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RM Integris

ATF Transfer from SAM to RM Integris

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LBR G2 support website: <http://171.33.198.190/g2/Index.htm>

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Introduction to ATF Files

An ATF file is similar to a CTF file. The only difference being that a CTF file will add/update students on the Current Role of RM Integris as opposed to an ATF which imports new students and their details in to the Admissions Role of RM Integris.

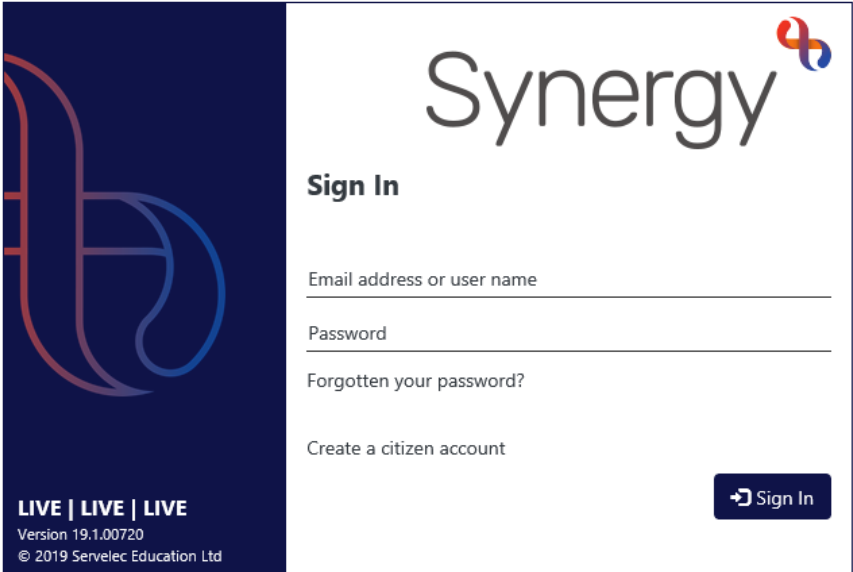
All Redbridge schools should now have access to a system known as SAM (School Admissions Module) from which an ATF file can be exported and then imported into RM Integris. This process means that you can now import all of your schools admission pupils in to RM Integris in one go rather than enter each individual child manually.

This document explains how to export the ATF file from the SAM module and import the file in to RM Integris.

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Exporting an ATF from SAM

First you will need to log in via https://fiso.redbridge.gov.uk/Synergy/Core_Live/SynergyWeb/Login.aspx



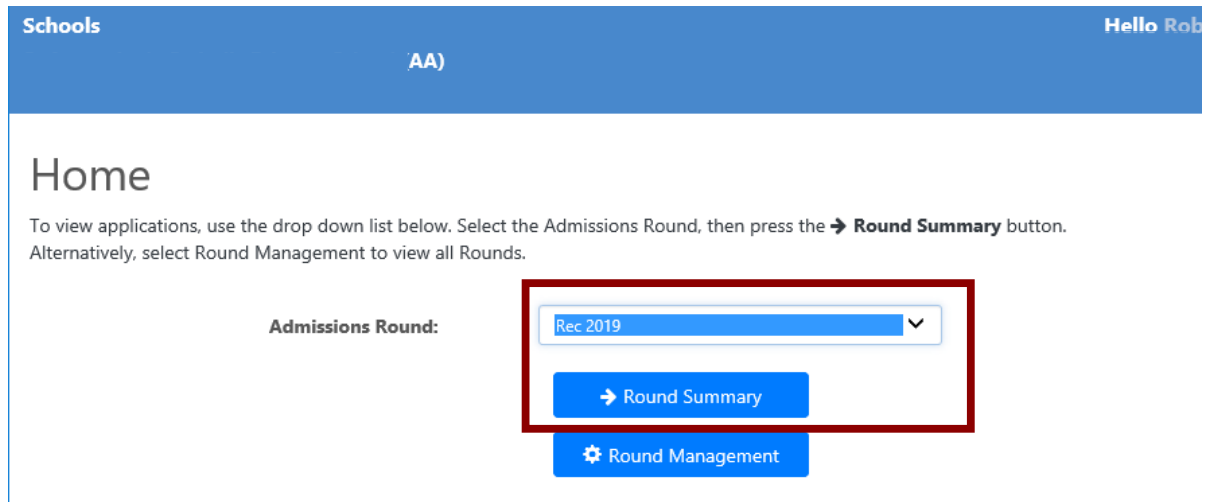
Click 'Schools'...



