

## Import File Specifications

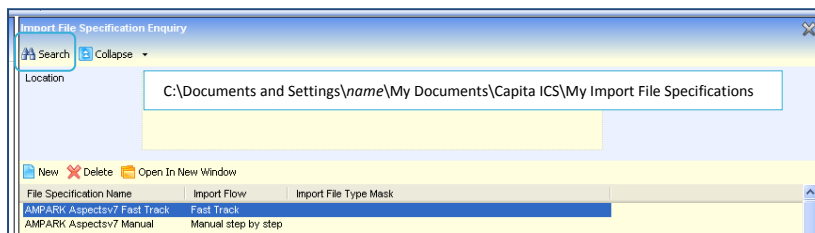
**Menu:** Focus | Data Management | Import | Import File Specifications  
 Focus | Data Management | Import | Import File Specifications | Links panel

**⚠️ This process is critical to import results data successfully ⚠️**




The system requires information on a file that it is to import, so that it can perform validations and interpret and understand the file as it imports the information. A **File Specification** has to be set up describing the file that is to be imported. Once the File Specification has been set up, it can be saved and reused each time a file of the specified type is imported.

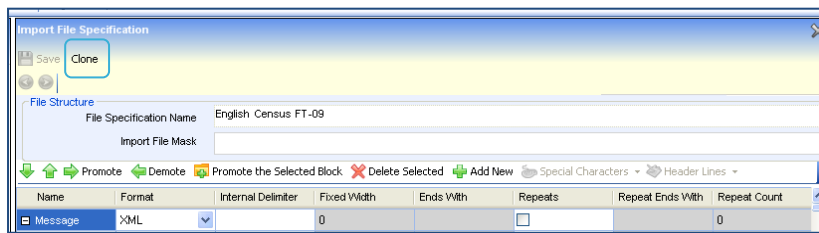
Import File Specifications identify the **mapping** between **containers** and **data elements** within an xml file to the tables in **One**.

### Import File Specification Enquiry



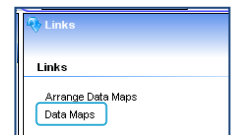
Set **Location** in [Help](#) | [My Settings](#).

 **Search** for an existing File Specification  
 Select  **Open in New Window**  
 or create  **New File Specification**.




Some File Definitions are **read-only** and cannot be modified. You can **Clone** a File Specification if you wish to make any changes.


When you have **cloned** the File Specification assign a new **File Specification Name** and  **Save**. Return to the Import File Specification Enquiry. Click  **Search** to refresh the list. Highlight the cloned item and select **Data Maps** from the  **Links** panel. Make any necessary changes.




### Auto-Generate File

**Auto-Generate File Structure** uses an existing data file as a sample of the type you wish to specify. This is the simplest method of specifying a File Structure.

Click  **Open Sample File** to show the data that will be used within the system.

Click  **Auto-Generate File Structure** to populate the File Structure and display a sample of the processed file. Use the **Manual Function buttons** to make any changes to the file structure.

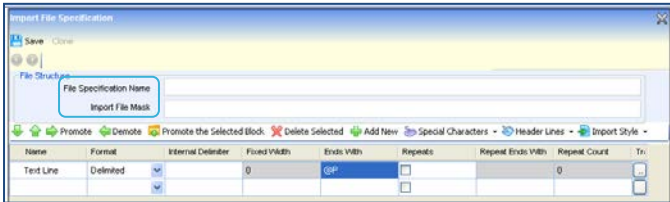
There is a **Translation** button for each field specified in the file structure. Translation is a facility that allows text replacement to be made to an incoming file before it is imported .

 **Save**









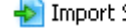
Menu: Focus | Data Management | Import | Import File Specifications  
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### Manual File Structure

**⚠ This process should only be carried out by an experienced administrator ⚠**




Enter a **File Specification Name** and an **Import File Mask** (File Type e.g. xml). When importing a file the search will only list those files with the same File Mask. The file structure can then be built step by step, using the **Manual Function** buttons. **Save**.

