

**4 GETTING YOUR DATA**

- SAN DOWNLOAD  
and
- IMPORT INTO TMS

## 4.0 GETTING YOUR DATA

In order to manage your training program effectively, you must populate the TMS 7 database with the most current up-to-date information about your program. To do this, you must complete two steps.

Step 1. Download 3 data files from the SAN. The files to be downloaded are:

- **Country STL** - (CC.exe)
  - This file contains your individual Country's training program. (i.e. Courses the country has requested and the MILDEPS know about.)
- **MASL** – (MASL.exe)
  - This file contains all courses and course information that exist in the MASL. (i.e. a course catalogue.)
  - Schoolhouse Location Information is also contained in this file. (i.e. IMSO POC information, general schoolhouse information)
- **Reference Files** – (TMSREF.exe)
  - Misc. tables that TMS needs to operate. Also includes helpful definitions to codes (i.e. Progress Message Codes, etc.) which can be found in the Reference Table dropdown selection on the TMS Main Menu.

Step 2. Import these files into TMS.

These files must be updated in TMS on a regular basis to ensure you are working with the most current data. **Hint** - The STL must be updated prior to making changes in TMS for the day!

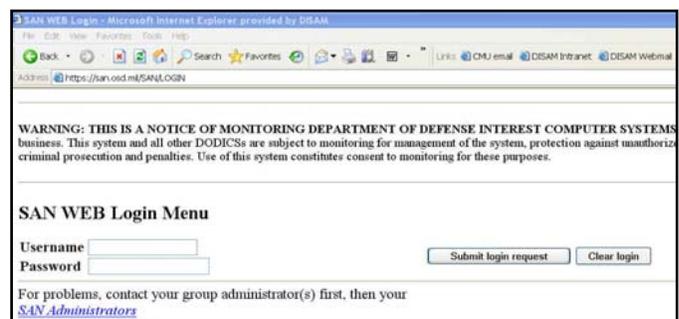
## 4.1 DOWNLOAD YOUR DATA (from the SAN)

To download your data, log on to the SAN, by going to the following web page:

<https://san.osd.mil/SAN/LOGIN>

Enter your Username and Password.  
(Remember: Password is case sensitive.)

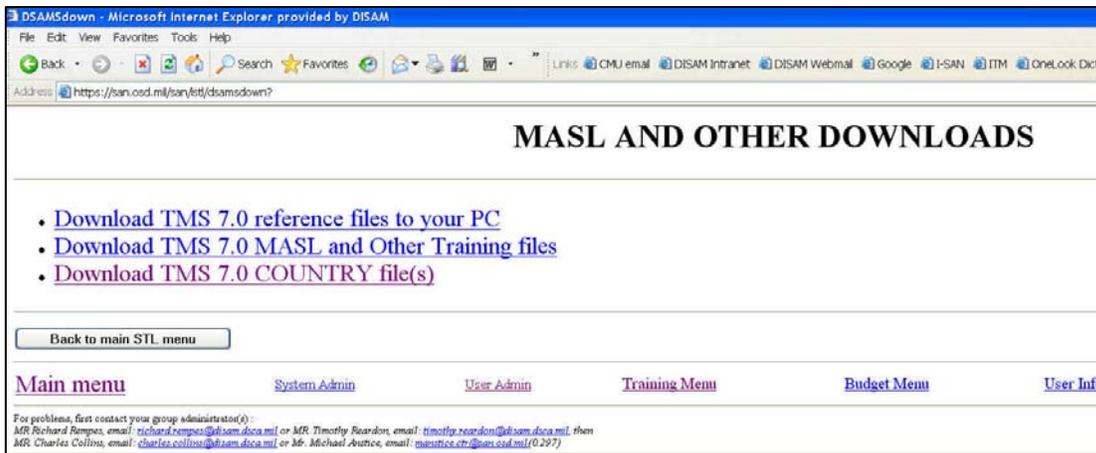
Click "Submit login Request"



SAN Login Webpage

Once you have successfully logged on to the SAN, follow the next steps carefully to ensure a proper download of your data files.

- On the Special Notice page of the SAN, click “**Continue**”.
- Click, “**Training**”
- Click, “**SAO Data Download (STL, MASL etc.)**”
- Click, “**TMS 7.x downloads**” (Note the date of the data, next to this link!)
- “MASL and Other Downloads” page will appear.



