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RM Integris

Exporting & Sending a CTF

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

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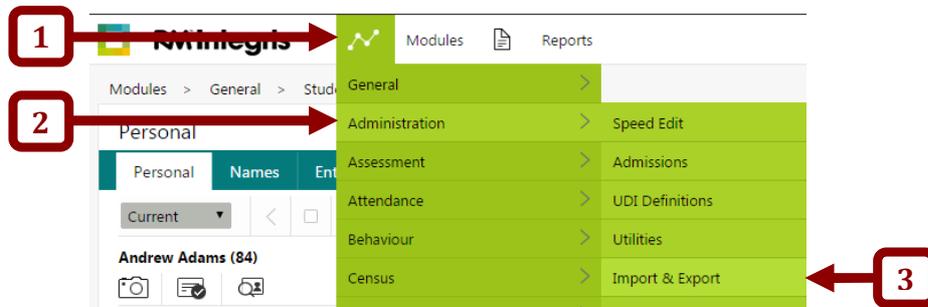
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Exporting a CTF file from RM Integris

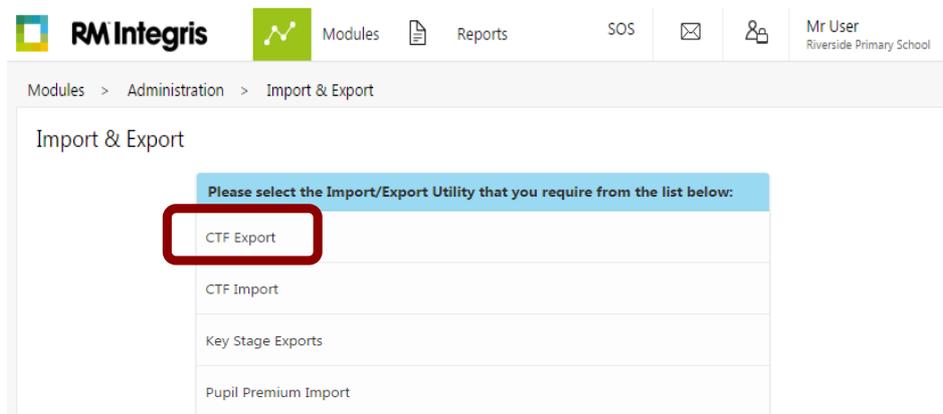
In order to send a CTF file to another school, you must first Export the file from your RM Integris Database.

NOTE: In order to export a student CTF file, the student record MUST have a specified Leave Date and Destination. If you do not know the destination, please select **Unknown/Other XXX/XXXX** from the destination drop down list.

Navigate to **Modules (1) > Administration (2) > Import & Export (3)**



Click **CTF Export...**



Select 'School to School Transfer – for Leavers' (1) option and click Next (2).

Export Wizard - Transfer Type

Welcome to the CTF File Export wizard

This wizard will guide you through the process of exporting a Common Transfer Format (CTF) file.

- Select the appropriate radio button for the type of export file that you wish to create.
- Click the 'Next >>' button to continue to the next step in the process.

School to School Transfer - for Leavers

- This option is designed to export students who are leaving your school for another establishment.
- Students will be selected on the basis of their stored leaving date and destination. You should ensure that these items have been correctly set for the students concerned.
- The export will include Current and Former Roll students only.

General Transfer

- Students will be selected by use of the 'Find' tool.
- Typical use is for generation of update files for central (LA) systems or local subsidiary software used in your school.

Next >>

Select the Destination School (3), enter the Leave Date (4) then click Refresh (5) and Next (6)...

Export Wizard - Student Selection (School to School)

Export Destination: 222/3333 - St Joseph's Primary

Leave Date: 22 Apr 2013

Export Students to: 222/3333 - St Joseph's Primary Leave Date: 22 Apr 2013

Ref	Last Name	Known Name	Year	Class	DOB	Gender	Roll
87	Agapitos	Glenda	6	6A	23.09.01	Female	F

Setting the destination and selecting students for the export:

- To add students to the list, specify an 'Export Destination' and 'Leave Date', then click 'Refresh'.
- On clicking 'Refresh', the export destination will be set and the list will be populated with all Current and Former roll students whose 'Leave date' and 'Destination' match your chosen values.
- Students can be removed by selecting the appropriate list line(s) and clicking the 'Remove' button.
- Export students are intentionally limited to those with a single 'Destination' and 'Leave date'.

