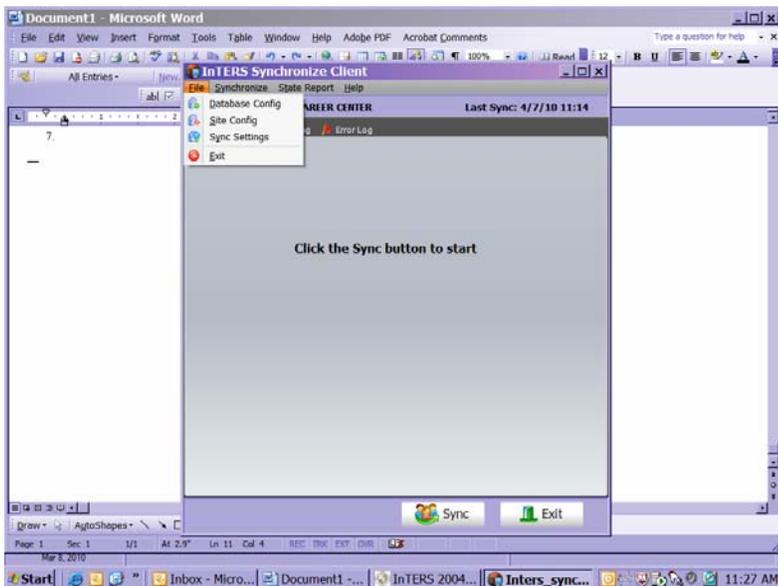


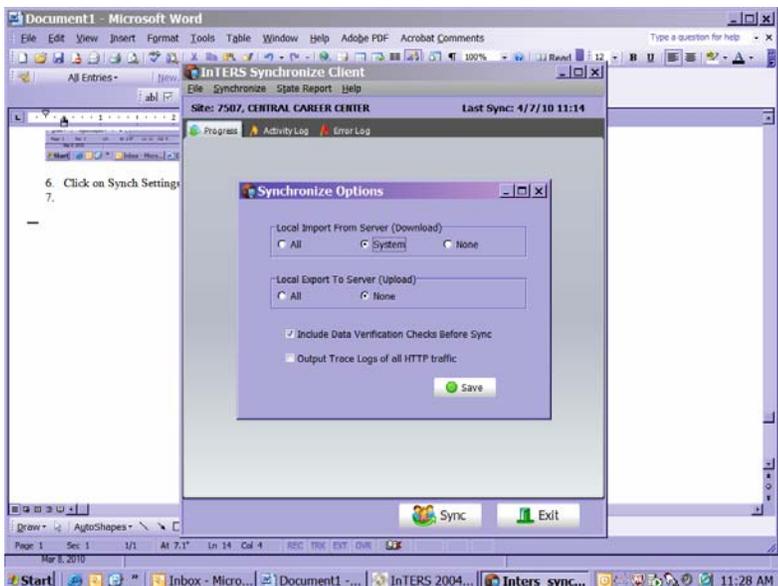
Error Report Listing Instructions

In order to extract the Error Report, you must follow the steps below:

1. Sign into InTERS
2. Click on Tools
3. Click on Synchronize
4. Click on Launch Synchronize Utility
5. **Steps 6 – 14 should only be done the first time you try to run your error reports. This should not have to be done unless a New Patch comes out.**
6. Click on File at the top of the page



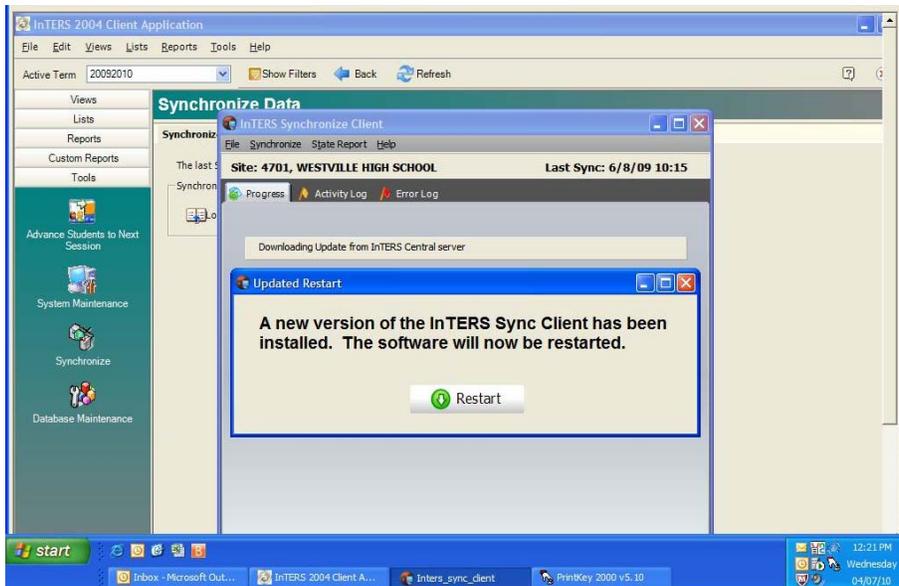
7. Click on Sync Settings
8. Make sure settings are checked "System" on the first line and "None" on the 2nd line.



