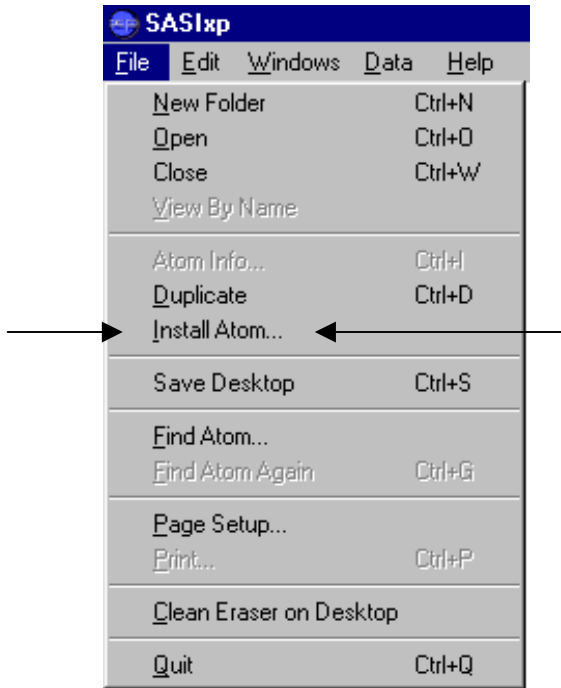


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A) Installing the Query Atoms on SASI

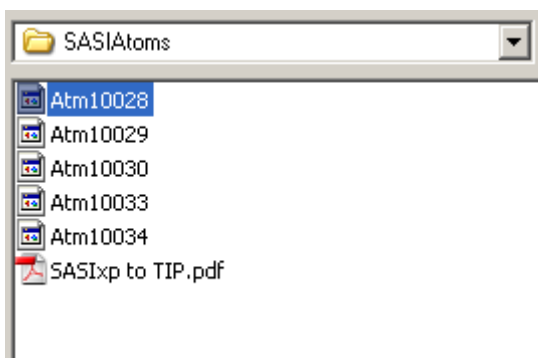
1. Insert disk label “**TIP – Query Atoms**”
2. Open SASIxp and login.
3. Select “**File**” and “**Install Atom**” as shown below.



4. Change the “**Look in:**” to **Local Disk (C:)** as shown below.



5. Find and double click the **Tipwin folder**. 📁 Tipwin
6. Find and double click the **SASIAtoms folder**. 📁 SASIAtoms
7. Select an **ATM file** from the list and **press Open**.