<< Back Next >> Cancel

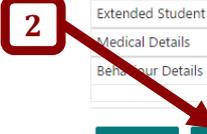
The following screen will appear. Click on **Select All** (1) and **Next** (2).

Export Wizard - Export Sections Select All 

Export Destination: 222/3333 - St Joseph's Primary
Number of Students: 1

- This table lists data sections that can be included in your CTF export file.
- By default, the main data sections are selected for export.
- You can modify export choices by use of the checkboxes, and top screen menu options.

Available Data Sections	Include in Export
Basic Details	<input checked="" type="checkbox"/>
Looked After	<input checked="" type="checkbox"/>
SEN History	<input checked="" type="checkbox"/>
Student Address	<input checked="" type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>
Attendance History	<input checked="" type="checkbox"/>
Key Stage Assessments	<input checked="" type="checkbox"/>
Key Stage 1 Test Data (2005 onwards)	<input checked="" type="checkbox"/>
School History	<input checked="" type="checkbox"/>
FSM History	<input checked="" type="checkbox"/>
Student Phones	<input checked="" type="checkbox"/>
Student Email	<input checked="" type="checkbox"/>
Extended Contact Details	<input checked="" type="checkbox"/>
Extended Student Details	<input checked="" type="checkbox"/>
Medical Details	<input checked="" type="checkbox"/>
Behaviour Details	<input checked="" type="checkbox"/>



The summary screen will now appear allowing you to double check the information you have chosen to export. If you are satisfied that this information is correct, click **Download Now**.

Export Wizard - Summary and Download Print

Export Summary

CTF Export File: 3170000_CTF_2223333_002.XML
Destination: 222/3333 - St Joseph's Primary
Export Started: 16th December at 10:00:17 **User:** Not Specified IT Unit

Data Sections selected for export

- Basic Details
- Looked After
- SEN History
- Student Address

The summary provides information about the export file's content:

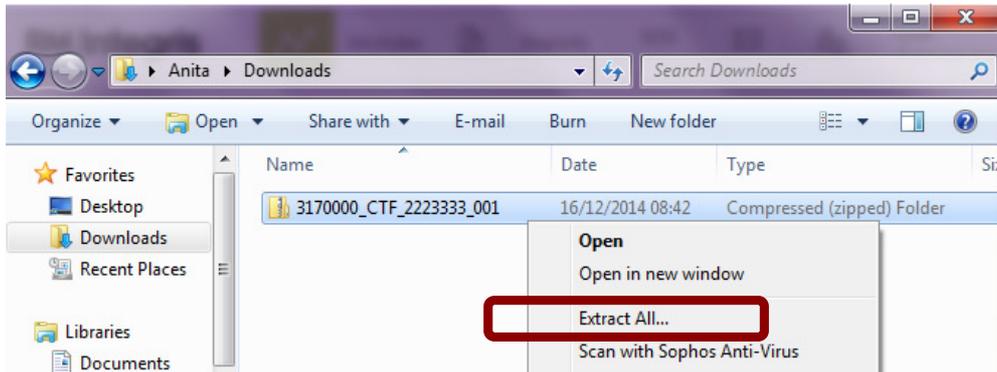
- Details listed include; destination information, selected Data Sections and selected Students.
- If you wish to keep a reference copy of the summary, select the print option at the top of the screen.
- Please review the summary; if satisfied, you should save your CTF file to a suitable location.

