



Instructions – XAP Extract Utility for SASIxp dBase v1.1.8

Download and Install

1. Open Counselor Center
Open a browser window and type in the URL for the Counselor Center server that you wish to use.
 - a. <http://www.counselor.xap.com>
 - b. <http://beta.counselor.xap.com>



2. Login
Enter your username and password information and click the "Log On" button.



- Open Transcript Manager
On the menu, select "Counselor Tools", then select "Transcript Manager".

The screenshot shows the XAP Counselor Center interface. At the top, it says "xap THE COUNSELOR CENTER" and "[Server: Live 4] Michael Robinson WASHINGTON COUNTY HIGH SCHOOL" with a "log-out" button. Below this is the "GAcollege411" logo and "The Counselor Center" header. The main navigation bar includes "Home", "Student Management", "Counselor Tools" (highlighted with a red box), "Reports", "Preferences", and "Help". A dropdown menu for "Counselor Tools" is open, listing options: "Bulk E-mail Manager", "Event Calendar", "Transcript Manager" (highlighted with a red box), "Advanced Features", "myCounselor Site Manager", "Bulk Mail Manager", "Chat Manager", "Variable Workspace Manager", and "Letter Template Manager". To the right, there is a "My Quicklinks" section with a grid of 8 "Empty" links. Below the navigation bar, there is a "My Invited Students" section with a table header "Name <E-mail>" and the text "You have no invited students." To the right of the dropdown menu, there is a "Counselor Center" header and a table with columns "Start Date" and "End Date", and a row "cheduled today." Below that is another table with columns "Today", "This Week", "This Month", and "Total".

- Find the download link
Select the tab labeled "Download Extract Software"

The screenshot shows the XAP Counselor Center interface. At the top, it says "xap THE COUNSELOR CENTER" and "[Server: Live 4] Michael Robinson WASHINGTON COUNTY HIGH SCHOOL" with a "log-out" button. Below this is the "GAcollege411" logo and "The Counselor Center" header. The main navigation bar includes "Home", "Student Management", "Counselor Tools" (highlighted with a red box), "Reports", "Preferences", and "Help". Below the navigation bar, there is a "Counselor Tools" header and a section with two buttons: "add page to My Quicklinks" and "get help for this page". Below this is a row of three tabs: "Send Transcripts", "Upload Transcripts", and "Download Extract Software" (highlighted with a red box). Below the tabs, there is a section titled "Send Uploaded Transcripts: Select Students".

5. Download the SASIxp Extract Utility
 - a. Click the link labeled "Click here to download the latest version of the SASIxp Extract Utility for dBase"

xap THE COUNSELOR CENTER [Server: Beta] Michael Robinson CHEROKEE HIGH SCHOOL [log-out](#)

GAcollege411

The Counselor Center

Invite Students
[Invite your students online](#) individually or in groups using their e-mail addresses.

My Quicklinks [Edit](#)

▶1 Empty	▶5 Empty
▶2 Empty	▶6 Empty
▶3 Empty	▶7 Empty
▶4 Empty	▶8 Empty

[Home](#) [Student Management](#) [Counselor Tools](#) [Reports](#) [Preferences](#) [Help](#)

[Send Transcripts](#) [Upload Transcripts](#) [Transcript Upload History](#) **[Download Extract Software](#)**

Download Extract Software

[Click here to download the latest version of the SASIxp Extract Utility for dBase](#)

[Click here to download the latest version of the SASIxp Extract Utility for SQL](#)

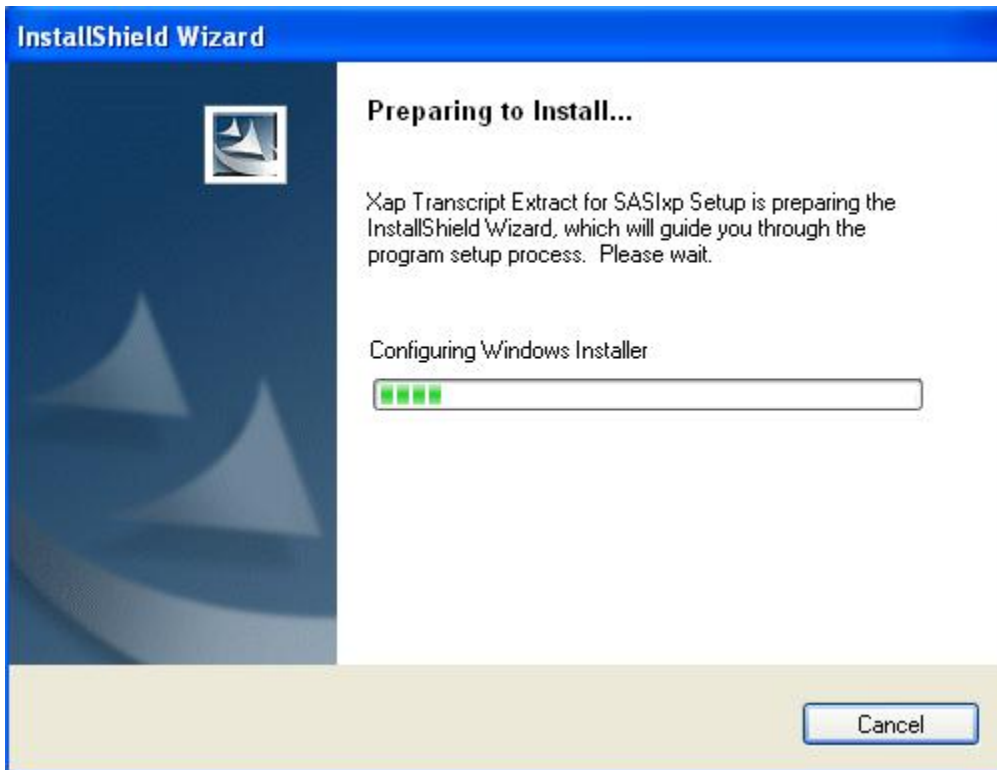
- b. Progress Bar will appear. Then a dialog will ask if you wish to RUN or SAVE the install program. Click "Run".



