

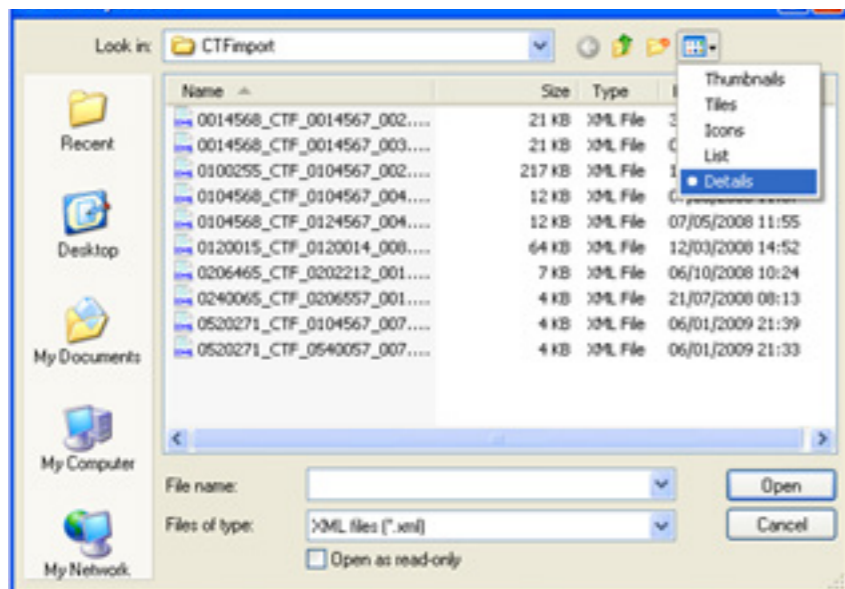




Only the ULN will be imported for on roll pupils.

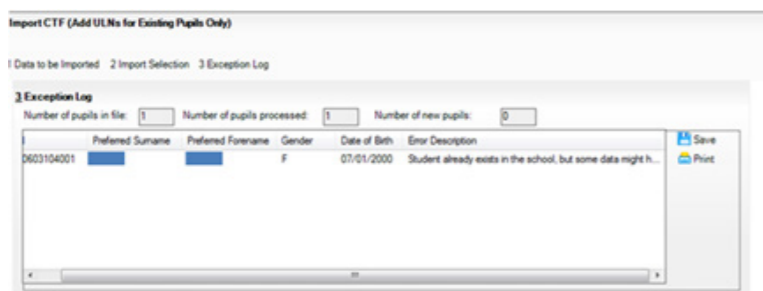
- Click  in the **Import Selection** panel to open the **Select Import File** dialog
- Click the View Menu 
- Select **Details** to display the Date Modified. This is the date on which CTF(s) were imported from WebXchange and ensures the correct file is selected for import to SIMS .net



- Highlight the required CTF and click 
- Notice the CTF file coming from WebXchange will have the number 0330066 in the filename.
- Click Place new pupil in drop-down list and select On-Roll
- Click 

Any data anomalies identified during the import will be displayed in the **Exception Log** panel at the bottom of the screen together with the pupil UPN, Legal Surname, Legal Forename, Gender, Date of Birth and an Error Description detailing the nature of the problem.

- If you encounter any errors please contact the C2k helpdesk.
- The **Exception Log** may be printed or saved.
- Since with ULN related CTF files only the ULN will be imported, it is normal to see the message listed below.





## How to Import ULN(s) into SIMS



### Importing Common Transfer Files containing ULN numbers



*Before importing a pupil record, the DE number of your own school and the importing organization (in our case WebXchange) must be recorded in SIMS .net. This is how the process identifies the importing/exporting schools.*

#### Checking own school details


- Select **Tools | Other Schools** to display the **Find School** screen
- Click  Search
- Double click on own school record to open the details page. Check that the DE Number is recorded. If the DE Number is missing or incorrect please contact the C2k Service Desk.
- Click  Close