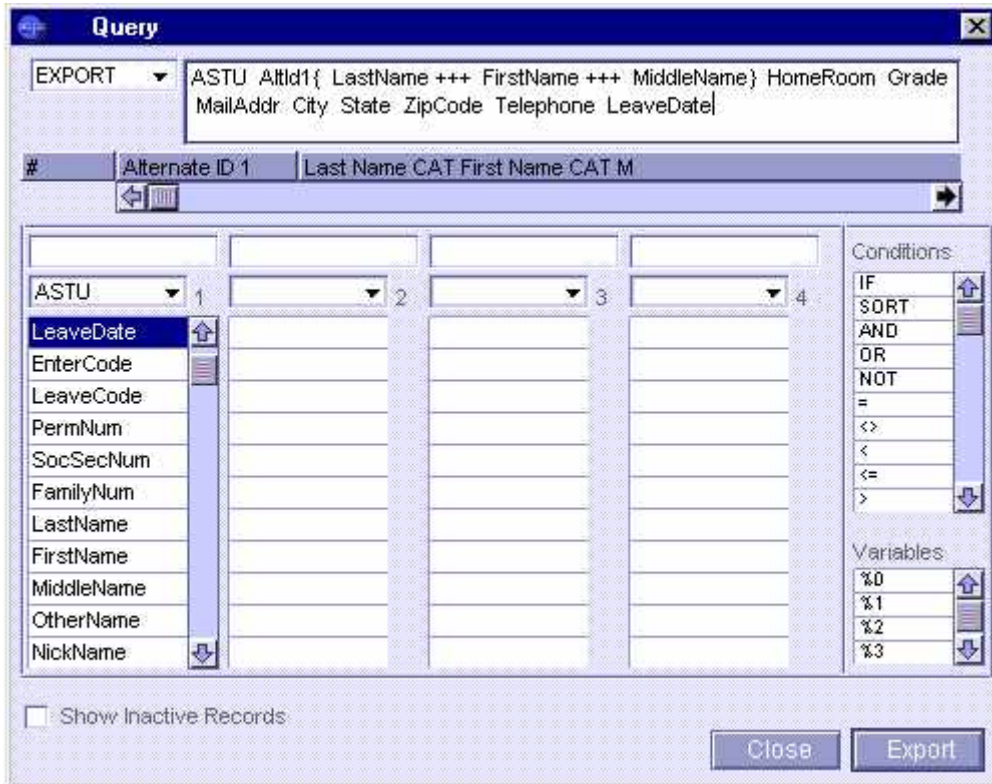


8. Repeat steps 3 – 7 until all five Atm files have been opened.
9. Your desktop should now have the 5 icons seen below.

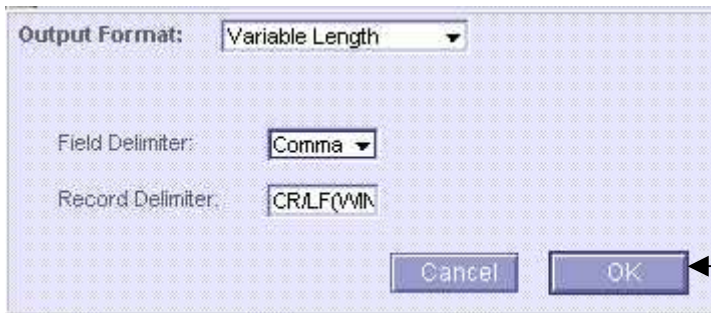


B.) Running the Atoms to Create Files for Importing into TIP

1. Insert a **New Blank Disk** into the floppy drive.
2. Double click on the Atom you wish to run (i.e. TIP STUDENTS)



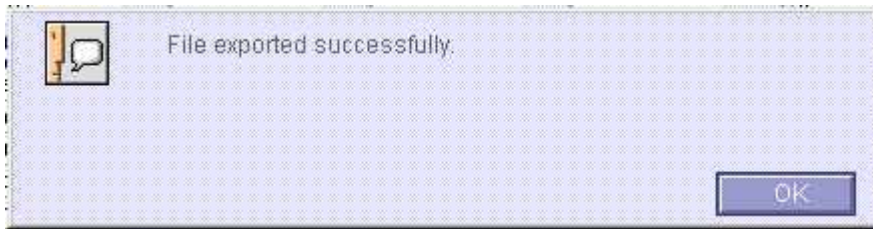
3. Press “**Export**”
4. Change the “**Field Delimiter:**” from “Tab” to “**Comma**” and press “**OK**”



5. Change the “**Save In:**” from SASI to “**My Documents.**”



6. In the “**File name:**” box type one of the following that correspond with the atom chosen:
- STUDENTS.TXT for the TIP STUDENTS
 - S-SCHED.TXT for the TIP STUDENT SCHEDULES
 - TEACHERS.TXT for the TIP TEACHERS
 - T-SCHED.TXT for the TIP TEACHER SCHEDULES
 - COURSES.TXT for the TIP COURSES
7. Press “**Save**” and wait until the “**File exported successfully.**” message appears.
This may take some time, especially with the student schedules.
FYI: SASI will not show an hour glass while it is working but the “**Exporting File**” progress bar will be in the lower left corner.