- c. If the window below appears, Click "Run". If it does not appear, you will see the InstallShield Wizard. See next step.



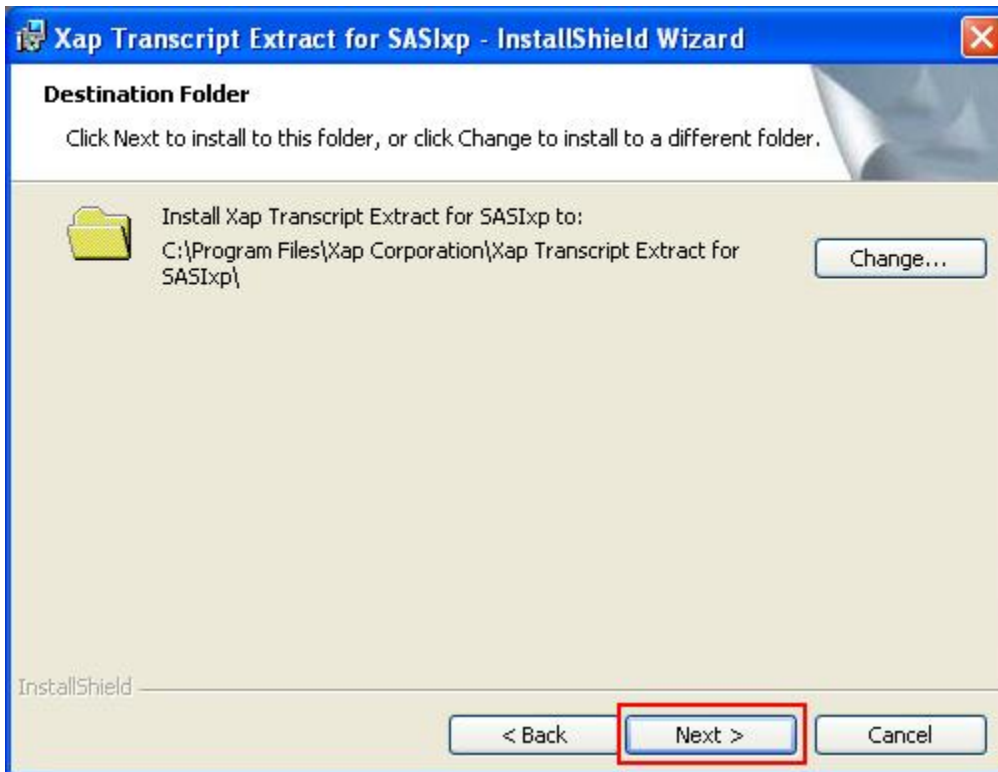
- d. InstallShield Wizard will be launched... don't click anything, just wait until the InstallShield Wizard "Welcome..." window appears (see next step).



