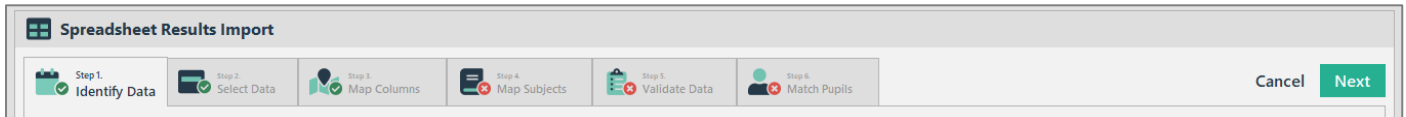


### 3.9.8.0 Import Walkthrough

#### Navigation

- Steps work across instead of down
- Back, Next and Finish buttons in top right
- Mapping split into two steps; set the data type e.g. subject grades, and then map to qualifications.



#### Step 1 – Identify Data

- No change compared with old routine: Set the Series details.

#### Step 2 – Select Data

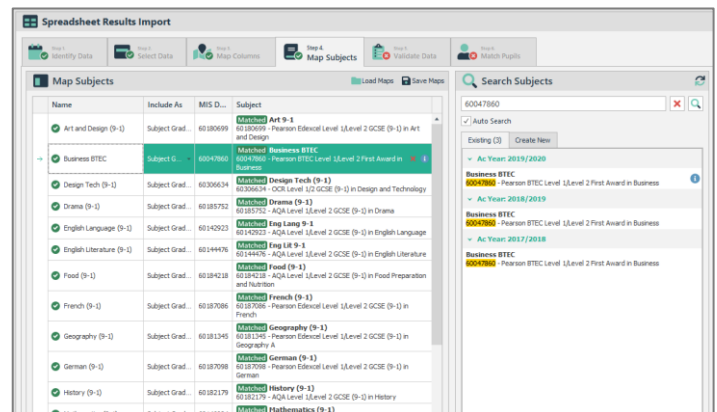
- No change compared with old routine: Paste in a spreadsheet or run an MIS Extract.

#### Step 3 – Map Columns \*NEW\*

- Use the panel on the left (Columns to Include) to set the Column Types
- Multi-select by holding CTRL or SHIFT
- Load Map file using option in top right.

#### Step 4 – Map Subjects \*NEW\*

- Select the subject on the left panel (Columns to Include)
- Use the Search Subjects panel in the centre of the screen to map to a qualification
- Search by title, QAN or browse through existing and unused qualifications
- Save and Load Map files using option in top right.



#### Step 5 – Validate Data \*Updated\*

- The left panel (Validate Data) reports any errors
- Correct values by selecting the cell in the data table (My Data)
- Find and Replace option located in top right for bulk corrections
- Right-click for additional options, including 'hyphenate values' (for 9-1 double awards)
- Hold CTRL or SHIFT to multi-select columns for bulk corrections.

#### Step 6 – Match Pupils \*Updated\*

- The left panel (Match Pupils) shows all pupils in the cohort
- The data table (My Data) will flag any errors with a red cross against unmatched pupils
- To correct any errors, select a pupil in My Data and then choose the correct match in the left panel
- Mark Pupil As New, Clear Existing Classes and Update Pupil Names option located in bottom left.