

11 UPLOAD DATA TO THE SAN

11.0 UPLOAD DATA

****Rule!:** It is essential that data entered into TMS is uploaded to the SAN. Several other US Govt computer systems access and utilize the information that is uploaded by the SAO. Some users of the data include: DSAMS users (DSCA and MILDEPs), MILDEP Financial Systems, IMSOs at the school house, even the Immigration's Foreign Visitor System.

What data is uploaded from TMS?

Answer: Everything (except STL changes made by an SAO) is uploaded to the SAN:

- Student Information
- The entire ITO
- ITO Amendments
- IMSI Form
- SAO Point of Contact Information (Country Profile)
- Arrival Messages
- Accompanying Dependent Information

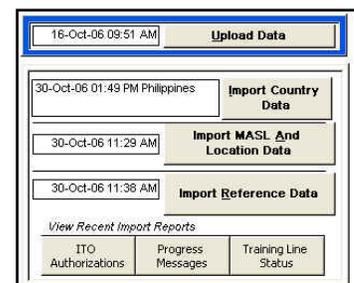
Hint: Uploading all changes to the SAN leads to one major advantage for the SAO. NO BACKUPS OF TMS NEED TO BE PERFORMED! If you faithfully upload your data to the SAN, and your computer crashes, all the SAO needs to do to recover the lost data is download it from the SAN. Everything that was uploaded will be restored into TMS with the STL, MASL and Reference file import.

Keep in mind, when data is downloaded from the SAN and imported into TMS everything in TMS is deleted and replaced with the data that was just downloaded. This fact alone necessitates that data uploads MUST be executed faithfully. Before importing Data, make sure that any recent changes have been uploaded.

11.1 STEPS TO UPLOAD DATA

- **Hint:** TMS Main Menu: "Upload Data / Download Data" section's **Blue Border** will identify if there are changes waiting to be uploaded.

- On the TMS Main Menu, if the blue border is around the "Upload Data Section", there are changes to upload to the SAN. Upload these changes ***BEFORE*** doing an import!
- On the TMS Main Menu, if the blue border is around the "Download Data Section", there are no changes to upload. It is OK to safely import new data.

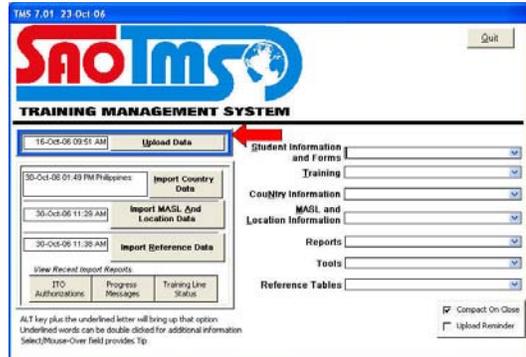


Blue Border: Upload/Download Section

Upload Data to the SAN:

► From the TMS Main Menu:

- **Hint:** If there is data to be uploaded, the blue border will be around the Upload section.
- Click, the **Upload Data** button.
- All recent changes will automatically be placed in the following file:
c:\tms\upload\tmsup.lzh.



**TMS Main Menu
- Upload Data Section -
- Blue Border indicating:
There are changes waiting to be uploaded -**

➤ Your Internet Browser will open, and you will be directed to the SAN.

- Either wait 10 seconds to be automatically redirected,

OR

- Click the link:
https://www.idss.ida.org/san/istl/up_tms?