MASL and Other Downloads page

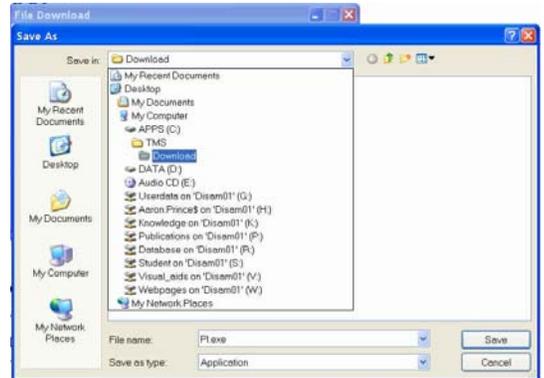
- To download the **STL** :
  - Click the “**Select TMS 7.0 COUNTRY file(s)**” link.
    - If you have multiple countries, the “DSAMS Country download list” page will appear.



Multiple Countries Checkboxes

- Check the box for your country code
  - Click, “Download Selected Countries”
- Click, “Save” on the File Download window,

- **\*\*Rule!** *Always* save the data files to your hard drive in the following folder: **C:\TMS\Download** .
- Once the Download folder has been selected on the “Save As” window, click, “Save”.



Save As window

- When download is complete click, “Close”
- To download the **MASL** :
- Click “**Download TMS 7.0 MASL and Other Training files**”
  - On File Download window, click, “**Save**”
  - **\*\*Rule!** *Always* save the data files to your hard drive in the following folder: **C:\TMS\Download** .
  - Once the Download folder has been selected on the “Save As” window, click, “**Save**”.
  - When download is complete click, “**Close**”
- To download the **Reference Files** :
- Click “**Download TMS 7.0 reference files to your PC**”
  - On File Download window, click, “**Save**”
  - **\*\*Rule!** *Always* save the data files to your hard drive in the following folder: **C:\TMS\Download** .
  - Once the Download folder has been selected on the “Save As” window, click, “**Save**”.
  - When download is complete click, “**Close**”

After the **downloads** are complete, you can close the internet browser. The next step is to **import** these files into TMS!

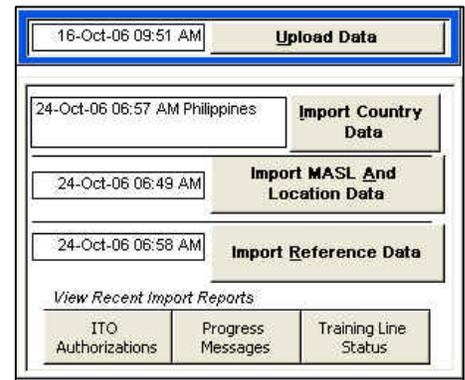
## 4.2 IMPORT DATA INTO TMS

**\*\*Rule!/Hint: *Very Important!!!*** Prior to importing the STL file into TMS, make sure all changes in TMS (since the last upload) have been uploaded to the SAN! (See Chapter 11 for Upload instructions.) During an STL import, all data existing in TMS is overwritten with the data existing on the SAN.

- Changes include: Student information, ITO information, After Action Summary etc.
- If the recent changes are not uploaded to the SAN, they will be overwritten during the import of a new STL.

- **Hint:** TMS Main Menu, Blue Border:

- 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 importing the STL!
- On the TMS Main Menu, if the blue border is around the “Import Data Section”, there are no changes to upload. It is OK to safely import the STL.



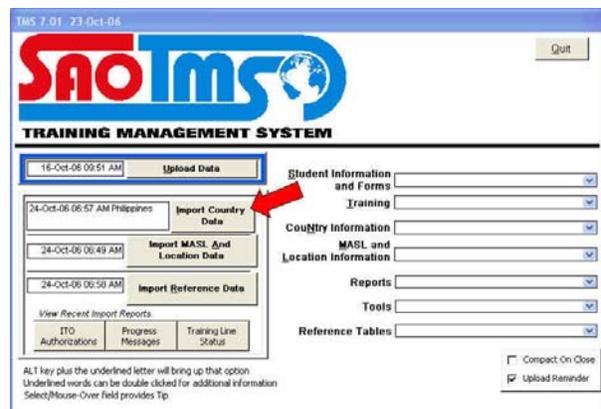
Blue Border: Import and Export Section

Before importing data into TMS, the correct file(s) must exist in the C:\TMS\Download folder:

- STL: CC.exe
- MASL: MASL.exe
- Reference File: TMSREF.exe

Import the STL:

- ▶ From the TMS Main Menu:
  - Click Import Country Data button.