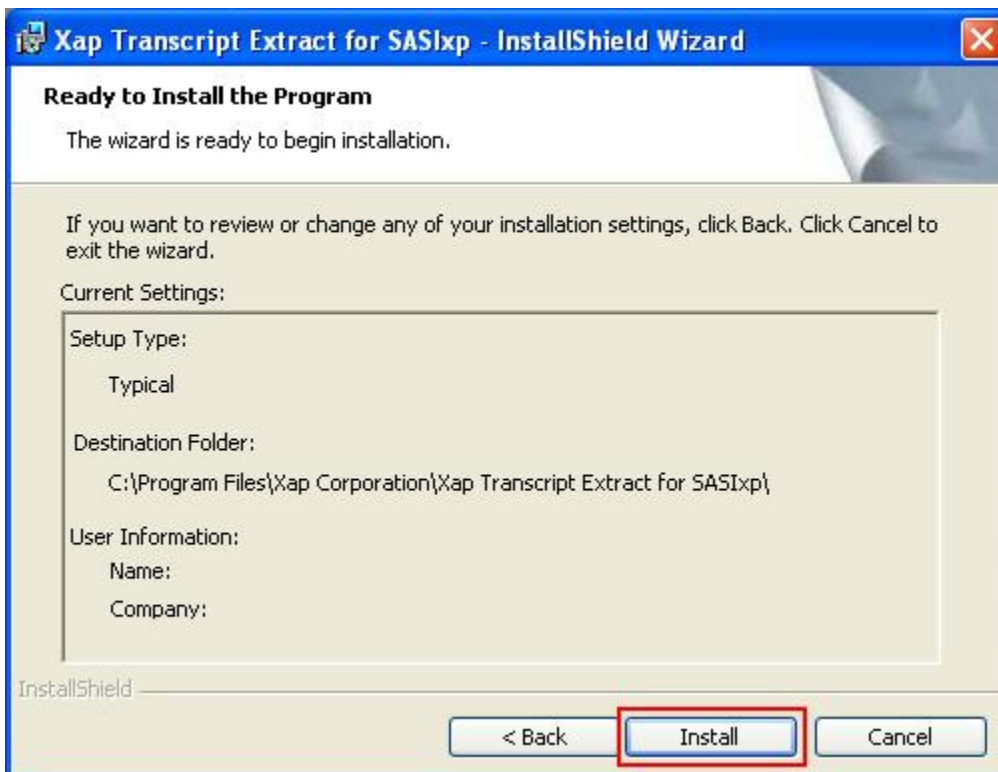
- e. Click "Next"



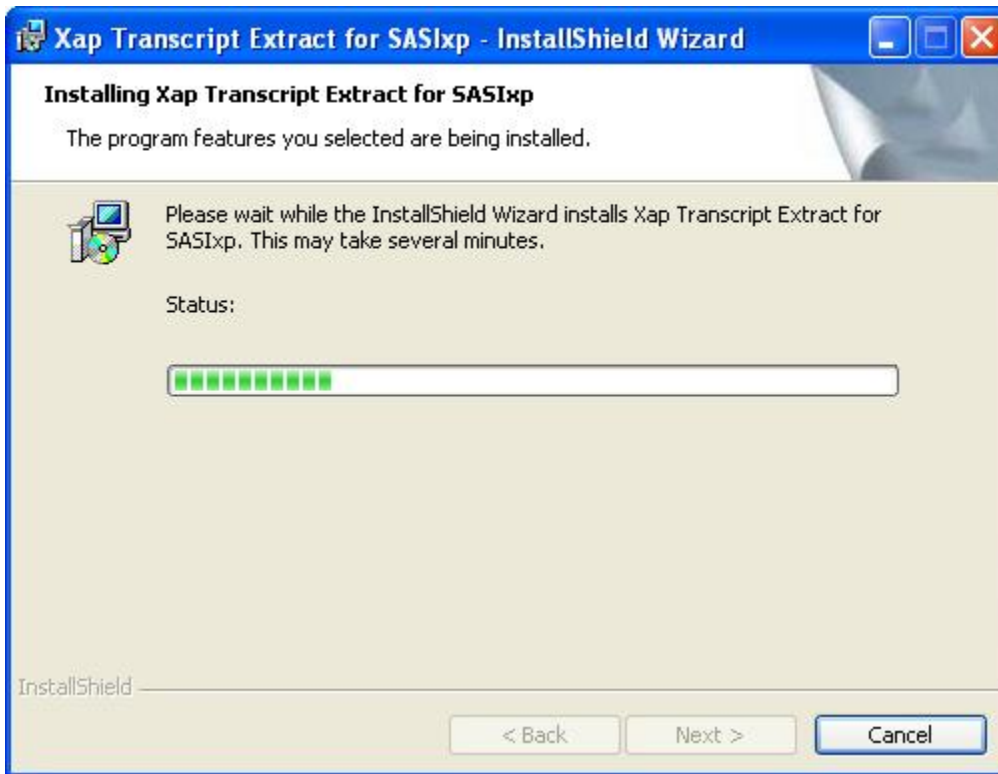
- f. Click "Next" to confirm the destination folder