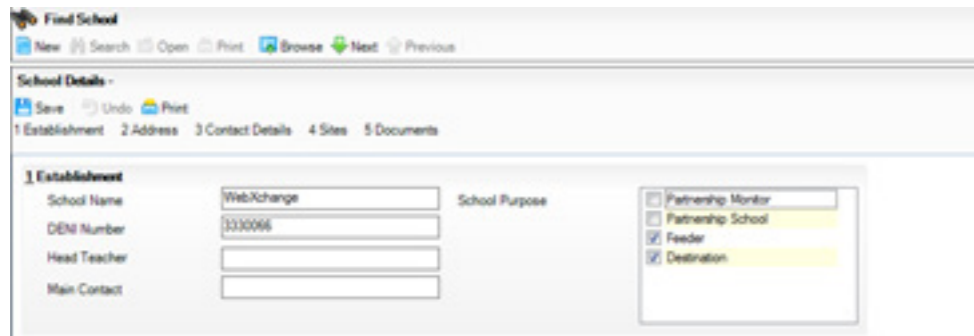
#### Checking/Editing WebXchange DE number

First of all, it should be checked that the **WebXchange** record exists in SIMS as a source (feeder) organization, thus it can be used to import CTF files into SIMS.

- Select **Tools | Other Schools** to display the **Find School** screen
- Click 
- If the **WebXchange** record is displayed, double click on the appropriate record to open the details page. Check the details ensuring that the correct DE number (**3330066**) is entered and that Feeder and Destination boxes are ticked
- Click  Save if any changes are made

If after searching for the record **WebXchange** this is not found, a new record should be created.

- Click 
- Enter in School Name **WebXchange**, DE Number (**3330066**) and tick **Feeder** and **Destination** boxes. The DE number must not contain spaces, hyphens etc.



- Click Save
- Click Close

## Receiving the CTF using WebXchange

Open **Internet Explorer** and in the address bar type: <http://webXchange.co.uk>

- Click **Login** on the top menu bar
- Enter the school's WebXchange Username and Password and click **Login**

The **Account Status** screen will be displayed.

- Click **Upload/Download** from the Navigation menu on the left side of the screen

Files waiting to be downloaded (Received) will be listed in the bottom section of the window. By default all files will be ticked for file transfer.

- Click or to receive files

Once the transfer has been completed a confirming message is displayed.

- Click **Close** to finish the transfer
- To check if the CTF has been received, from the Navigation Menu

- Select **Incoming Files**
- At Status select All and accept the default **Date Range**

- Click **Search**
- This will generate a report of files that meet the criteria selected and should look similar to the screen below.

| ID      | Sender ID       | Filename                    | Type  | Status | Date                 | History View | Download |
|---------|-----------------|-----------------------------|-------|--------|----------------------|--------------|----------|
| 8930029 | SE002002<br>C2k | 0930013_CTF_0930016_001.xml | C2KMS | SENT   | 06 Aug 2008 16:42:23 |              |          |

Displaying 1 record.

Rows to return per page:  20  100  All

For security reasons please remember to **logout of WebXchange** when you have finished a session.

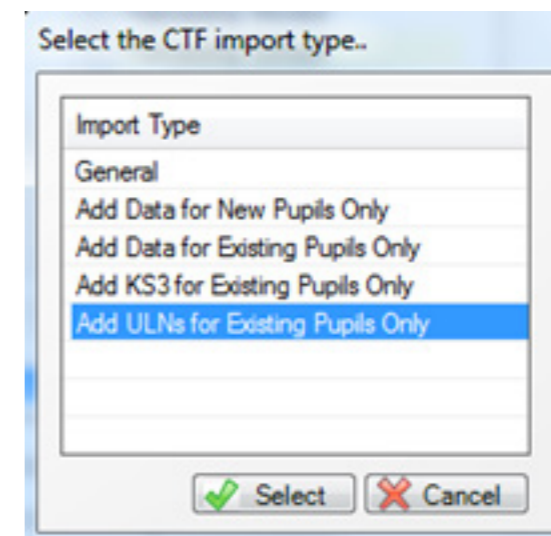
- Click

## Importing ULN(s) into SIMS .net

If the CTF to be imported relates to a pupil who previously attended your school please re-admit the pupil in SIMS .net before importing the CTF.

In SIMS .net

- Select **Routines | Data In | CTF | Import CTF**
- Four options are presented on screen as shown below:



- Click **Add ULNs for Existing Pupils Only** and click to display the **Import CTF** page