Redirect Screen

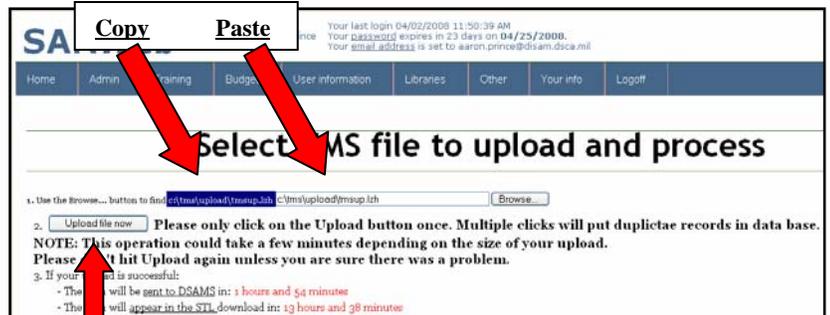
- At the SAN Web login screen, enter your Username and Password.
- Click, **Submit login request** button.
- The “Select TMS file to upload” window will appear.



Select TMS file to upload window

- In the box next to the “Browse” button, enter the following path:
c:\tms\upload\tmsup.lzh

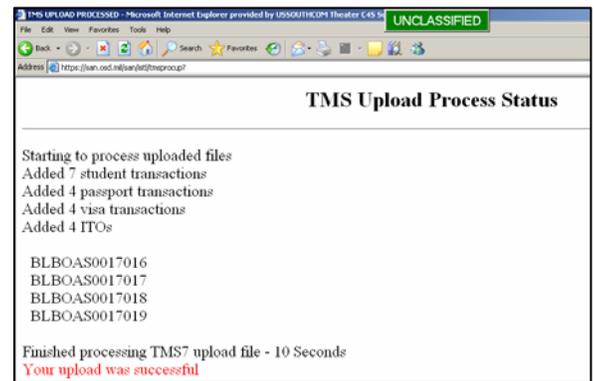
- **Hint:** Using your mouse, highlight the path:
c:\tms\upload\tmsup.lzh
- Copy it
- Paste it into the path field.



Select TMS file to upload window

- Click, **Upload file now** button.

- You should receive the following message, “Your upload was successful.”
 - **Hint:** It will identify what was uploaded.
 - **Hint:** If you uploaded any ITOs, the ITO numbers will be listed.



Your upload was successful

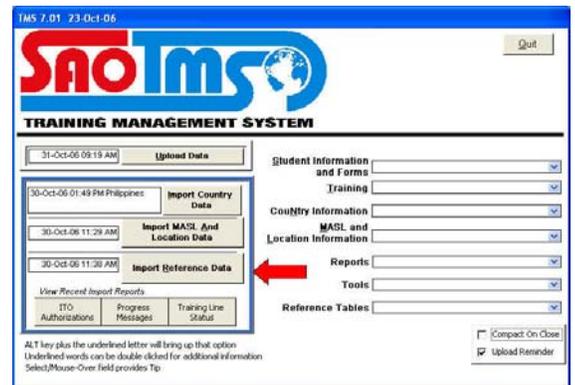
- Close the internet browser and return to TMS.

- “Confirm Successful Export” window will be displayed.
- Click the appropriate button to answer the question, “Was your export successful?”



Confirm Successful Export window

- By answering YES, you will be returned to the TMS Main Menu and the blue border will now be around the Import Data section of the menu, indicating it is safe to import data from the SAN without losing local changes made by the user.



TMS Main Menu
 - Import Data Section -
 - Blue Border indicating
 It is now Safe to Import Data from SAN -

11.2 VIEWING UPLOADED DATA

In addition to preventing data loss, data is uploaded to the SAN in order to share it with others in the training community. The following members of the community view information passed to the SAN by TMS in various ways depending on who they are.

How to view TMS information passed and existing on the SAN:

- SAOs use: “SAOweb” on the SAN
- IMSOs use: “IMSOweb” on the SAN
- MILDEPs use: “DSAMS” computer system as well as the SAOweb

- ▶ To access the **SAOweb**:
 - Log onto the **SAN**
 - Click, **Continue**
 - Click, **Training**
 - Click, **SAOweb**
 - To view the **ITO Repository**
 - Hover over, **Training**
 - Select, **ITO Repository**
 - To view the **STL and Student Information**
 - Hover over, **Reports**
 - Select, **Create STL Reports**
 - Enter **Criteria**
 - Click, **GO**