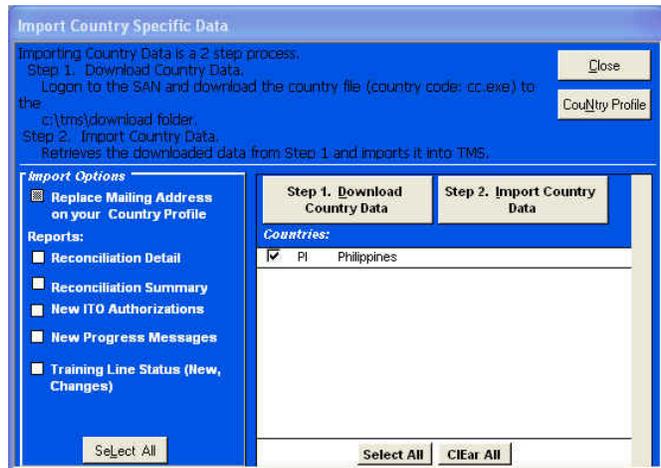
TMS Main Menu

➤ The “**Import Country Specific Data**” window will appear.

➤ (If the STL file has already been downloaded, you do not need to click, “Step1. Download Country Data” button.”)

➤ Ensure only the **Country(ies)** you are importing the STL for, have a **checkmark** next to them.

➤ Check the box “**Replace Country POC**”, only **if** you want to replace the current mailing address in the TMS Country Profile with one that exists on the SAN. (Normally there is no need to check this box.)



“Import Country Specific Data” window

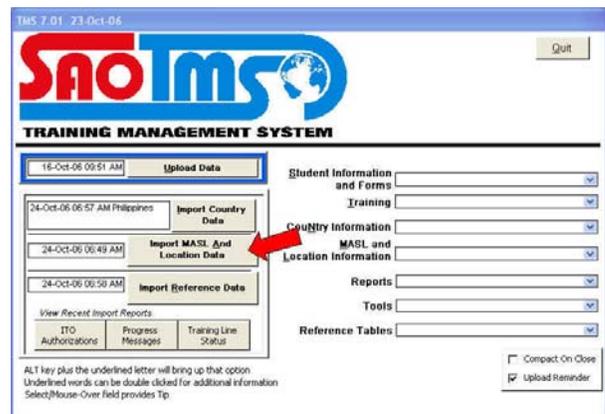
- For each “**Reconciliation Report**” you wish to see, place a checkmark in its box.
- Reconciliation Detail: Displays line by line what is new or different in the downloaded data than what currently exists in your TMS. (i.e. STL training lines that have been Added, Deleted etc. by the MILDEPS.)
    - Each action has its own section (i.e. Additions, Deletions etc.)
    - SAO/MILDEP column identifies who made the change
      - M = MILDEP
      - S = SAO
  - Reconciliation Summary: Displays a summary of what is new or different in the downloaded data than what currently exists in your TMS. (i.e. The number of lines that are new.)
  - New ITO Authorizations: Displays **new** ITO Authorizations released by the MILDEPs. Permission has been granted to create Official ITOs for the identified training in the report.
  - New Progress Messages: Displays new Progress Messages about a training line or a student’s status. Progress Messages usually come from the IMSO or the MILDEP.
  - Training Line Status (New, Changes):
    - Identifies the Training Line Status for new training lines or training lines for which the status has recently changed.

- “Old” column: Indicates what the old training line status was.
- “New” column: Indicates what the status has been changed to.
- Refer to the “Reference Tables” dropdown box on the Main Menu for definitions to the Training Line Status codes.

- Click **Step2. Import Country Data** button
- “Import Complete” message should appear. Click, “OK”
  - **Hint:** If you get a message stating the “Import was Unsuccessful”, download the STL again and import it.
- The selected “Reconciliation Reports” will be displayed.
  - **Hint:** Use the “Close” command in the Toolbar to close the reports. Do not use the Red X at the top right of the screen.

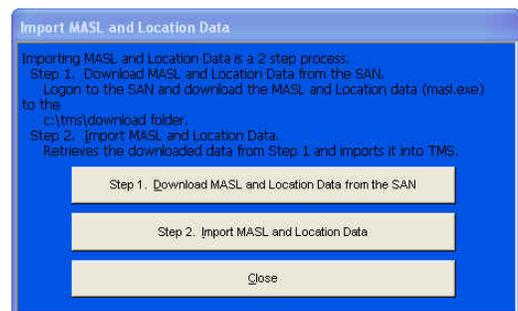
Import the **MASL**:

- ▶ From the TMS Main Menu:
  - Click **Import MASL And Location Data** button.



