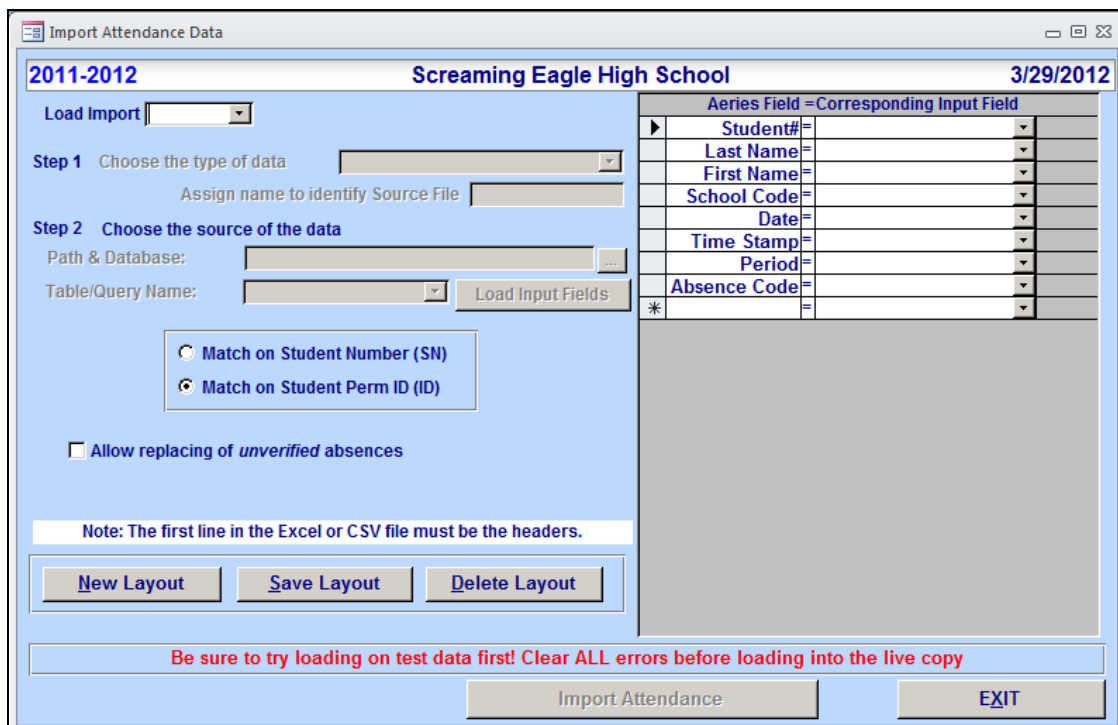


Import Attendance Data April 2, 2012

The **Import Attendance Data** form is utilized to import text files containing student attendance from an outside third party vendor into Aeries. The data will be imported directly into the Attendance table (ATT). All records imported will be logged in the Attendance Log table (ATL). A report can also be generated listing the attendance changes.

For example, you can load an excel file or comma delimited file containing attendance codes into your database that will be loaded into a temporary table. This data can then be imported into the **ATT** table.



This program will allow you to import data into the **ATT** table from:

- Temporary tables within the current database
- Tables from an external database
- Excel (.xls) files
- Comma Delimited files (.csv).



NOTE: It is highly suggested that you create a backup of your database prior to importing ANY data into the ATT table.

When importing data from **XLS** and **CSV** files:

- User must provide a name to identify the temporary table created in Aeries. If the table already exists, it will warn the user, but has the option to overwrite the table.
- You must specify a table name without spaces or special characters.
- These files must have a header in order to be imported correctly.
- These files are imported and the user has the ability to modify them if necessary.
- Users who are running Office 2007 **CANNOT** use **.xlsx** files as source files. They must be opened and saved in the **.xls** format.

REQUIRED FIELDS

The following are required fields that must be provided before importing into the **ATT** table.