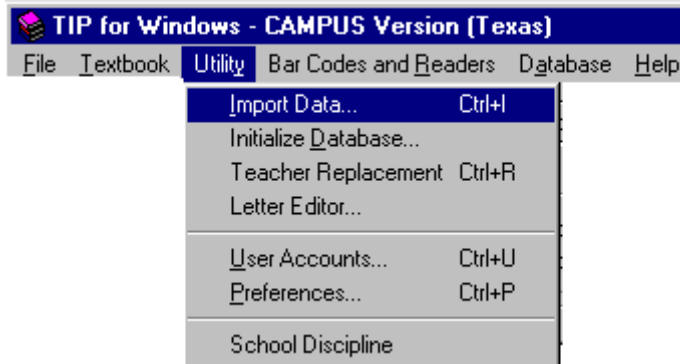


8. Press “**OK**” and repeats steps 2 -9 for each file you wish to produce.
9. Press **Close** on query screen.

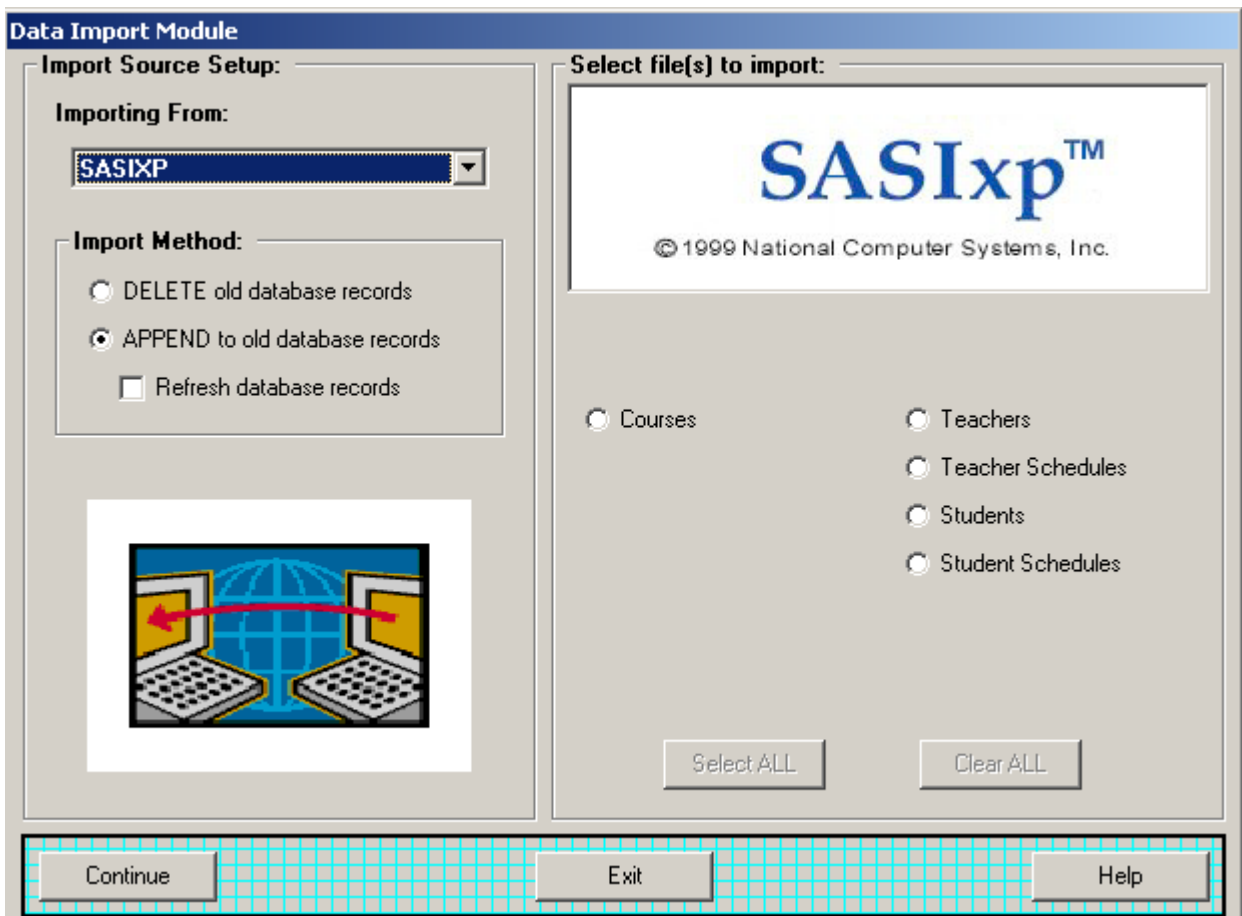


C.) Importing the Files into TIP

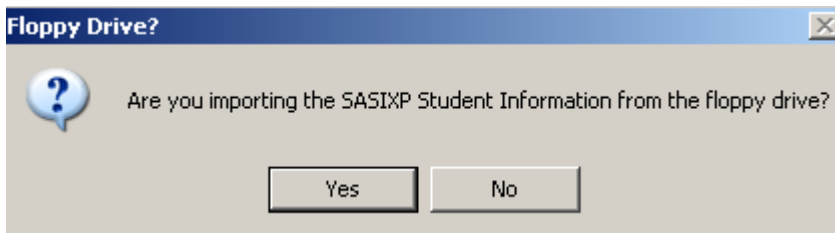
1. Start **TIP** and select “**Utility**” and then “**Import Data**”



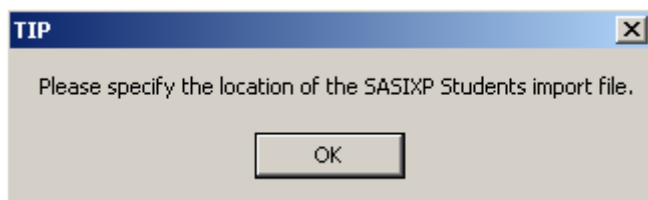
2. Change the import format from **ASCII** to **SASIXP**.



3. With the “**Data Import Module**” screen displayed (see previous page for Graphic example).
 - Change “**Import Method**” to
 - **Append and Refresh** if Importing Students, Teachers or Courses.
 - **Delete** if importing Student Schedules or Teacher Schedules.
 - Select the file type being imported from the right (select one file at a time) and press “**Continue**”
 - Select file types in the following order:
 1. Students
 2. Teachers
 3. Courses
 4. Teacher Schedules
 5. Student Schedules
4. Press “**No**” to importing from floppy.