To save the CTF file, please click:

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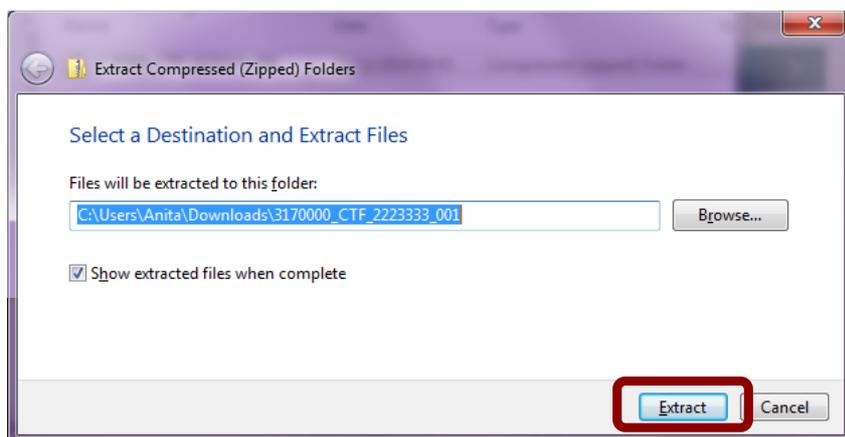
The CTF will then be downloaded, in compressed zip form, to the PC's Downloads folder. You will need to navigate to the PC's download folder in order to unzip the file before uploading it to the S2S website.

When in the Downloads folder, right click on the zip file and select **Extract All ...**



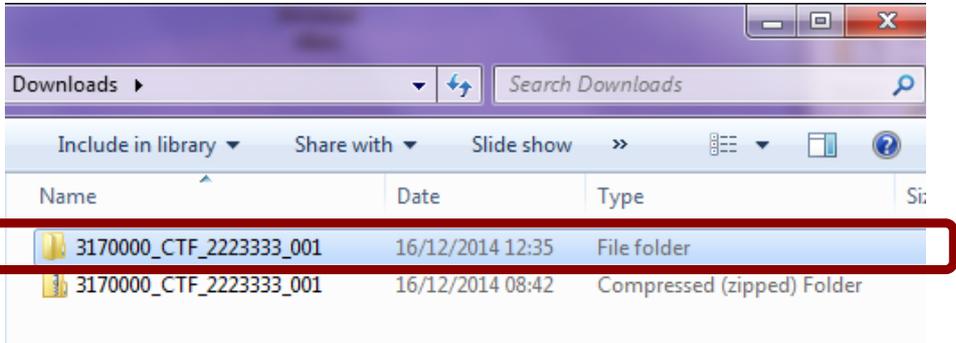
The file is automatically set to extract to the Downloads folder but you may change the destination if you wish by clicking on **Browse...**

Click **Extract ...**



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You will now find an unzipped version of the downloaded folder in the chosen destination...



Open this folder to view the CTF file which will now need to be uploaded to the S2S site.



Sending a CTF file

Now that you have created the CTF file, you will need to upload it to the S2S website in order for the Destination school to receive it. Follow this link and log in to your S2S account.

<https://sa.education.gov.uk/idp/Authn/UserPassword>

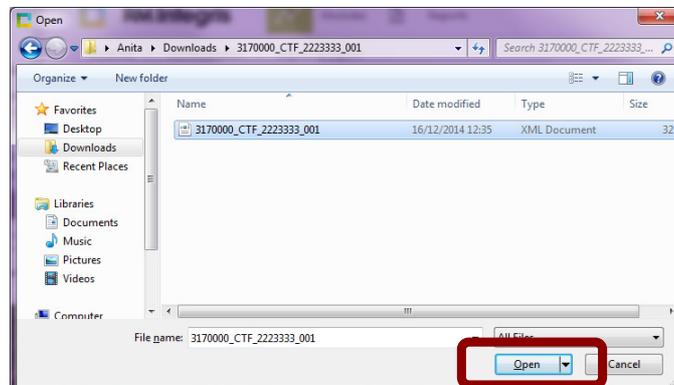
Once in the S2S area, click on the expand button (±) next to 'Upload' then select **Upload CTF File**



Click on **Browse...**



Navigate to the folder in which the unzipped CTF is saved. Select the CTF and click **Open**.



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The path to this file will now appear in the **Browse** field.

Click **Upload File ...**

Secure Data Transfer System
Version: 2.42

Common Pupil Transfer File Upload Page
Please use the browse Button to retrieve files for upload

Select Folder & Filename:

A confirmation from S2S should now appear on your screen to let you know that the file has uploaded successfully and is now ready for the destination school to collect.

Please Note:
When finished, CTFs must be deleted or moved to a secured drive.