London Borough of Redbridge

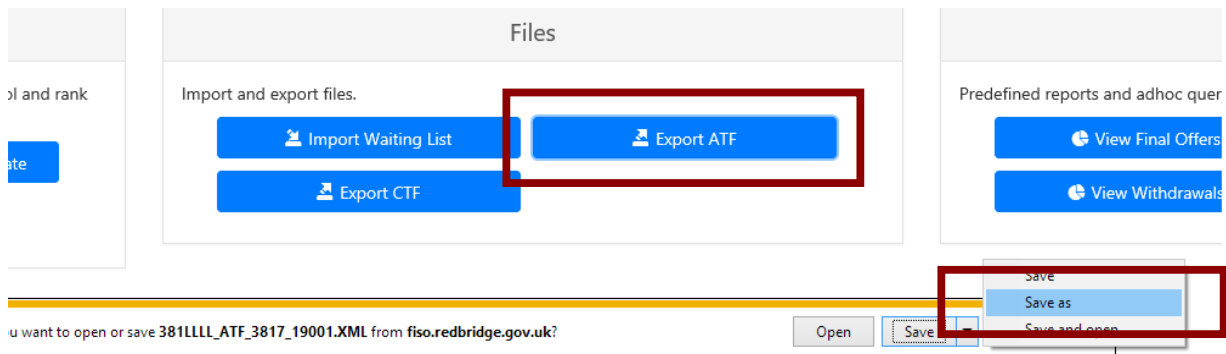
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Select the round you wish to import and click **'Round Summary'**



Click **'Export ATF'**

(If using Internet Explorer click **'Save As'** and save the file.)

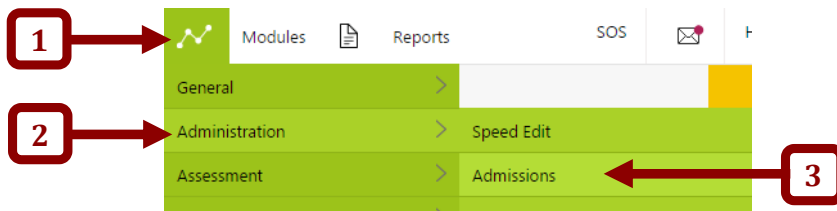


The file is now ready to import into your MIS.

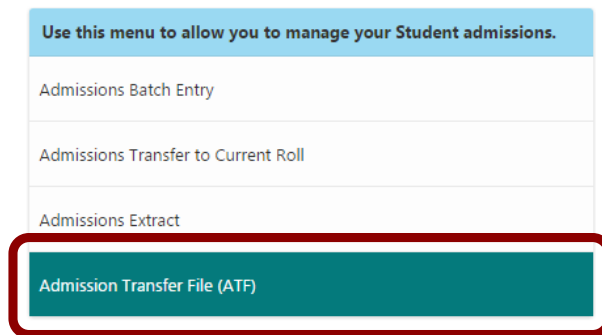
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Importing an ATF into RM Integris

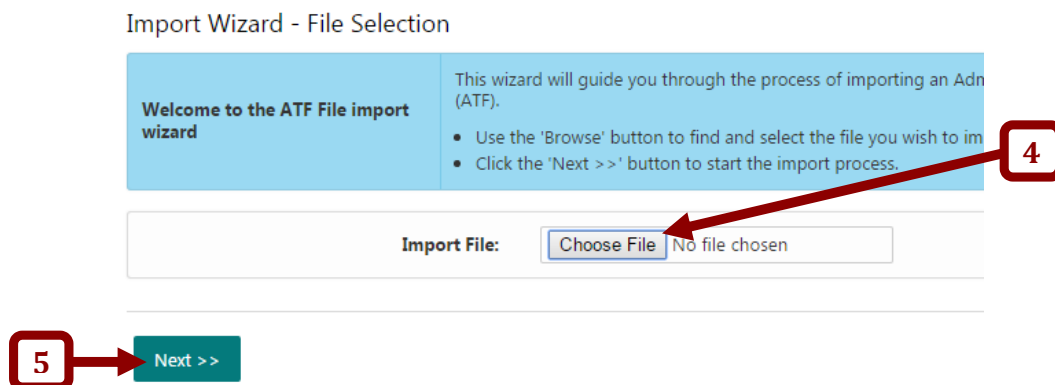
Go to **Modules**⁽¹⁾ → **Administration**⁽²⁾ → **Admission Transfer File (ATF)**⁽³⁾



Select '**Admissions Transfer File (ATF)**'...



