

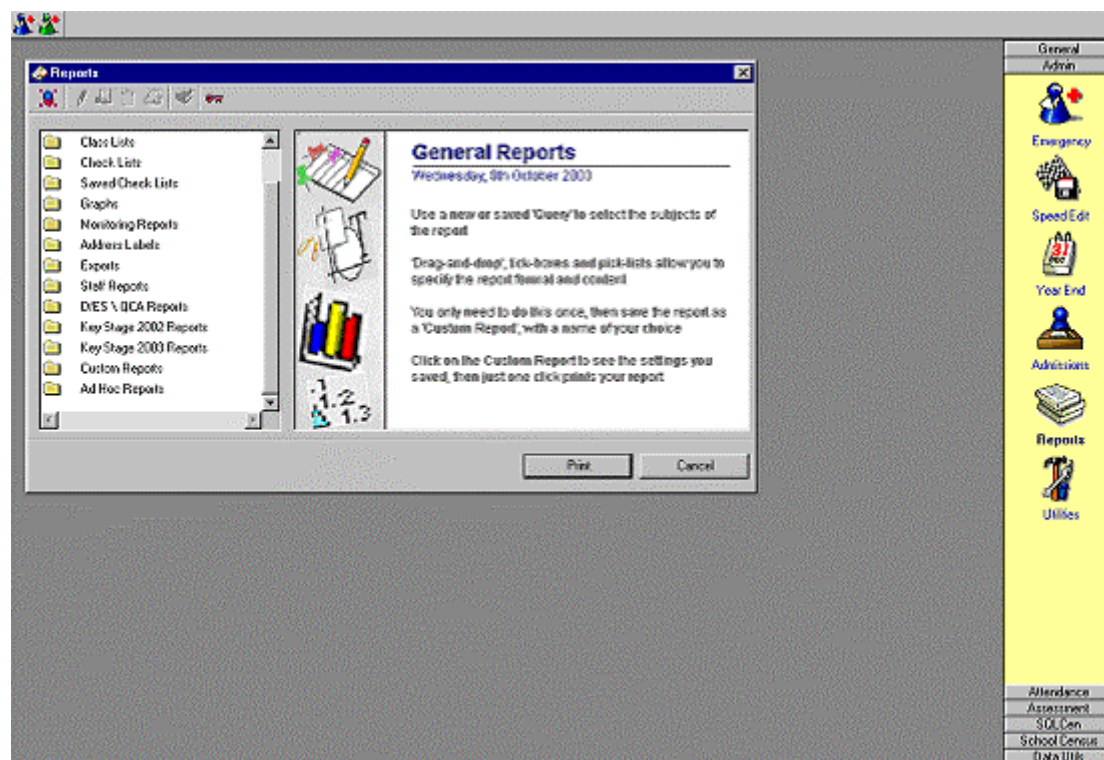
# Integris

## Exporting Pupil Data from Integris to FLIPPI

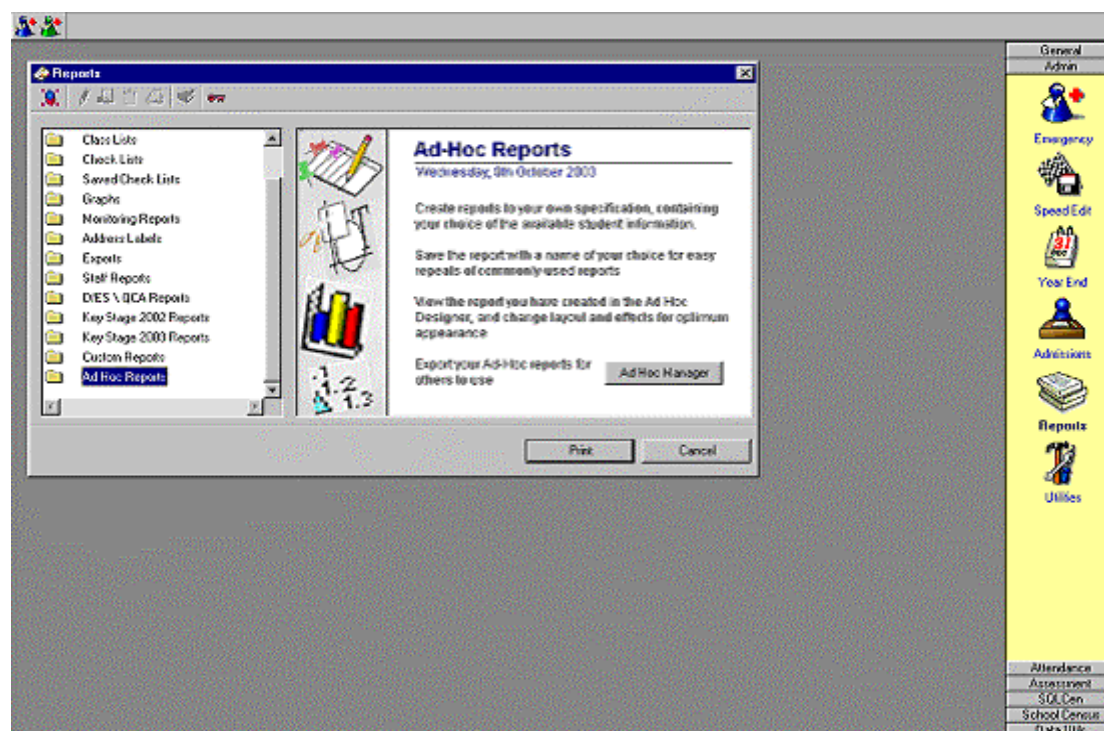
First you need to create a .csv file from Integris. The