5. Press “**OK**” to specify the location

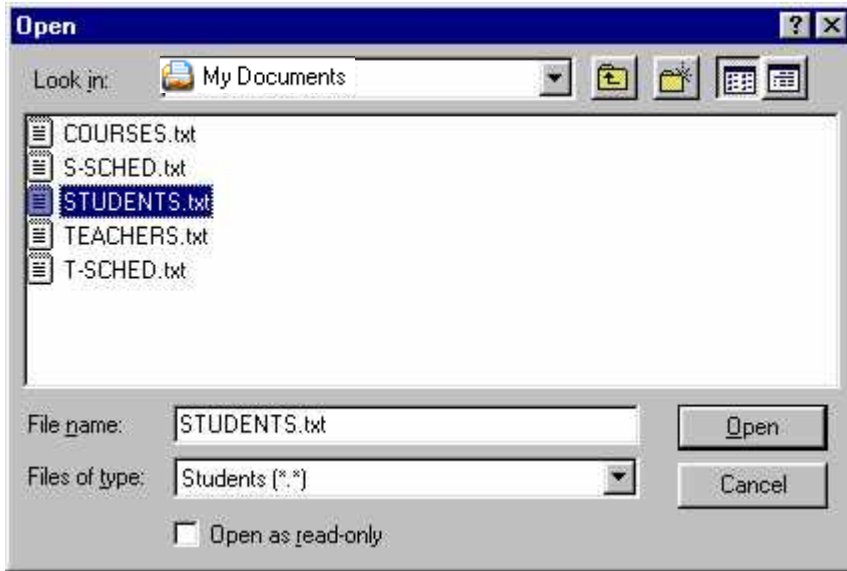


6. Change the “Look in:” to **My Documents**.

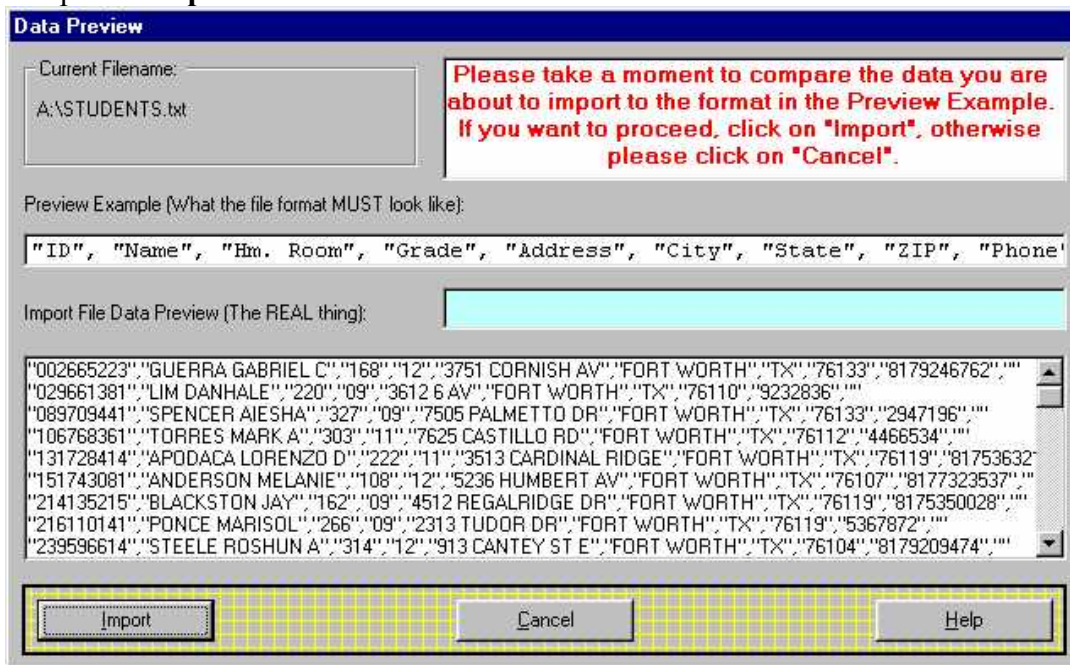


7. Select the corresponding file for what you are importing.

- STUDENTS.TXT for the TIP STUDENTS
- S-SCHED.TXT for the TIP STUDENT SCHEDULES
- TEACHERS.TXT for the TIP TEACHERS
- T-SCHED.TXT for the TIP TEACHER SCHEDULES
- COURSES.TXT for the TIP COURSES



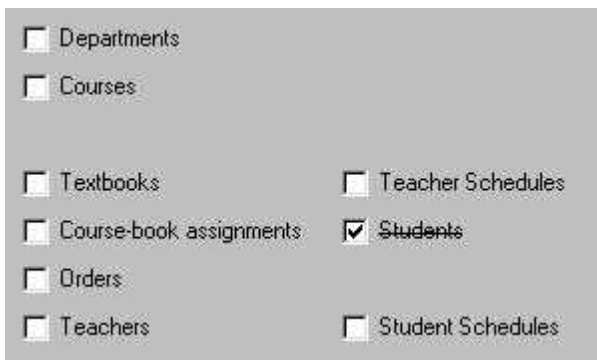
8. Press “**Open.**”
9. When the “**Data Preview**” is displayed make sure it is importing what you thought it was and press “**Import**”.



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



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



10. Return to step 3 to continue importing the remaining files.