- Student Number (**SN**) OR Permanent ID Number (**ID**)
- School Code
- Date
- Period
- Absence Code

Optional fields are:

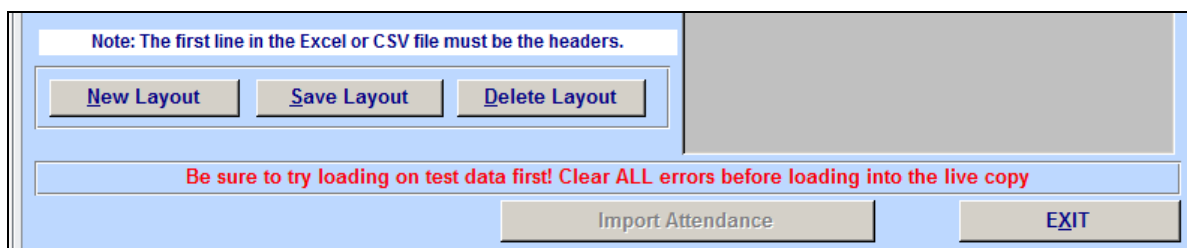
- Last Name
- First Name
- Time Stamp

IMPORT OPTIONS

- **Match on Student Number (SN)/Match on Student Perm ID (ID)**
- **Allow replacing on *unverified* absences**

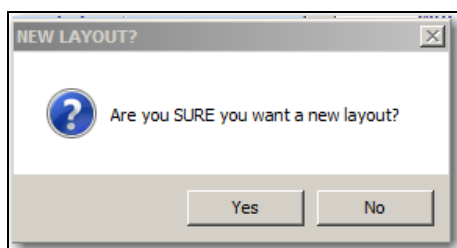
IMPORT AN EXCEL OR COMMA DELIMITED FILE

To start the import process for a new layout you **must** click the mouse on the **New Layout** button at the bottom of the form unless you will be selecting a layout previously saved from the **Load Import** drop down. The entry fields will remain locked until one of these options has been selected.

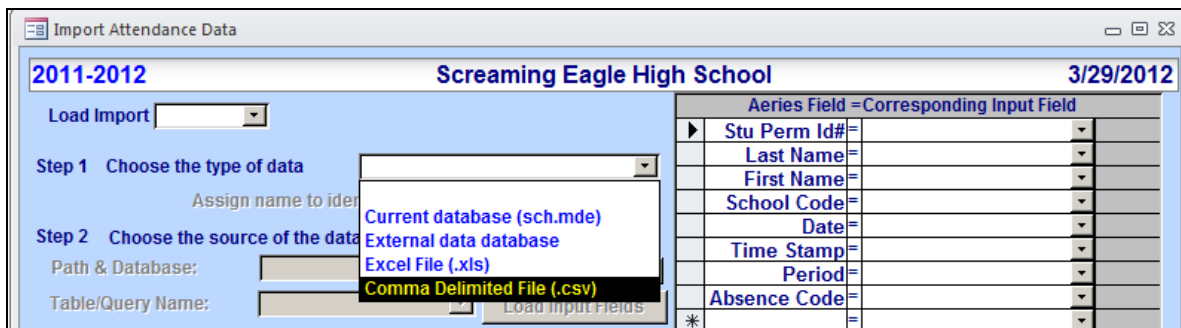


The screenshot shows a software interface for importing data. At the top, a blue box contains the note: "Note: The first line in the Excel or CSV file must be the headers." Below this, there are three buttons: "New Layout", "Save Layout", and "Delete Layout". A red warning message states: "Be sure to try loading on test data first! Clear ALL errors before loading into the live copy". At the bottom, there are two buttons: "Import Attendance" and "EXIT".

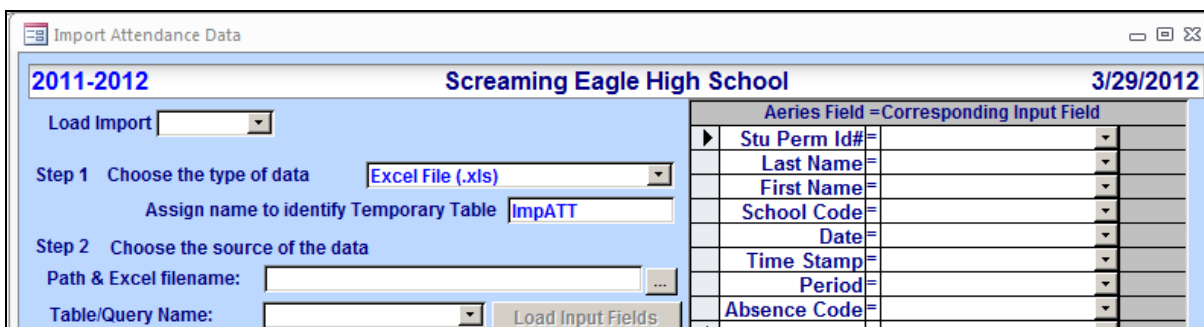
The following message will display. Click the mouse on Yes to continue.