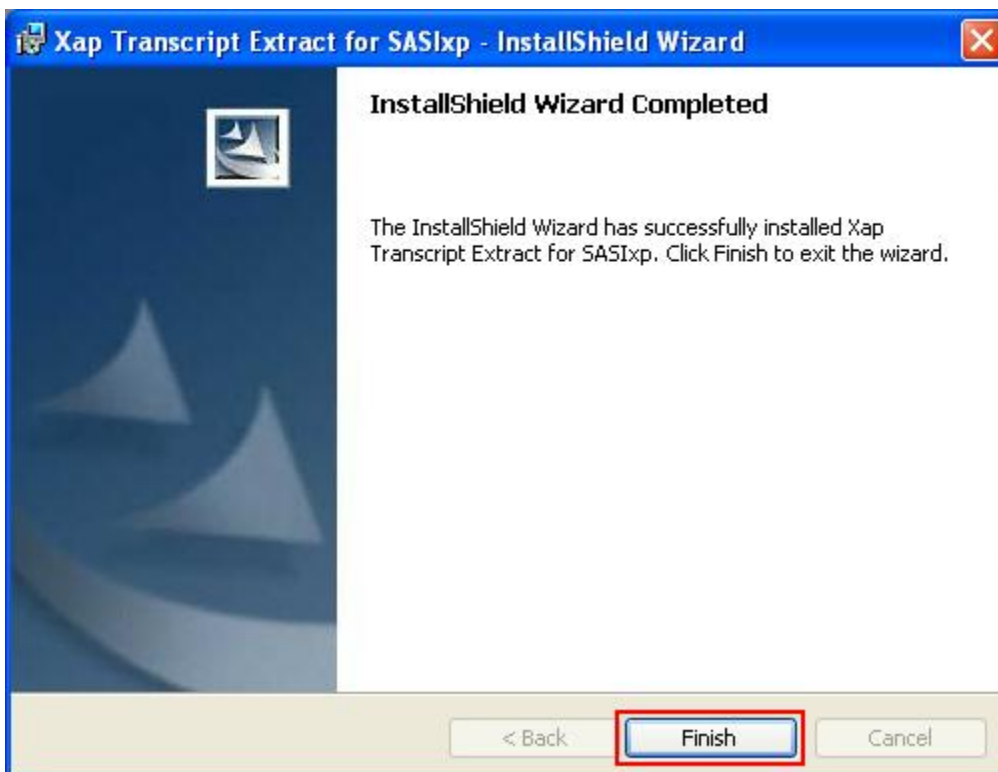
- g. Click "INSTALL" to confirm the settings and proceed with installation



- h. InstallShield will present a dialog window with status bar. Please wait until InstallShield closes that dialog and presents the “InstallShield Wizard Completed” dialog window (see below).



- i. Click “Finish”



Configure

Launch the XAP Transcript Extract utility by clicking:

START >

All Programs >

XAP Corporation >

XAP Transcript Extract for SASIxp

When the utility launches for the first time, it will present the following series of dialog boxes:

1. Click "OK" on the "Before you can start..." dialog



2. Enter the Username and Password that you use to login to Counselor Center. Choose which server you wish to receive your uploaded files (It probably should be the LIVE server). We recommend that you also mark the “Upon completion of processing, send an e-mail notification to...” so that you will receive notices when your upload files have been processed and the transcripts are ready to be released (SEND) to GSFC and/or Colleges. Remember to enter your e-mail address!

Ask your school’s Network Administrator if your school uses a PROXY server to access the internet. If the answer is “No”, then you may click the “Next >” button and skip to step 3.

The screenshot shows the 'Xap Transcript Extract Setup Wizard' dialog box, specifically the 'Control Center Settings' page. It features several input fields: 'Xap Counselor Center Username', 'Xap Counselor Center Password', and a dropdown menu for 'Xap Server' set to 'Live'. There are two checkboxes: 'Generate encrypted transcript files.' (unchecked) and 'Upon completion of processing, send an email notification to:' (checked). Below the second checkbox is an empty text input field. At the bottom, there is an 'Advanced Connection Settings...' button and navigation buttons for '< Previous', 'Next >', and 'Exit'.

If the answer is “Yes”, your school DOES USE a PROXY server in order to access the internet, so you will need to click on the button entitled “Advanced Connection Settings”. Obtain the correct information from your Network Administrator. Input the data into the proper fields. Click “OK”, and then click “Next”.

The screenshot shows the 'Xap Transcript Extract: Connection Settings' dialog box. It has two radio buttons: 'Connect directly to the Internet' (selected) and 'Connect via a proxy server' (unselected). Below these are fields for 'Proxy server', 'Port', 'Proxy server username', and 'Proxy server password'. At the bottom, there are 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button to the 'Advanced Connection Settings...' button in the main wizard window shown in the previous screenshot. The main wizard window also shows the 'Next >' button highlighted with a red box.

- Click the “Choose Dir...” button to identify the pathway to the SIS database. When you have pointed to the database, click the “Finish” button.

Xap Transcript Extract Setup Wizard
SASIxp Settings:

SASIxp Datafile Directory:

School Number and Name: School Year:

GPA Selection:

GPA A: Label:

GPA B: Label:

< Previous Finish Exit

If the utility can find the database, it will present data in the School Number and Name, School Year, and GPA Selection fields. Select the proper school number, School year and GPAs. Click the “Finish” button.