9. Click Save

10. Click Sync

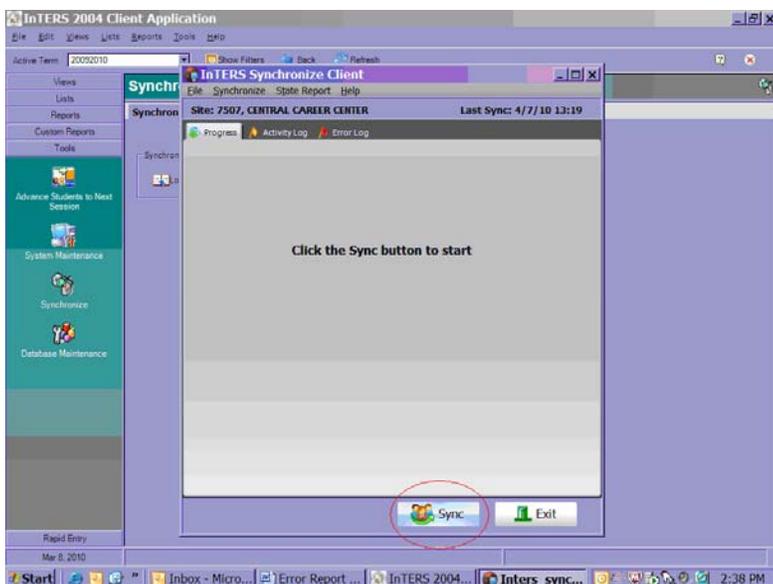
11. This will bring up a box that says “New Version” of the InTERS Sync Client.



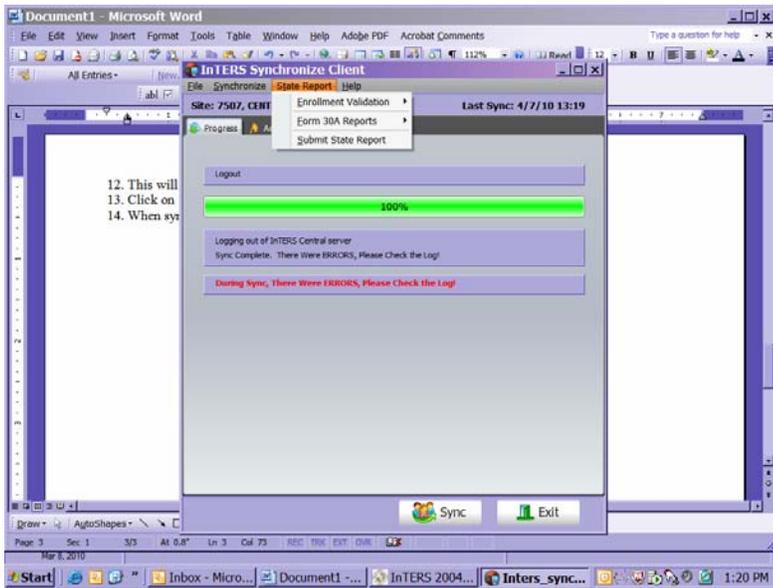
12. Click on Restart. This will give you the new version of InTERS Sync and update the reports. This step will only have to be done once.

13. This will take you back to the Sync Screen.

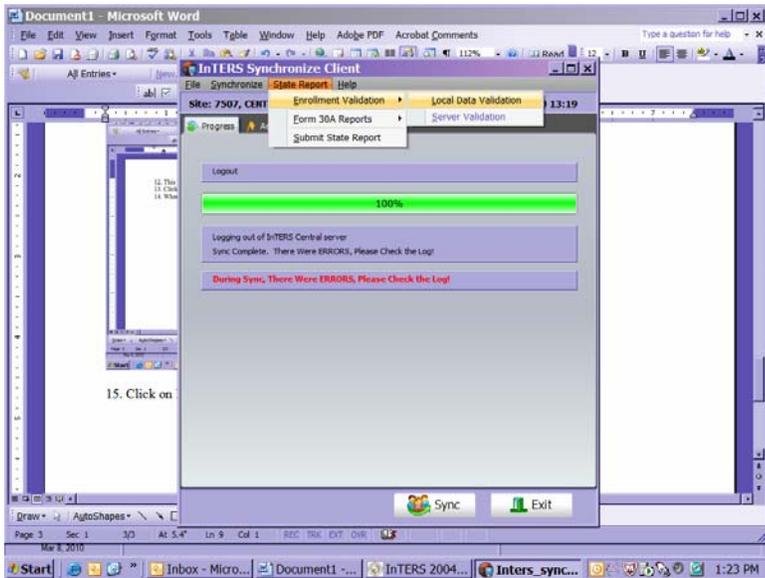
14. Click on Sync.