STEP 1 – Click the mouse on the drop down and select either the **Excel File (.xls)** or the **Comma Delimited file (.csv)** to be loaded.

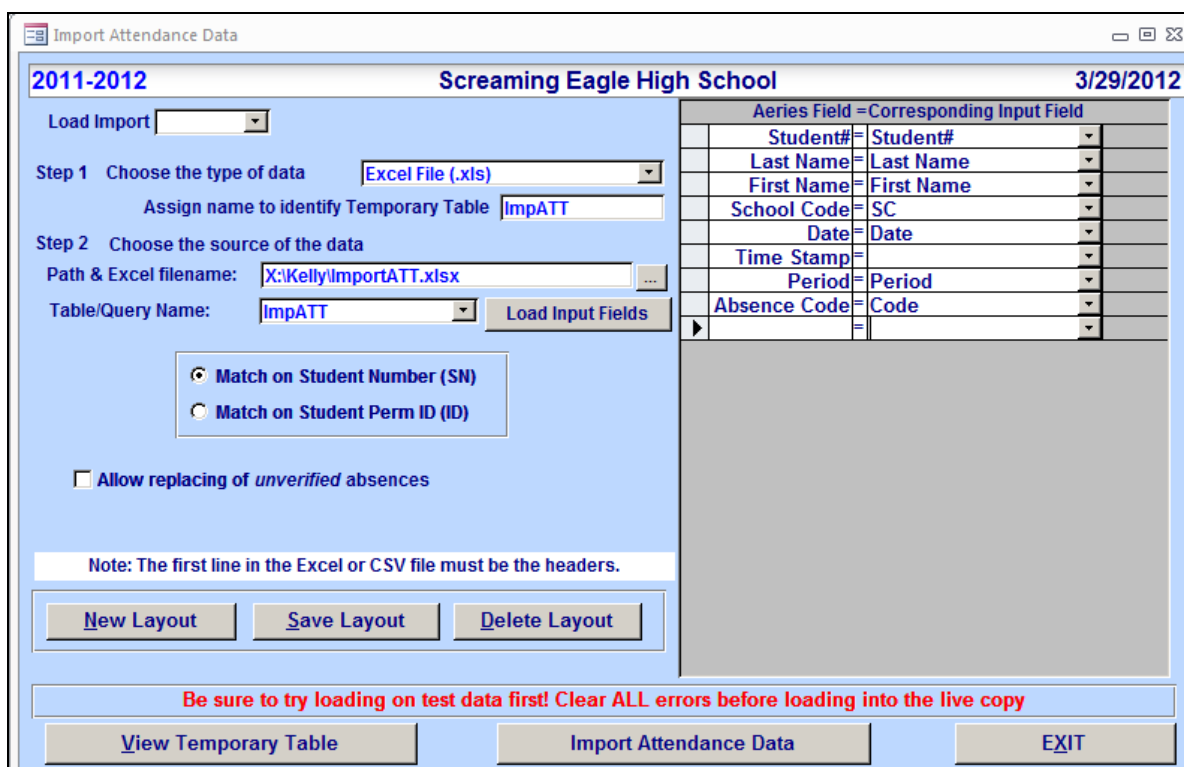


Enter a **Temporary Table** name that will automatically be created to load the file into, for example, **ImpATT**. You must specify a table name without spaces or special characters.



STEP 2 - To select the external data click the mouse on the browse button for the **Path & CSV or Excel filename**. Click the mouse on the **Table/Query Name** drop down to locate and select the target table entered in **Step 1**. Click the mouse on the **Load Input Fields**. A message will display when complete.

On the right hand side of the form select the fields that will be loaded into **ATT** from the Temporary Table. Click the mouse on the drop down and the field names in the temporary table will display.