Xap Transcript Extract Setup Wizard
SASIxp Settings:

SASIxp Datafile Directory:

School Number and Name: School Year:

GPA Selection:

GPA A: Label:

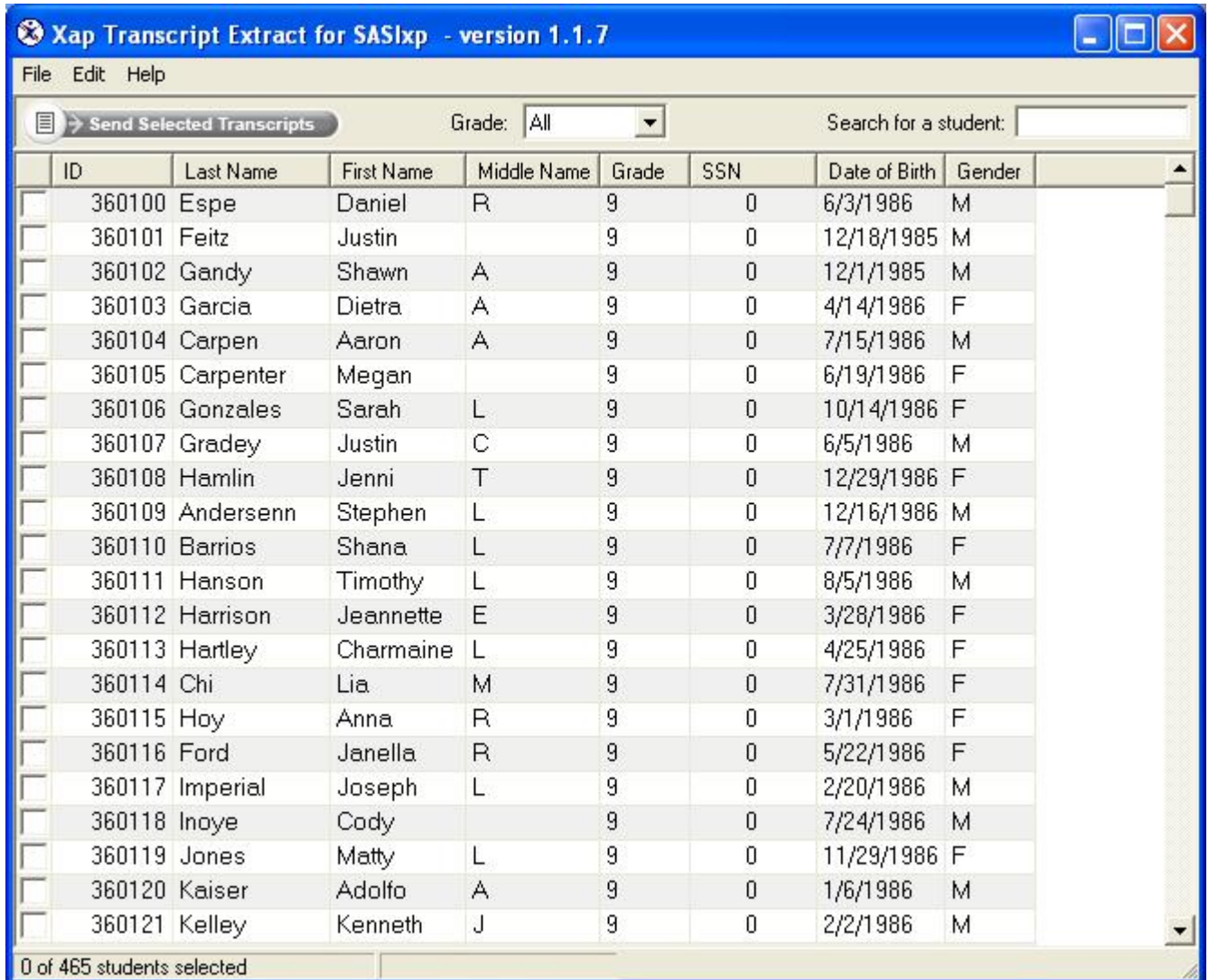
GPA B: Label:

< Previous **Finish** Exit

- The installation program will respond by presenting the following dialog box. Click the "OK" button.



The installation program will launch the XAP Transcript Extract for SASIxp dBase (version 1.18).



5. Note that in File > Preferences, you may change or add your e-mail address if you would like to receive e-mail notices when your uploaded files have finished processing at XAP and are ready for you to release (SEND) to GSFC and/or Colleges. Click the "OK" button to save your updated information.

The image shows a dialog box titled "Xap Transcript Extract Preferences" with a blue title bar and a close button (X) in the top right corner. The dialog has two tabs: "General" (selected) and "SAS1xp".