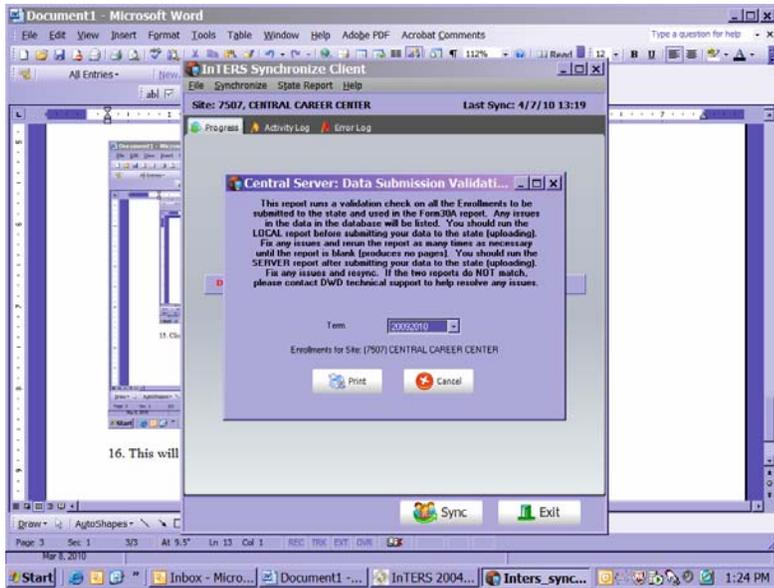
15. When sync is complete, click on State Report at the top of the page.



16. Click on Enrollment Validation, then click on Local Data Validation.



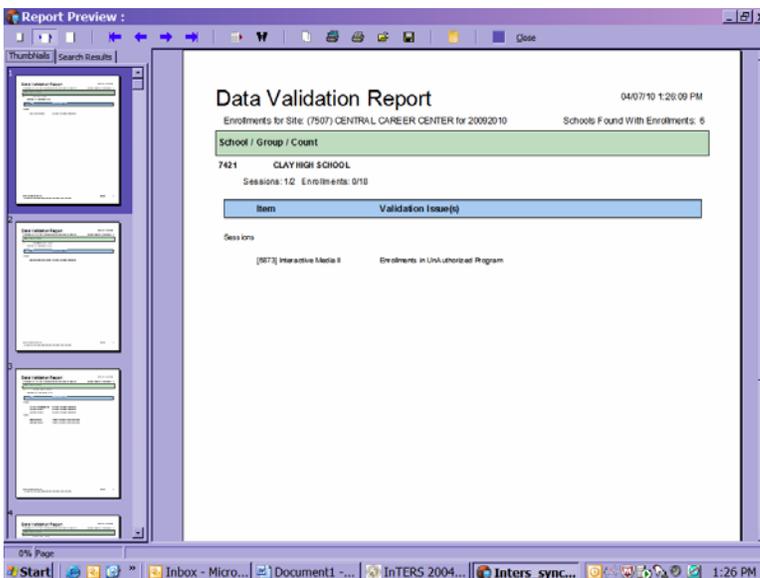
17. This will bring up the following screen:



18. Click on the drop-down arrow for the correct term for your report.

19. Click on Print.

20. This will bring up your data validation report (See below)



21. A page break will be between each school.

22. Each page will have a green bar showing School/Group/Count even if there are no errors.

23. If the numbers next to Session show 1/2 as in the above example; this means there are 2 sessions with 1 error. If the numbers show 0/2; this means there are no errors

24. If the numbers next to Enrollment show 2/16; this means there are 16 enrollments with 2 errors. If the numbers show 0/16 as in the above example; this means there are no errors.
25. All errors will be shown under the blue bar.
26. If the report shows 5 errors, but only 2 students under the blue bar; this means that one or both of the students with errors in the student record have multiple enrollments. In this case, fixing the one error on the student would fix the error for all of his/her enrollments.