

Help! All records/transcripts being send from my campus have the same attachment, which is a document belonging to one of my student records.

What has happened is that someone has inadvertently uploaded a document from a student's file into the Upload record/transcript legend link. The Transcript legend is attached to all records sent. Its purpose is to provide recipients with common information regarding your campus, such as contact information, grading practices, and other locally defined information that would help the recipient interpret the student records sent them. To resolve this issue, go to the Administration section of the TReX home page in the bottom right corner.

The screenshot shows the Texas Records Exchange: Central web application in Microsoft Internet Explorer. The browser address bar shows the URL: <https://wtrextstwb1b05.tea.state.tx.us/trex/home.do>. The page is divided into several sections:

- Items Requiring Attention:** A list of items with counts: 0 Inbound Requests, 0 Inbound Records/Transcripts, 0 Rejected Outbound Requests, and 1 Rejected Outbound Records/Transcripts. A Refresh button is located below this list.
- Records/Transcripts:** A list of actions: Send one record/transcript, Send multiple records/transcripts, View pending outbound records/transcripts (1), Manage records/transcripts, and View completed transactions.
- Requests:** A list of actions: Request records/transcripts and View pending outbound requests (0).
- Reporting:** A list of reports: Top 10 record/transcript sources, Top 10 record/transcript destinations, Top 10 request destinations, Campus Activity Summary, and Transaction Status Report.
- Administration:** A list of actions: Upload record/transcript legend, View record/transcript legend, and Remove record/transcript legend.

The **Top 10 Record/Transcript Destinations** section includes a table and a pie chart. The table data is as follows:

Recipient	%	Total
AKINS H S (AUSTIN ISD)	75.0	3
ACES- ALTERNATIVE CENTER FOR ELEMENTARY STUDENTS (AUSTIN ISD)	25.0	1

The pie chart shows a large red slice representing 75% (3 records) and a smaller orange slice representing 25% (1 record).

First, click View record/transcript legend to confirm that this is the mistaken document that is attaching to all of your records-in the example below is a pdf that was attaching to all records sent from the campus.

Texas Records Exchange: View PDF - Microsoft Internet Explorer provided by Texas Education Agency

https://wtreststwb1b05.tea.state.tx.us/trex/showPdf.do?href=https%3A%2F%2Fwtreststwb1b05.tea.state.tx.us/trex/downloadLegend.do%3Ffid%3D4656

Please fill out the following form.

Employee Leave Report

OP 07-13, Leave Accounting
Texas Education Agency - OPR: Human Resources

603
Division Number

07-21-2009
Date

James S. Maness III
Employee Name

Social Security Number

Leave Taken			
Beginning Date	Leave Code	Hours	Minutes
07-13-2009	SL - Sick Leave	32	00

Inbox - ... YouTube... Texas R... New TR... Transcri... Texas R... 2:34 PM

Next, close the document and click Remove record/transcript Legend:

The screenshot displays the Texas Records Exchange: Central web application. The browser window title is "Texas Records Exchange: Central - Microsoft Internet Explorer provided by Texas Education Agency". The address bar shows the URL "https://wtreststwb1b05.tea.state.tx.us/trex/home.do".

The main content area includes a navigation menu with the following items:

- Inbound Records/Transcripts (0)
- Rejected Outbound Requests (0)
- Rejected Outbound Records/Transcripts (1)
- View pending outbound records/transcripts (1)
- Manage records/transcripts
- View completed transactions

A "Refresh" button is located below the navigation menu.

The "Top 10 Record/Transcript Destinations" section features a table and a pie chart. The table data is as follows:

Recipient	%	Total
AKINS H S (AUSTIN ISD)	75.0	3
ACES- ALTERNATIVE CENTER FOR ELEMENTARY STUDENTS (AUSTIN ISD)	25.0	1

The pie chart visualizes this data, showing a large red slice for AKINS H S (AUSTIN ISD) and a smaller orange slice for ACES- ALTERNATIVE CENTER FOR ELEMENTARY STUDENTS (AUSTIN ISD).

The "Requests" section includes the following options:

- Request records/transcripts
- View pending outbound requests (0)

The "Reporting" section includes the following options:

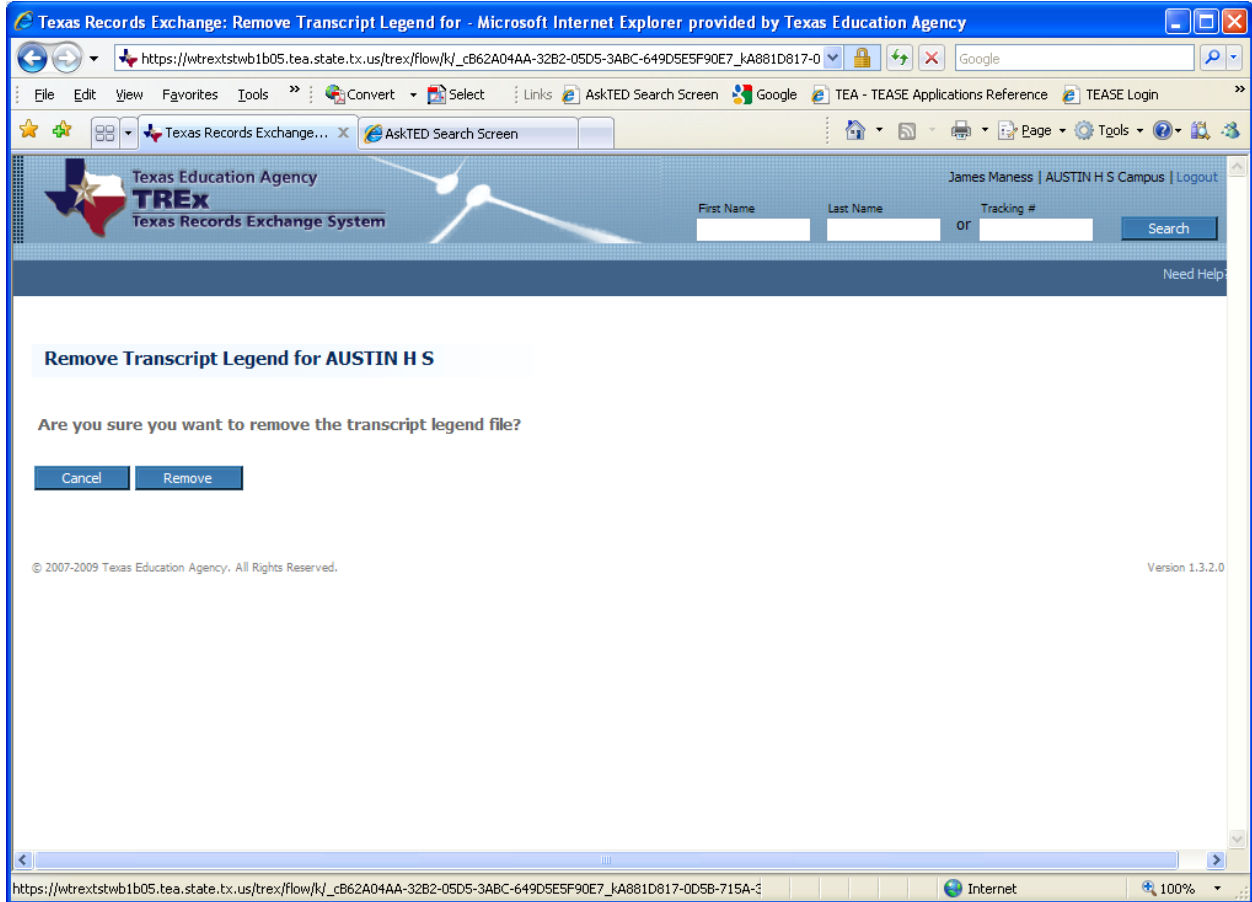
- Top 10 record/transcript sources
- Top 10 record/transcript destinations
- Top 10 request destinations
- Campus Activity Summary
- Transaction Status Report

The "Administration" section includes the following options:

- Upload record/transcript legend
- View record/transcript legend
- Remove record/transcript legend

At the bottom of the page, the copyright notice reads "© 2007-2009 Texas Education Agency. All Rights Reserved." and the version number is "Version 1.3.2.0". The browser's address bar at the bottom shows the URL "https://wtreststwb1b05.tea.state.tx.us/trex/flow/remove-legend-flow" and the page is viewed at 100% zoom.

Next, Click the “Remove” button, and the document is removed:



Now, the link is ready to Upload a correct transcript legend, if desired:

The screenshot displays the Texas Records Exchange: Central web application. The browser title is "Texas Records Exchange: Central - Microsoft Internet Explorer provided by Texas Education Agency". The address bar shows the URL "https://wtrextstwb1b05.tea.state.tx.us/trex/home.do". The page content is organized into several sections:

- Items Requiring Attention:** A list of items with counts: 0 Inbound Requests, 0 Inbound Records/Transcripts, 0 Rejected Outbound Requests, and 1 Rejected Outbound Records/Transcripts. A "Refresh" button is located below this list.
- Records/Transcripts:** A list of actions: Send one record/transcript, Send multiple records/transcripts, View pending outbound records/transcripts (1), Manage records/transcripts, and View completed transactions.
- Requests:** A list of actions: Request records/transcripts and View pending outbound requests (0).
- Reporting:** A list of reports: Top 10 record/transcript sources, Top 10 record/transcript destinations, Top 10 request destinations, Campus Activity Summary, and Transaction Status Report.
- Administration:** A single action: Upload record/transcript legend.
- Top 10 Record/Transcript Destinations:** A table showing the top destinations for records and transcripts, accompanied by a pie chart.

Recipient	%	Total
AKINS H S (AUSTIN ISD)	75.0	3
ACES- ALTERNATIVE CENTER FOR ELEMENTARY STUDENTS (AUSTIN ISD)	25.0	1

Finally, if you need further assistance, feel free to contact TReX Support @ (512)463-7246.