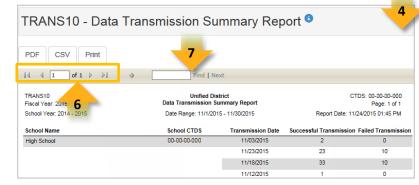
TRANS10 – Data Transmission Summary Report



Both reports are intended for Data Coordinators, Data Analysts, IT staff, or anyone who performs troubleshooting.

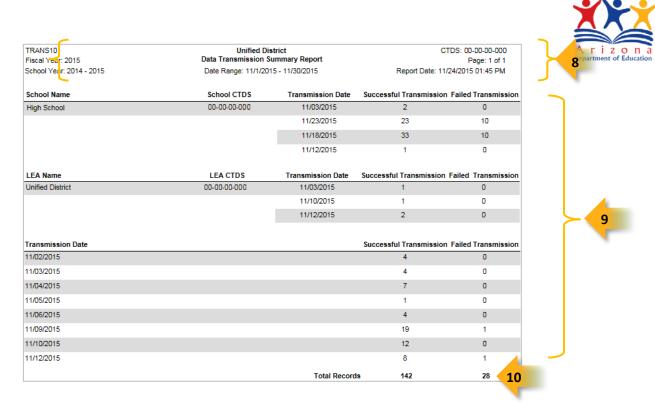


- (1) Reporting Parameters: Users must choose a **School** from the drop-down menu.
 - **Start** and **End** dates can be selected from the calendar that becomes visible by clicking in the date fields. It is highly recommended to run the report for smaller time frames to improve performance.
 - The Page Break between Schools checkbox groups the results by school and displays them on separate pages when checked.
- (2) View Report: Queries results (shown on Page 2).
- (3) Collapse: To provide more room for viewing the report, the button collapses the interface, as shown below.
- **(4) Expand:** Click the + icon of a collapsed report to expand the report and view the search parameters (shown above).
- (5) PDF/Print: Sends the current screen-shot to either the printer (Print), exports to a PDF or CSV file. Selecting PDF or CSV, prompts to either Save or Open the file at the bottom of the screen.



- (6) Navigation: The ◀ and ▶ buttons move forward and backward, one page at a time. The ▶ and ▶ buttons move to the first and last page, respectively. A specific page number can be entered in the textbox.
- (7) Search: Type a word/name (or part of a word/name), followed by **Enter** on the keyboard, to quickly scan the report. Matches are highlighted in blue.

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(8) Header: The **report name**, **fiscal year**, and **school year** display on the top-left corner of each results page. The **LEA**, **long report name**, and **date range** (as set in the parameters) display on the center of each page. The **CTDS number**, **page number**, and **date** of the report display on the top-right corner of each results page.

- **(9) Summary Results:** The following information is available on the summary screen. If multiple schools are included in the search, results are grouped by school. At the end of the report, transactions are grouped by the date they were submitted.
- Transmission date: The date the transaction(s) occurred
- Successful Transmission: The number of transactions that successfully landed in the AzEDS database
 - This data will run through integrity
- Failed Transmission: The number of transactions that did not land in the AzEDS database
 - This data cannot run through integrity as it never landed in the ADE database
 - Run the TRANS15 Detail Report to look at failed submissions

(10) Total Records: The number of total submissions sent by the school or LEA. If the report is multiple pages, the total records are shown on the last page.

• **Note:** To view specific transactions, and filter by successful/ failed transmissions or school, refer to the <u>TRANS15 Detail Report</u>.