-  Move an item up or down the file
-  Indent
-  Un-Indent
-  Move the whole block
-  Remove the selected row
-  Add new data block
-  New Line/Tab/Space
-  Number of Header lines
-  Fast Track or Manual Step by Step

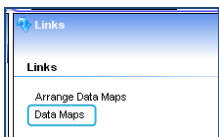
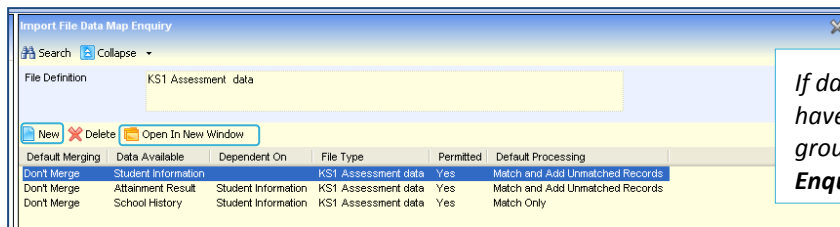
### Arrange Data Maps



Default Processing	Default Merging	Sequence	Import File Specification	Data Type
StoreAll	Merge	0	SIMS Results specification	Gradeset
NoProcessing	NoMerge	1	SIMS Results specification	GradesetHistory
NoProcessing	NoMerge	2	SIMS Results specification	Grades
StoreAll	Merge	3	SIMS Results specification	Student
StoreAll	Merge	4	SIMS Results specification	Aspect
StoreAll	NoMerge	5	SIMS Results specification	Result

Allows you to define the order by which the data is imported. Highlight a data element and use the  arrows to place it in the required position.

### Data Maps

Default Merging	Data Available	Dependent On	File Type	Permitted	Default Processing
Don't Merge	Student Information	Student Information	KS1 Assessment data	Yes	Match and Add Unmatched Records
Don't Merge	Attainment Result	Student Information	KS1 Assessment data	Yes	Match and Add Unmatched Records
Don't Merge	School History	Student Information	KS1 Assessment data	Yes	Match Only

If data groups in Import file have been mapped each group will be listed in the **Enquiry** browse.

Select **Data Maps** in **Links** panel to open **Import File Data Map Enquiry**.

To add new data mappings click **New**. Double click or **Open in New Window** to view or edit the **Import File Data Mapping**.

Menu: Focus | Data Management | Import | Import File Specifications  
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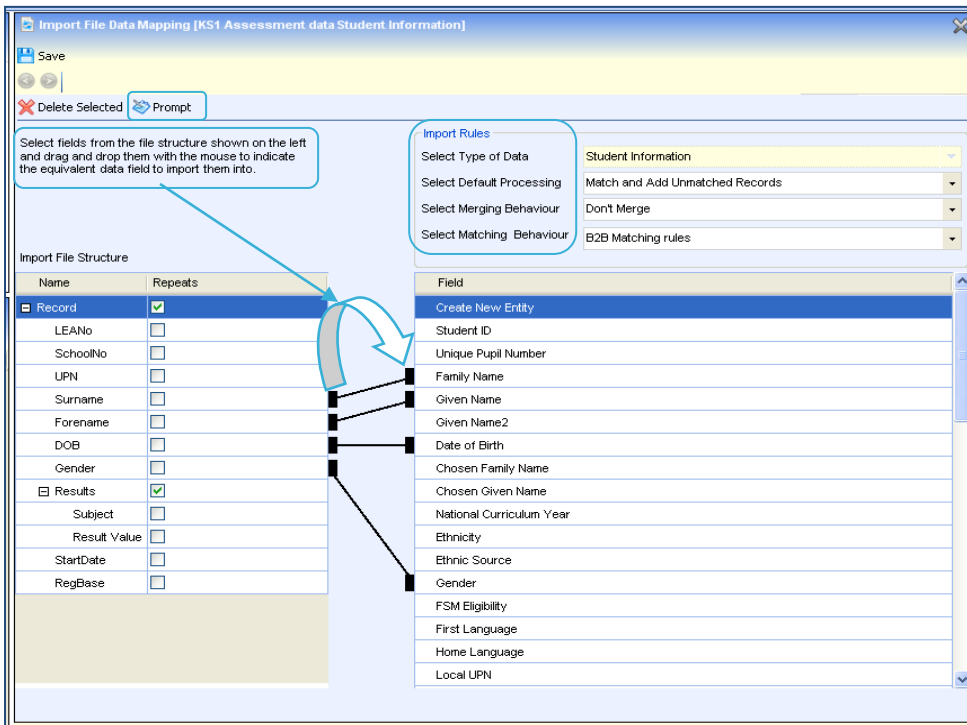
### Data Mapping

**⚠ This process is critical to import data successfully. ⚠**  
**It is crucial that these parameters are set by a competent administrator ⚠**


The purpose of **Import File Data Mapping** is to link the data fields in the file specification to equivalent fields in the system database; this defines how you want the system to treat the incoming data for the specific file type. A mapping must be defined and saved for each data type. If the mappings are not accurate, when data is imported the resultant information will be corrupt.

