Reports - TPR Export

Running the Report

- Log into the ADMIN side of E-Track (https://e-track.teds.com/teds/TedsAdministrator.jsp)
- From the Main Menu, click on Reports
- In the reports list, click on TPR Export
- On the **TPR Export** criteria screen, complete the following information:
  - First Session End Date * – Type or use the calendar icon to assign the first day of the month. **IMPORTANT NOTE:** This report is designed to list all sessions that END between two dates; so a multiple-day session that spans across two or more months will be included in the report that captures the LAST day of the session.
  - Last Session End Date * – Type or use the calendar icon to enter the end date for the report – or last day of the month.
  - Responsible Organization (optional) – Enter your RTC here (CORTC, SEORTC, etc. **NOTE:** You can run the report for all regions by leaving this field empty. The Responsible Organization/RTC for each session is identified in the export.
  - Revenue Code (optional) – You can run the report for all revenue codes by leaving this field empty. (The revenue code for each session is identified on the export.) If you choose to run the report for a specific revenue code, enter the desired revenue code here. **NOTE:** The revenue code must be entered exactly as it appears below:

Staff	Caregiver	CAPMIS
Assessor/Adoption	Statewide	ODJFS Init
Other	No Fee	PCSAO

- Click on the Run Report button.
- After a few seconds, a notice will appear on the bottom or top of your screen that the export file is ready.
- Click on either the Open option to open the file immediately or the Save option to save the file to a location of your choice.

Sorting the Spreadsheet

1. Depending on your version of Excel, the file may open in Protected View. If so, click on the Enable Editing button to proceed.
2. Click on the Data tab to switch toolbars.
3. In the upper, left corner, click on to select all cells of the spreadsheet.
4. From the **Sort & Filter** section of the toolbar, click on the Sort button.
5. If the My data has headers checkbox is not selected, click on the box to select it.
6. Click twice on the Add Level button to add secondary and tertiary sort options.
7. Click in each Column and Order field to assign sort options as follows::

Column		Sort On	Order
Sort by	Revenue Code	Values	A to Z
Then by	Facilitator	Values	A to Z
Then by	Meeting Date	Values	Z to A

8. Click OK
9. Sort Warning ? X

   The following sort key may not sort as expected because it contains some numbers formatted as text:

   Meeting Date

   What would you like to do?

   (●) Sort anything that looks like a number, as a number

   ( ) Sort numbers and numbers stored as text separately

   OK | Cancel | Help

10. Remove extra days of multi-day sessions:
    a. Make sure entire spreadsheet is still selected, or click the to select all cells of the spreadsheet.
    b. In the **Data Tools** section of your toolbar, select Remove Duplicates.
    c. Click to UNSELECT Meeting Date, Meeting Start Time, Meeting End Time, and Facility:

       Columns
       - [x] Facilitator
       - [x] Learning No.
       - [x] Learning Title
       - [x] Session Start Date
       - [ ] Meeting Date
       - [ ] Meeting Start Time
       - [ ] Meeting End Time
       - [x] OCWTP Hours
       - [ ] Facility
       - [x] Date Created
       - [x] Session Status
       - [x] Session Local
       - [x] Resp Org
       - [x] Revenue Code
       - [x] Fiscal Notes

    d. Click OK.
    e. Microsoft Excel will tell you how many duplicates were removed; click OK.
11. At this point, you may want to adjust column width and row height to make your data easier to work with.