After the import information has been entered in **Step 1 - Step 2** and the **Load Input Fields** button has been generated the data is loaded into the temporary table. This data can be viewed by clicking the mouse on the **View Temporary Table** button. The data can be displayed and updated from the temporary table prior to importing the data into the **ATT** table

Student#	Last Name	First Name	SC	Date	Period	Code
3	Abdo	Alice	994	3/27/2012	1	
4	Abdo	Arnold	994	3/27/2012	1	
5	Abea	Ayrianna	994	3/27/2012	1	
6	Abejon	Tanya	994	3/27/2012	1	
7	Abesamis	Siobhan	994	3/27/2012	1	
8	Abesamis	Tatiana	994	3/27/2012	1	
9	Abney	Jessica	994	3/27/2012	1	

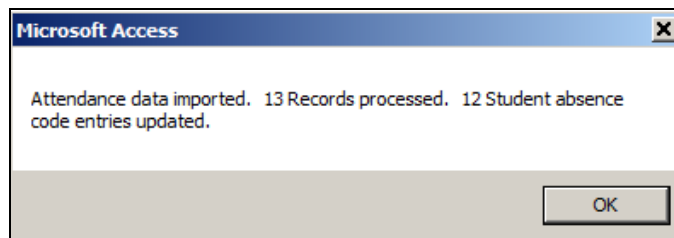
IMPORT ATTENDANCE DATA

Once you are satisfied that the input table information is complete and correct, you are ready to import this information into your **ATT** table. Click the mouse on the **Import Attendance Data** button.

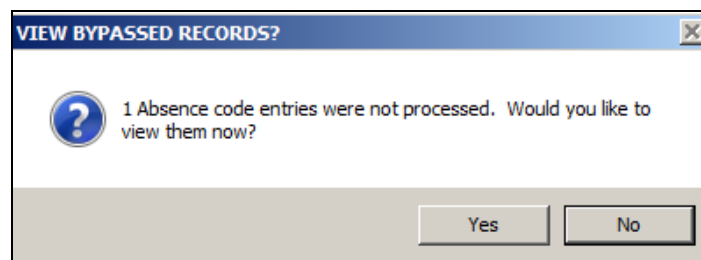


NOTE: It is highly suggested that you create a backup of your database prior to importing ANY data into the **ATT** table.

When all attendance codes have been imported, a message will display indicating how many records were processed and how many student attendance records were updated.

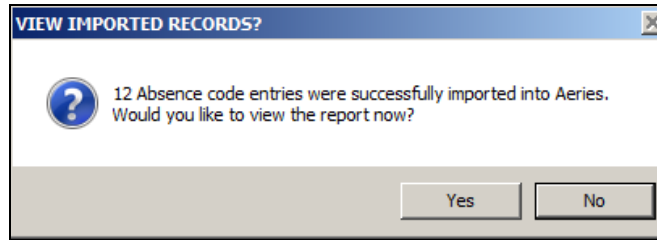


If records were bypassed, a message will display allowing you to view the bypassed records.



tbl	msg	when
Silent	Student number 20 in record 11: Student last name in Aeries Acuna does not match input record last name Smith	4/2/2012 9:13:19 AM

After the records are imported the following message will display to view a report.



Below is an example of the report.