#### Select Type of Data:

- Student Information
- Attainment Result
- Attainment Aspect
- Attainment Gradeset
- Attainment Gradeset History
- Attainment Grades
- Attainment Resultset
- Attainment Markset
- Attainment QAN
- Attainment Template
- Attainment Template Column
- Attainment Template Formula
- School History
- Address
- BS7666 V1.4 Address
- Leap Set
- Student SEN Stage
- Regression Line
- Template Lookup Table
- Template Lookup Table Date
- CTF Translation Table
- Attainment Target
- User Defined Field
- ISPP Ofsted Setting
- ISPP Ofsted Registration Status History
- ISPP Ofsted Child Service Registration
- ISPP Ofsted Certificates
- ISPP Ofsted Childcare Periods
- ISPP Ofsted Childcare Ages
- ISPP Ofsted Inspections
- ISPP Ofsted Welfare Notice History
- ISPP Ofsted Extract Header
- ISPP Ofsted Linked Registrations
- ISPP Ofsted Provider
- ISPP Ofsted Notice History
- ISPP Ofsted Registration
- ISPP Vocabulary Extract
- ISPP Vocabulary Term
- ISPP Vocabulary Term Relation
- ISPP Vocabulary Term Notes
- ISPP Controlled List Header
- ISPP Controlled List
- Provider
- Provider Pickup Details
- Provider Address
- Provider Detail
- Provider Facility
- Provider Registration History
- Provider Staff
- Provider Qualification
- Provider Training
- Provider School Link
- Provider Availability and Vacancies
- Service
- Service Detail
- Service Address
- Provider Opening Times
- Provider Inspection
- Provider Keywords
- Service Keywords
- Provider Roles
- Provider Accreditation
- Provider Referral Criteria
- Provider Area
- Provider Delivery Channel
- Provider Quality Assurance
- Provider PPAYP
- Provider Language
- Provider Charges
- Childcare Organisation
- Provider Reductions
- Enquirer Details
- Early Year Enquiry
- Early Year Enquiry Information
- Early Year Enquiry Action
- Enquirer Address
- Early Year Child



Name	Repeats
Record	<input checked="" type="checkbox"/>
LEA No	<input type="checkbox"/>
School No	<input type="checkbox"/>
UPN	<input type="checkbox"/>
Surname	<input type="checkbox"/>
Forename	<input type="checkbox"/>
DOB	<input type="checkbox"/>
Gender	<input type="checkbox"/>
Results	<input checked="" type="checkbox"/>
Subject	<input type="checkbox"/>
Result Value	<input type="checkbox"/>
StartDate	<input type="checkbox"/>
RegBase	<input type="checkbox"/>

Use the  **Prompt** icon to set a parameter which prompts the user to enter a value at the Create Import Processing Files stage of the import process. Highlight a field in the right hand pane, click **Prompt**. The prompt symbol will be set against that data field. When data is imported using this File Type Specification a dialog will open prompting the user to enter a value; this may be a date, True/False value or free text information, e.g. Module ID.




#### Select Default Processing:

- No Processing
- Match Only
- Update matched Records
- Match and Add Unmatched Records
- Update matched and Add Unmatched Records

#### Select Merging Behaviour:

- (This depends on Data Type)
- Merge
  - Don't Merge

#### Related Reference Guides:

-  Data Collection\_KS1 Assessment Project
-  Data Collection\_EYFSP Assessment Project
-  Data Collection\_Census Project

#### Select Matching Behaviour:

- (This will vary for each Data Type). E.g.
- Surname and Forename
  - Surname, Forename and Date of Birth
  - UPN, Forename and Surname
  - B2B Matching Rules
  - None