steps to do this are detailed below.

### Create a .csv file from Integris:

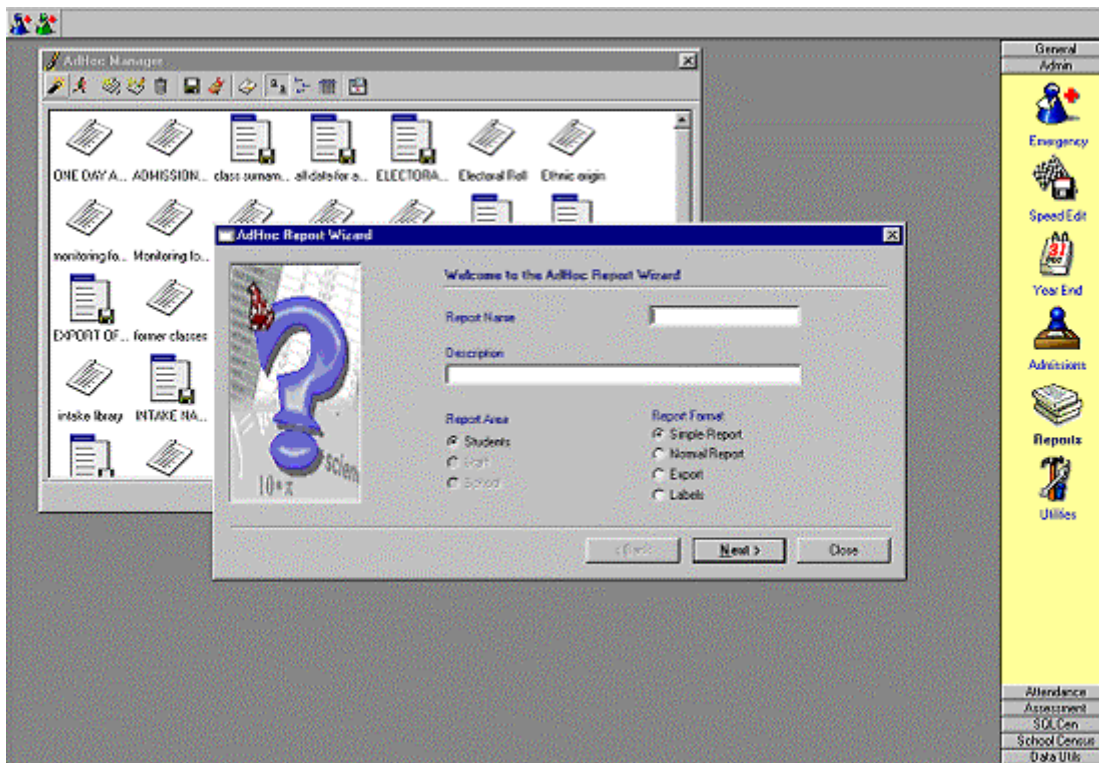
- a. Log on to Integris
- b. Click on 'admin'
- c. Click on 'reports'