Click '**Choose File**'⁽⁴⁾ and navigate to where you previously saved the ATF file, double click the file to be imported and then click **Next >>**⁽⁵⁾



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Click **Clear Existing**(1) → make sure all of the **Import for New Students**(2) boxes are ticked → click **Add Batch**(3)

Import Wizard - Import Options Reset All | Reset New | Reset Existing | Clear All | Clear New | Clear Existing

Import Source: 317/0000 - Redbridge (Schema) School
Import Description: RM SMS - School to School Transfer - for Leavers
Map Source to: 317/0000 - Redbridge (Schema) School

Admissions Batch: ---Not Specified--- Add Batch

Use Extended Checking:

Data Section in the Import file	Import for New Students	Replace for Existing Students
Basic Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Looked After	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEN History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Key Stage Assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FSM History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Phones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extended Student Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behaviour Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Enter the name of the Admissions batch eg: **September2016** and click **OK**

New Batch

Please enter the name of the batch.

Select the **Admissions Batch** from the list(4) → click **Next >>**(5)

Import Source: 317/0000 - Redbridge (Schema) School
Import Description: RM SMS - General Transfer
Map Source to: 317/0000 - Redbridge (Schema) School

Admissions Batch: September 2015 Add Batch

Use Extended Checking:

Data Section in the Import file	Import for New Students	Replace for Existing Students
ALL OLD INTEGRIS	<input type="checkbox"/>	<input type="checkbox"/>
N1 2010	<input type="checkbox"/>	<input type="checkbox"/>
Nursery 2010	<input type="checkbox"/>	<input type="checkbox"/>
Sept 2013	<input type="checkbox"/>	<input type="checkbox"/>
September 2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>
September 2011	<input type="checkbox"/>	<input type="checkbox"/>
Spring 2008	<input type="checkbox"/>	<input type="checkbox"/>
Summer 2010	<input type="checkbox"/>	<input type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Key Stage Assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FSM History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Phones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extended Student Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behaviour Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<< Back Next >> Cancel

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The following screen will indicate if there are any problems importing the file. E.g. If you are importing the file as a brand new student record but the system matches any of the details from the file to a record already on your system, it will flag up a duplicate by displaying '???' in the status column.

Amber dots usually occur when you are importing a file for an existing student if one of the following details First name, Surname, DOB or UPN, do not match the record already on your system but the rest of the details appear correct. You will need to go back and check you records if you receive an amber status.

A green dot is a full pass.

Import Wizard - Student Selection

Accept Passes | Accept Partial Passes | Clear All

Number of Students: 1 New: 0 Admissions: 0 Current: 0 Former: 1

Import Status : ● - Pass(0) ● - Partial Pass(1) ● - Fail(0) ?? - Possible Duplicates(0)

UPN	Legal Surname	First Name	DOB	Gender	Roll	Status	Accept
X123456704005	Agapitos	Glenda	23.09.01	F	F	●	<input type="checkbox"/>

The table contains students found in the import file:

- Select a student to show or hide details of validation issues that relate to that student's data.
- To 'Accept' import data for individual student, check the checkbox on that row.
- By default, the checkboxes will be selected for students whose data passed all checks (Status Green).
- Options to clear or select 'Accept' for specific groups of students are provided at the top of the screen.

<< Back Next >> Cancel

Once you are satisfied with your import file check the **Accept** box...

And click **Next >>**

The Summary Report Screen will then appear...

Import Wizard - Summary

Import Result Summary

CTF Import File: 3170000_CTF_2223333_001.XML

User: Not Specified IT Unit

Import Started: 22/12/2014 11:19:23 AM

Import Source: 317/0000 - Redbridge (Schema) School

Source Mapped to: 317/0000 - Redbridge (Schema) School

Admission Batch: Not Specified

Import Options

Data Sections in the Import File	Import for New Students	Update for Existing Students
Basic Details	No	No
Looked After	No	Yes
SEN History	No	Yes
Student Address	No	Yes
Contact Details	No	No
Attendance History	No	Yes
Key Stage Assessments	No	Yes

Show full validation and extraction detail:

Details of your selections, validation issues and import results are provided above:

- To see full details, select the 'Show full validation and extraction detail' checkbox.
- To obtain a paper reference copy of this information, select the print option at the top of the screen.

Finish

Click **Finish** and your file has been imported.