TMS Main Menu

- “**Import MASL and Location Data**” window will appear.
- (If the MASL file has already been downloaded, you do not need to click, “Step1. Download MASL and Location Data from the SAN” button.)

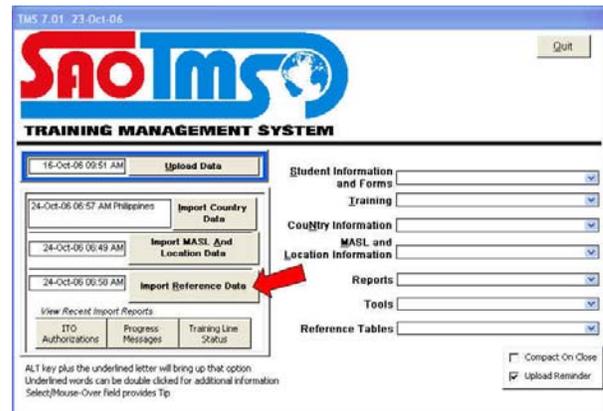


Import MASL and Location Data, window

- Click, **Step2. Import MASL and Location Data** button
- A message should appear stating, “Import of MASL and Location Data was successful”.
  - **Hint:** If you get a message stating the “Import was Unsuccessful”, download the MASL file again and import it into TMS.
- Click, “Close”

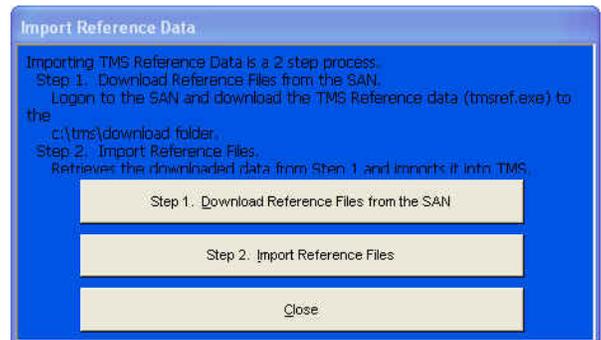
### Import the **Reference Files**:

- ▶ From the TMS Main Menu:
  - Click **Import Reference Data** button.



TMS Main Menu

- “**Import Reference Data**” window will appear.
- (If the Reference file has already been downloaded, you do not need to click, “Step1. Download Reference Files from the SAN” button.”)
- Click, **Step2. Import Reference Files** button



Import Reference Data, window

- A message should appear stating, “Import of TMS Reference data was successful.”
  - **Hint:** If you get a message stating the “Import was Unsuccessful”, download the Reference file again and import it into TMS.
- Click, “Close”

**Congratulations! Your TMS program is now updated with the most current data.**

### 4.3 ALTERNATE / SHORTCUT TO GETTING YOUR DATA

Below illustrates an alternate way to download and import the STL, MASL and Reference Files into TMS, starting with the STL.

#### Download and Import STL and other Files (MASL and Reference Files):

- ▶ From the TMS Main Menu:

##### Download STL:

- Click **Import Country Data** button.
- Click **Step1. Download Country Data** button.
  - You will automatically be directed to the SAN.
- Enter Username and Password for the SAN. Click **Submit login request** button.
- Click **TMS Country Download** button.
- “Do you want to run or save this file?”, answer **Save**.
- Save the file to: **c:\tms\download**
- Download Complete. Click **Close** button.

##### Continue to Download MASL and Reference files:

- Click **Continue/other downloads** button.
- Click **“Download TMS 7.0 MASL and Other Training files”**
- “Do you want to run or save this file?”, answer **Save**.
- Save the file to: **c:\tms\download**
- Download Complete. Click **Close** button.
- Click **“Download TMS7.0 reference files to your PC”**
- “Do you want to run or save this file?”, answer **Save**.
- Save the file to: **c:\tms\download**

- Download Complete. Click **Close** button.
- Close the SAN.

**Return to TMS, Import - STL, MASL and Reference files:**

- Click **Step2. Import Country Data** button
- “Import Complete” message should appear. Click, “**OK**”
- Click **Import MASL And Location Data** button.
- Click, **Step2. Import MASL and Location Data** button
- A message should appear stating, “Import of MASL and Location Data was successful”.
- Click, “**Close**”
- Click **Import Reference Data** button.
- Click, **Step2. Import Reference Files** button
- A message should appear stating, “Import of TMS Reference data was successful.”
- Click, “**Close**”

**Congratulations! Your TMS program is now updated with the most current data.**