

# Correcting your bar code file

## Validation errors

If your file has validation errors, you will receive notification and will need to revisit your order on the web site. ITP will supply an Excel-format file for you to help with your corrections. The file contains a partial listing of student records, along with the attribute containing the error and a place for you to enter your corrections. Districts with a large number of corrections may prefer to make the corrections to their database and resubmit their entire file for validation instead.

## How to use the error corrections file

- 1) Log in to ITP Online Tools, then click on Bar Coding, then select the folder icon in the row of the active order to which you wish to make corrections.
- 2) Click on the icon in the row containing the Excel file, in the left-most (“View”) column of the table under “View a file.”
- 3) When prompted, click “Save” and choose a destination on your local computer to save the file. You could also preview the file’s contents by clicking “Open,” but any changes you enter in this window will not be saved to our server and will not be submitted to ITP. The web site does not support any form of “live editing” of data files at this time. (Please note: Safari’s settings do not allow files to retain their names when downloaded so users will have to rename viewed files and the file name extensions.)
- 4) Open the saved file in Excel on your computer.
- 5) Review the errors listed and enter your information in the column “Correction For Field” (See below regarding extra information that can be typed in here). Any corrections entered in the column “Current Field Value” will not be read by our software.
- 6) When you are done editing, save the edited file to your computer.
- 7) If you’re not still logged in to ITP Online Tools, re-access the web site (as in step 1) and go back to the file management screen for the active order requiring corrections.
- 8) Click the Browse button (“Choose File” on a Mac) to locate the edited corrections file on your computer, select the file, and click OK.
- 9) Click the Upload button. If the file submission was successful, you will see a message to that effect and a new red-shaded row with the current date and time will appear in the “View a file” section. If you are instead returned to a log-in page when you try to submit a file, that indicates that your session “timed out” (a security feature to protect your account) and ITP did not receive your file – you will need to log in again and resubmit.
- 10) You will receive notice as to the new validation status of your file after ITP processes your corrections.

## Entering corrections

If you have corrections for the validation errors listed, you can enter them in the “Correction For Field” column. Note that each error has its own row, so if a student record has multiple validation errors, they will be listed on several rows.

If a validation error is listed that you believe is actually correct, type an “X” in the “Correction For Field” space. Occasionally, depending on the type of error, ITP may need to contact you for additional information.

Rarely, certain types of errors may require special instructions to fix. Previously some would require an email exchange with ITP; you can now enter keywords into the error corrections file to expedite these types of corrections.

- a) A blank entry is a valid value for certain data fields, but if you leave “Correction For Field” blank, it will appear as though you didn’t make any corrections. Type the word “Blank” (without the quotes) into the “Correction For Field” column to indicate that the correct value is a blank entry.
- b) Errors may appear for students that are no longer in your district. You can type “Delete” (without the quotes) into the “Correction For Field” column, and that student’s record will be removed from our copy of your bar code file.
- c) If you receive the error “Ethnicity (Missing)”, you can type **one** of the following names into the “Correction For Field” column to indicate the correct code for the given student (follow case and spacing exactly as shown): White, Black, Asian, Hispanic, NativeAm, HawaiiPI.
- d) On rare occasions when a Birth Date error is indicated, it turns out the birth date is correct, but the grade is wrong. You can correct the grade in the corrections file by following this procedure:
  - i. Change the entry in the “Field Description” column from “Birth Date” to “Grade”
  - ii. Enter the correct grade in the “Correction For Field” column.  
**Note:** It is possible that Excel might reformat your grade correction as a date or some other number type. To fix this, select the cell where you entered the grade, then go up to the Excel menus and select Format, then Cells, then General (these instructions may vary depending on your version of Excel). Your number should now appear correctly.

If you have difficulty with these types of corrections, feel free to contact ITP for assistance.