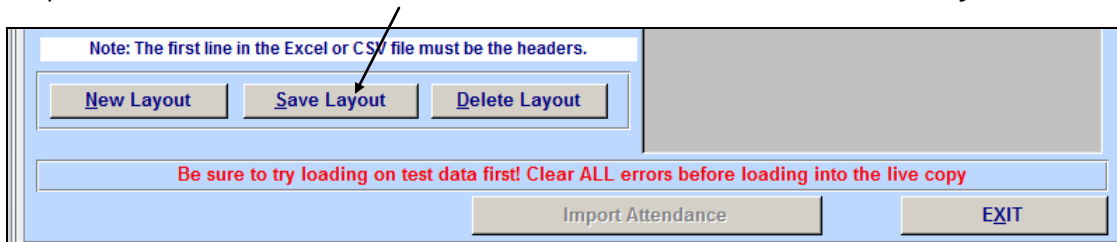
Screaming Eagle High School							4/2/2012
2011-2012		Records imported from Import Attendance Data				Page 1	
Attendance Date							
STU#	Student Name	Period	AbsenceCode	User	IP Address	Date/Time Imported	Student ID
3/27/2012							
000003	Abdo, Alice	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400003
000004	Abdo, Arnold	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400004
000005	Abea, Ayrianna	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400005
000006	Abejon, Tanya	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400006
000007	Abesamis, Siobha	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400007
000008	Abesamis, Tatiana	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400008
000009	Abney, Jessica	1	I	kelly	192.168.10.89	4/2/2012 9:13:18 AM	99400009
000016	Acharya, Josiah	1	I	kelly	192.168.10.89	4/2/2012 9:13:19 AM	99400016
000017	Ackermann, Kathri	1	I	kelly	192.168.10.89	4/2/2012 9:13:19 AM	99400017
000018	Acosta, Annessa	1	I	kelly	192.168.10.89	4/2/2012 9:13:19 AM	99400018
000021	Acuna, Darlene	1	I	kelly	192.168.10.89	4/2/2012 9:13:19 AM	99400021
000022	Acuna, Philip	1	I	kelly	192.168.10.89	4/2/2012 9:13:19 AM	99400022

Total absence code updates imported into Aeries: 12

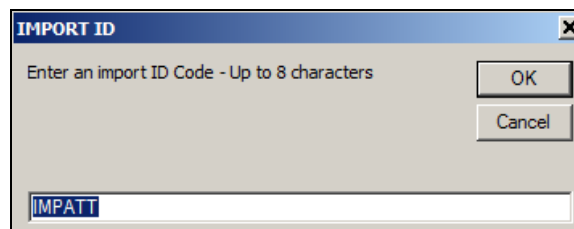
SAVING FILE LAYOUTS

Any Import Attendance layout can be created and saved from the **Import Attendance** form. The **New Layout** button will allow you to start over to create a new layout. The **Save Layout** button will allow you to save the current layout created and the **Delete Layout** button will allow you to delete an old layout.

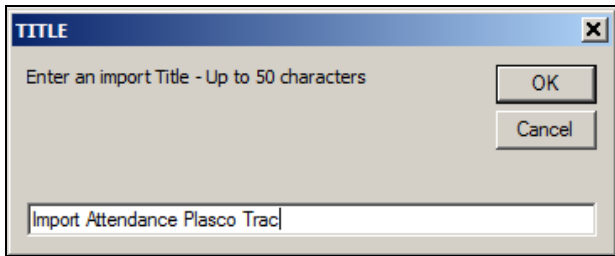
To save a layout, go through **Step 1** and **Step 2** and set up the layout by selecting fields. After both steps have been performed and the fields have been selected, click the mouse on the **Save Layout** button.



The following entry box will display. Enter an 8-character **Code** and click the mouse on the **OK** button.

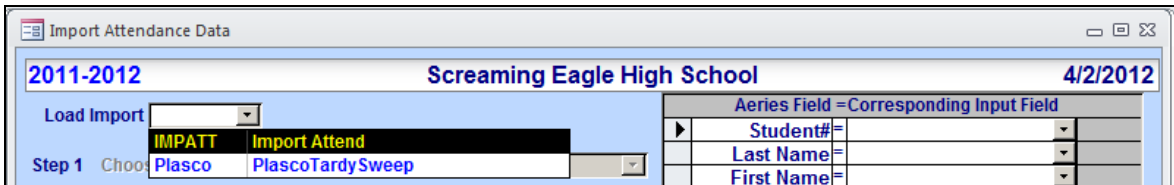


The following entry box will display. Enter a descriptive **Title** and click the mouse on the **OK** button.



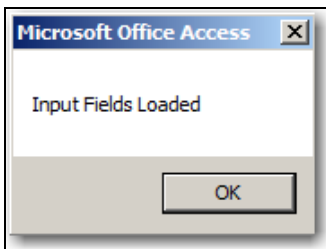
A dialog box titled "TITLE" with a close button (X) in the top right corner. The text inside says "Enter an import Title - Up to 50 characters". There are two buttons: "OK" and "Cancel". At the bottom, there is a text input field containing the text "Import Attendance Plasco Trac".