- d. Click on the words 'ad hoc reports' in the left hand pane



e. Click on 'ad hoc manager' in right hand pane



f. Click on the 'ad hoc manager wizard' wand

g. Type in the report name "FLIPPI pupil data"

h. Type in the description "Pupil data for FLIPPI export"

i. Check the 'export' option

j. Click next

k. Select the following fields:

- Name: Surname
- Name: First Name
- Date of birth
- Sex (M - Male, F - Female)
- UPN: National Unique Pupil Number

l. Click next

m. Click next

n. Click next

o. Select order as above

p. Click next

q. Check 'mail merge with headings'

r. Click 'create'

s. Close 'ad hoc report designer' window

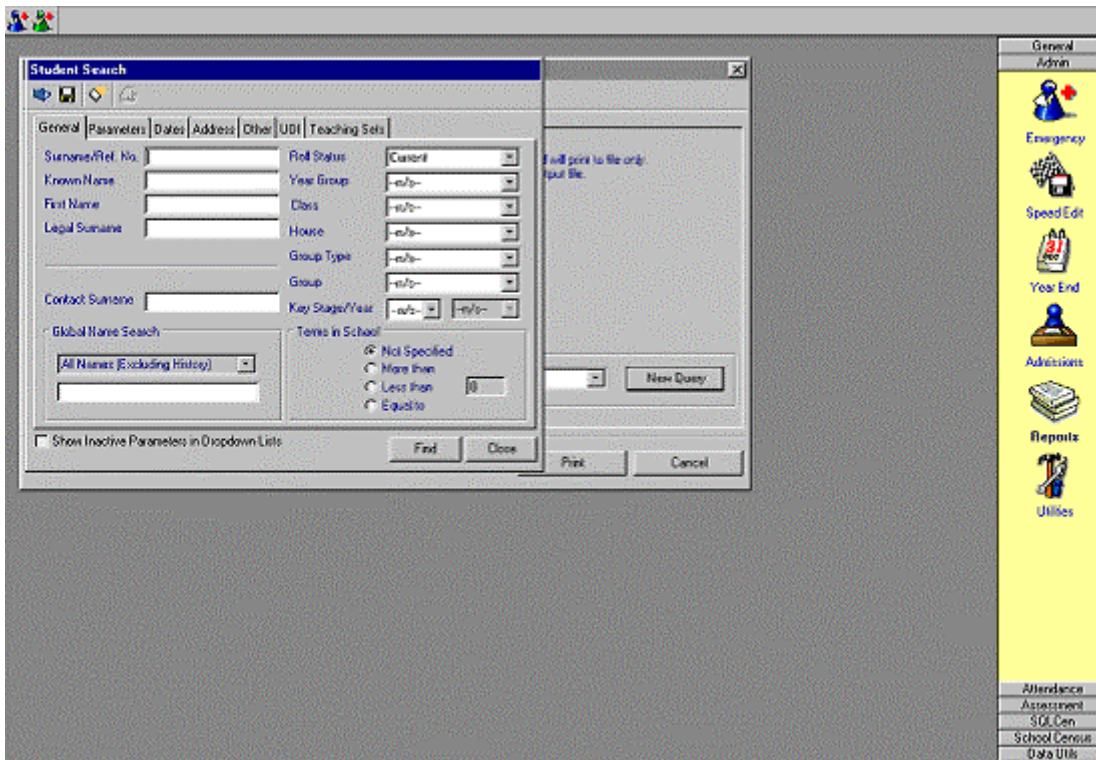
t. Close 'ad hoc manager'

u. Click on 'ad hoc reports' folder

v. Double click on the report "Pupil data for FLIPPI export"

w. Click 'new query'

x. Check Roll Status 'current'



- y. Click 'find'
- z. Click 'select'
- aa. Click 'yes'
- bb. Click 'print'
- cc. In the 'print to' box type "C:\program files\FLIPPI"
- dd. In the 'name' box type "FLIPPI pupil data.csv"
- ee. Click 'cancel'

Now open the .csv file in Excel and you will see the required information.

Check the headings, columns and dates of birth are in the correct format (See FLIPPI > Add pupils > i.)

Remember to save the data file when complete. Now you can add the pupils to the FLIPPI database.