Under the "General" tab, there are the following fields and options:

- Xap Counselor Center Username:
- Xap Counselor Center Password:
- Xap Server: (with a dropdown arrow)
- Generate encrypted transcript files.
- Upon completion of processing, send an email notification to:
-

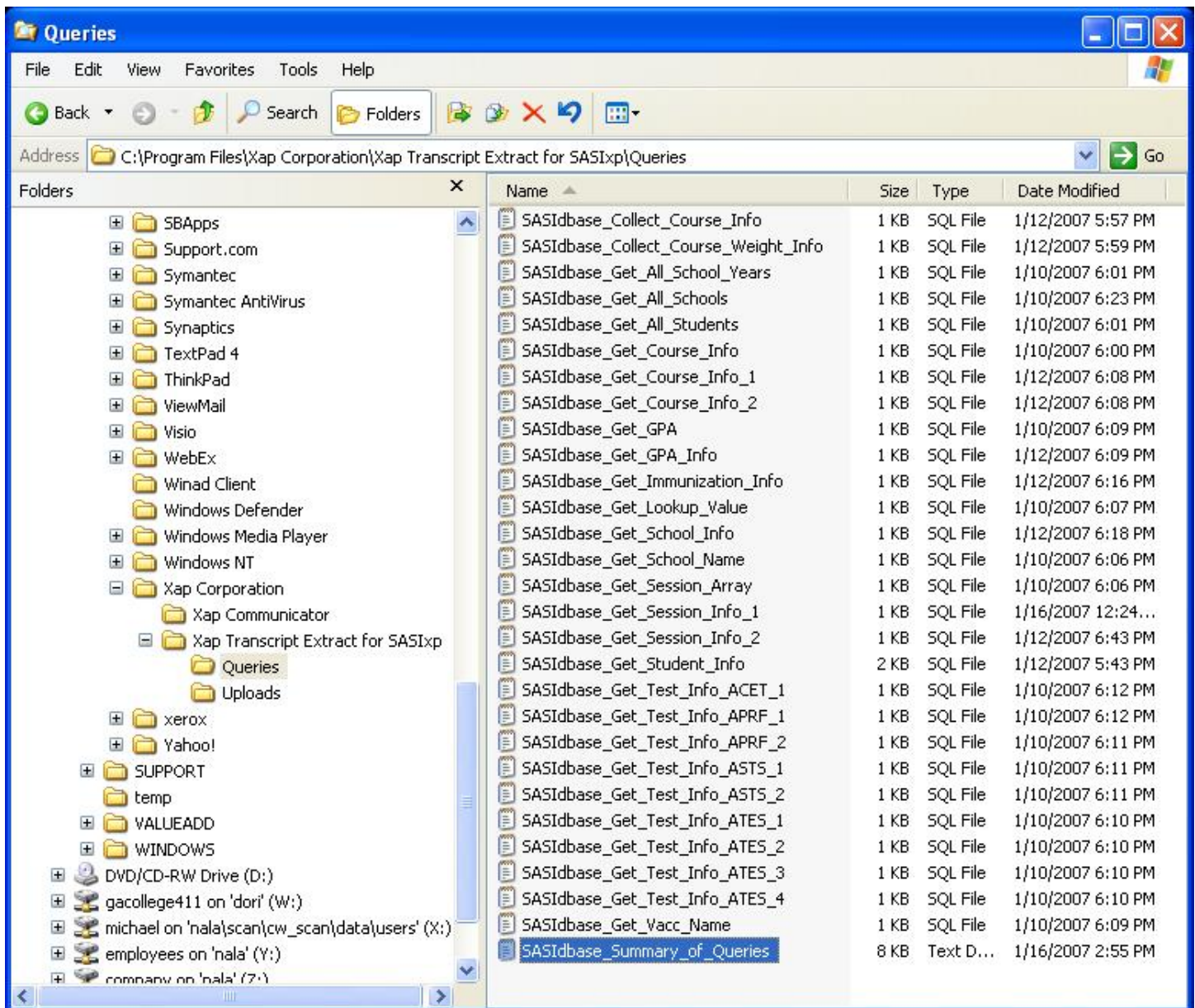
At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Technical Configuration

NOTE: This should only be undertaken by a qualified technical expert who understands SQL Queries.