After a layout has been saved it can be selected by clicking the mouse on the **Load Import** drop down.



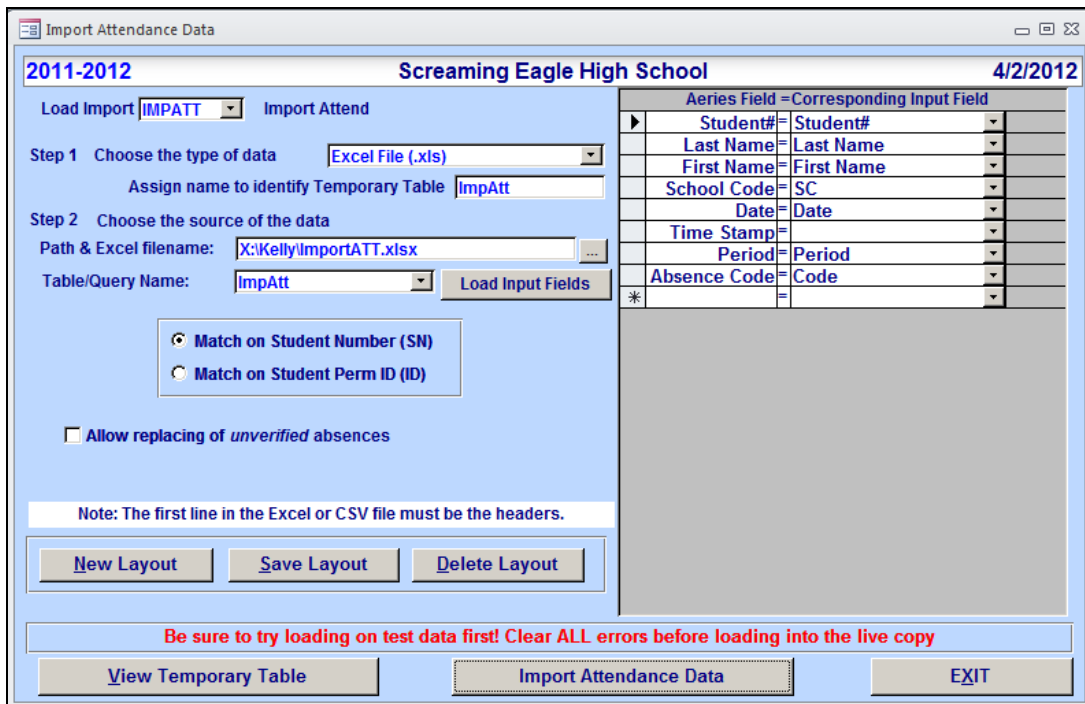
The "Import Attendance Data" window for "Screaming Eagle High School" dated "4/2/2012". It features a "Load Import" dropdown menu currently set to "IMPATT". Below it, a table lists import layouts: "Import Attend" and "Plasco Tardy Sweep". To the right, a table maps "Aeries Field" to "Corresponding Input Field" with rows for Student#, Last Name, and First Name.

A message will display indicating that the Input Fields were loaded. Click the mouse on the **OK** button.



A small message box titled "Microsoft Office Access" with a close button (X). The text inside says "Input Fields Loaded". There is an "OK" button at the bottom.

The form will display the layout saved.



The "Import Attendance Data" window showing configuration options. The "Load Import" dropdown is set to "IMPATT". Under "Step 1 Choose the type of data", "Excel File (.xls)" is selected, and the table name is "ImpAtt". Under "Step 2 Choose the source of the data", the path is "X:\Kelly\ImportATT.xlsx" and the table name is "ImpAtt". There are radio buttons for "Match on Student Number (SN)" (selected) and "Match on Student Perm ID (ID)". A checkbox for "Allow replacing of unverified absences" is unchecked. A note states: "Note: The first line in the Excel or CSV file must be the headers." Buttons for "New Layout", "Save Layout", and "Delete Layout" are present. At the bottom, a red warning message says: "Be sure to try loading on test data first! Clear ALL errors before loading into the live copy". Buttons for "View Temporary Table", "Import Attendance Data", and "EXIT" are at the very bottom.