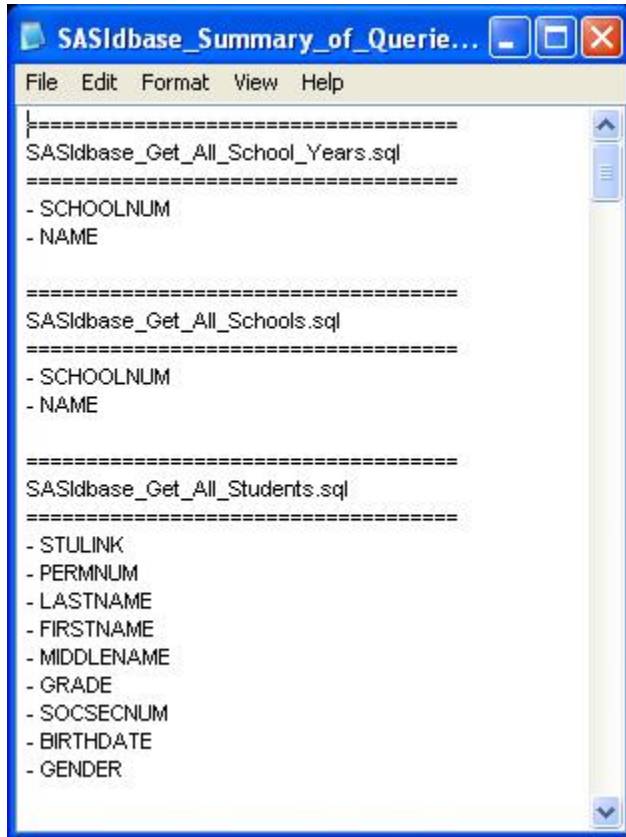
1. Where to find the Query files
 - a. Database: C:\Program Files\Xap Corporation\Xap Transcript Extract for SASIxp
 - b. Queries: C:\Program Files\Xap Corporation\Xap Transcript Extract for SASIxp\Queries

This folder contains a collection of text files. Each file contains one or more queries. Each file can be opened with a text editing program. The queries inside each text file may be edited to modify where the utility looks in the SIS to obtain data. These files are read by the computer, so do not add comments, formatting, or notations intended for human eyes. Those should be documented in the reference file only (see Summary List of Queries below)



c. Summary List of Queries (SASlpx dBase)

This file lists the name of each query and identifies the data fields that it obtains. It is intended to help quickly identify which file contains a particular query. It displays the name of each query file and identifies which queries are in each. The application does not read this file – it is intended for human eyes only. If you choose to modify a query in one of the query files, it is recommended that you make a corresponding change in this reference file and make a notation that the query has been customized. This will help others to be able to quickly identify which queries are DEFAULT and which are CUSTOM on your system.SASlbase_Summary_of_Queries.txt



d. Queries list by Name (SASlpx dBase)

These files contain the queries and may be edited to modify where the query obtains data for each field in the extract file.

SASlbase_Collect_Course_Info.sql
SASlbase_Collect_Course_Weight_Info
SASlbase_Get_All_School_Years.sql
SASlbase_Get_All_Schools.sql
SASlbase_Get_All_Students.sql
SASlbase_Get_Course_Info.sql
SASlbase_Get_Course_Info_1.sql
SASlbase_Get_Course_Info_2.sql
SASlbase_Get_GPA.sql
SASlbase_Get_GPA_Info.sql
SASlbase_Get_Immunization_Info.sql
SASlbase_Get_Lookup_Value.sql
SASlbase_Get_School_Info.sql
SASlbase_Get_School_Name.sql

SASlbase_Get_Session_Array.sql
SASlbase_Get_Session_Info_1.sql
SASlbase_Get_Session_Info_2.sql
SASlbase_Get_Student_Info.sql
SASlbase_Get_Test_Info_ACET_1.sql
SASlbase_Get_Test_Info_APRF_1.sql
SASlbase_Get_Test_Info_APRF_2.sql
SASlbase_Get_Test_Info_ASTS_1.sql
SASlbase_Get_Test_Info_ASTS_2.sql
SASlbase_Get_Test_Info_ATES_1.sql
SASlbase_Get_Test_Info_ATES_2.sql
SASlbase_Get_Test_Info_ATES_3.sql
SASlbase_Get_Test_Info_ATES_4.sql
SASlbase_Get_Vacc_Name.sql

2. Opening the Query Files

Query files should only be opened with a Text Editing program, such as TextPad.

Wordpad and MS Word should NOT be used because they may put formatting into the file or damage it.

3. Editing a Query file

NOTES:

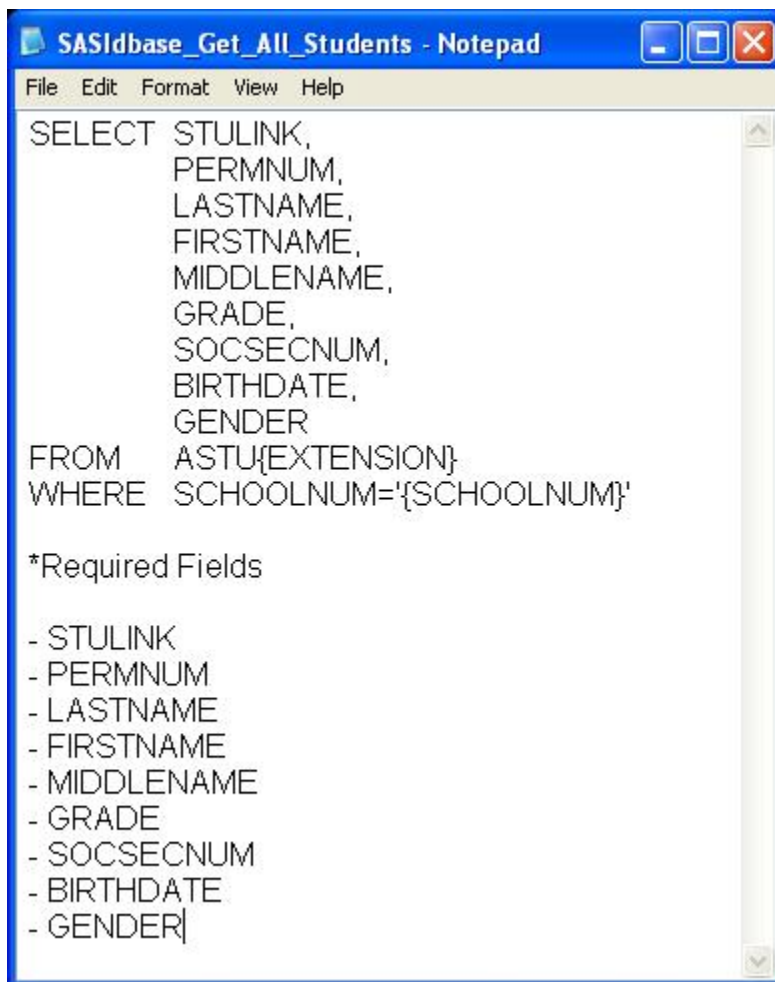
1. It is **STRONGLY** recommended that copies of the original files be saved in a Backup directory, so that if attempts to edit the file in the working directory do not meet with success immediately, an unedited copy may be obtained from the Backup directory and placed into the working directory.
2. Only individuals who have experience writing SQL database queries and who also know the names of fields and tables in the SIS database should edit these query files.

Sometimes, a query file will need to be edited. One example would be if a data element is stored in a different field than the original query file specifies. In this case, the application can be redirected to the correct field by changing the name of the field in the query.

For example, in the query labeled "SASIdbase_Get_All_Students.sql", the SELECT statement indicates that the application should look for the student's date of birth in the "BIRTHDATE" field. However, for purposes of this example, let's say that the date of birth is actually stored in a field named "DOB". In this case, simply replace "BIRTHDATE" with "DOB" and the application will now look for a field named "DOB".

What are the parts of the Query?

- a. **SELECT** statement:
This part of the query identifies the field names that you want to get.
- b. **FROM** clause
This part of the query identifies the filename or table name that contains the fields you have listed in the SELECT statement.
- c. **WHERE** clause
This part of the query filters the records according to the criteria you specify.



```
SELECT STULINK,  
        PERMNUM,  
        LASTNAME,  
        FIRSTNAME,  
        MIDDLENAME,  
        GRADE,  
        SOCSECNUM,  
        BIRTHDATE,  
        GENDER  
FROM    ASTU{EXTENSION}  
WHERE   SCHOOLNUM='{SCHOOLNUM}'  
  
*Required Fields  
  
- STULINK  
- PERMNUM  
- LASTNAME  
- FIRSTNAME  
- MIDDLENAME  
- GRADE  
- SOCSECNUM  
- BIRTHDATE  
- GENDER
```

d. ORDER BY clause

This part of the query sorts the records. In this section, use only fieldnames that are also included in the SELECT statement. NOTE that the ORDER BY clause is not used in the SASIdbase_Get_All_Students.sql file. If you wish to add it, place it below the WHERE clause.

An example of a well-formed ORDER BY clause:

```
ORDER BY LASTNAME, FIRSTNAME
```

This clause will sort students by last name, then by first name as seen below:

```
Small, Miranda  
Small, Rhonda  
Smith, Aaron  
Smith, Aki  
Smith, Allison  
Smith, Brandon
```

Substitution:

If your SIS stores data in a different field than those listed in the SELECT statement, you may substitute the correct field name in place of the default one. For example, if the student's first name is stored in a field named FNAME instead of FIRSTNAME, then you may make the substitution as shown below in

RED:

```
SELECT STULINK,  
       PERMNUM,  
       LASTNAME,  
       FNAME as FIRSTNAME,  
       MIDDLENAME,  
       GRADE,  
       SOCSECNUM,  
       BIRTHDATE,  
       GENDER  
FROM ASTU{EXTENSION}  
WHERE SCHOOLNUM='{SCHOOLNUM}'
```

*Required Fields

- STULINK
- PERMNUM
- LASTNAME
- FIRSTNAME
- MIDDLENAME
- GRADE
- SOCSECNUM
- BIRTHDATE
- GENDER