

Revised 17th June 2016

RM Integris

Receiving & Importing a CTF

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

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Receiving a CTF file

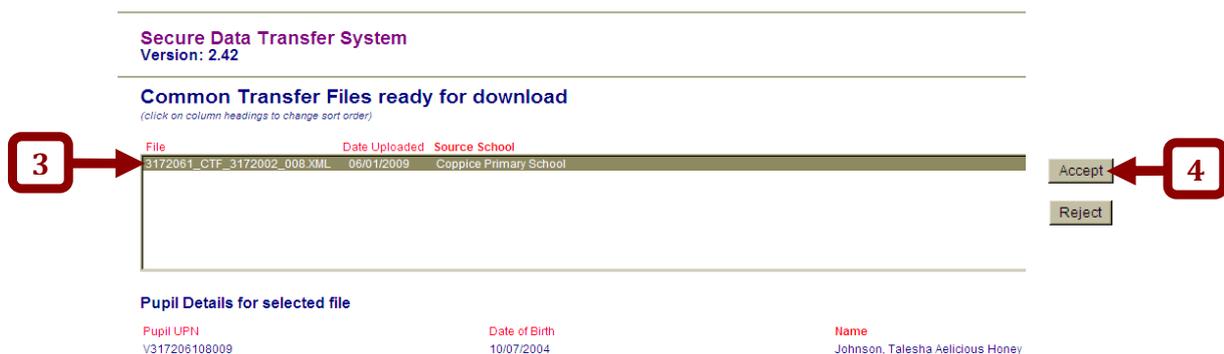
To import a CTF into your RM Integriris System, you will first need to download the CTF file from the S2S website.

Go to <https://sa.education.gov.uk/idp/Authn/UserPassword> and enter your login details.

Navigate to **Download (1) > Download CTF File (2)**



Highlight the file ready for download (3) having checked the pupil details at the bottom of the download screen, click **Accept (4)**



RM Integris

Depending on your security settings the following yellow bar may appear. If so, right click and select **Download File...**



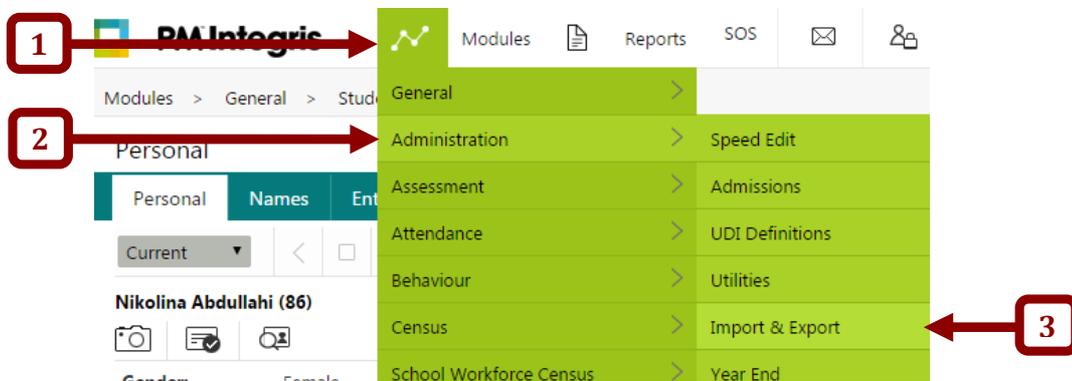
The file should now be downloaded to the PC's download folder, ready for importing into RM Integris.

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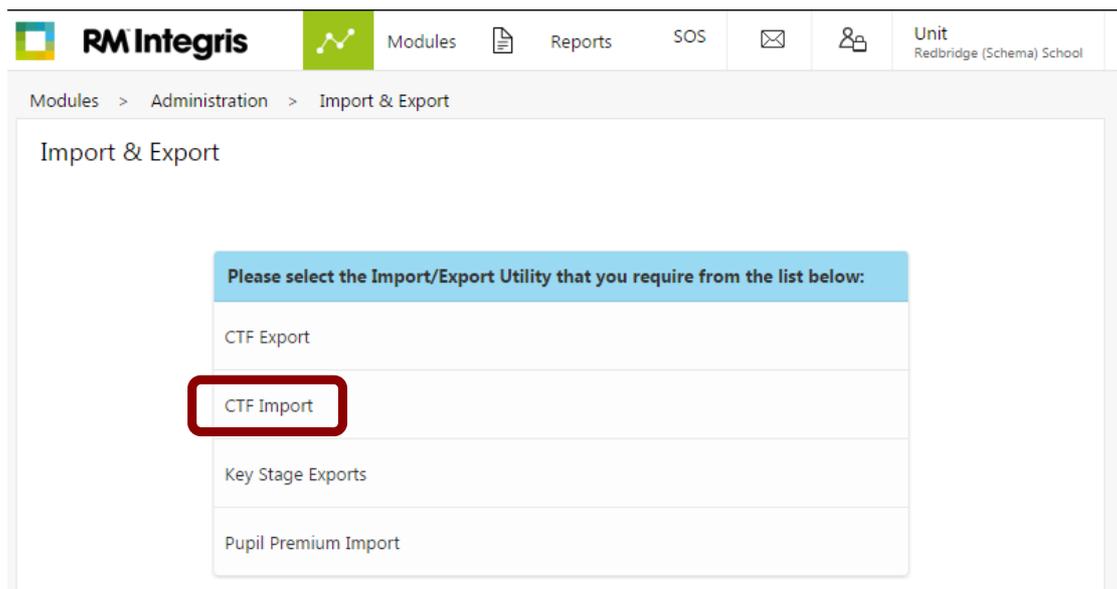
Importing a CTF file in to RM Integris

NOTE: Before you begin the import process, please check whether the student already exists on your system. If they do, please make sure that the UPN in the CTF file and the Students current record match, otherwise the student will be duplicated on your system.

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



Click CTF Import...



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Click **Choose file ...**

Import Wizard - File Selection

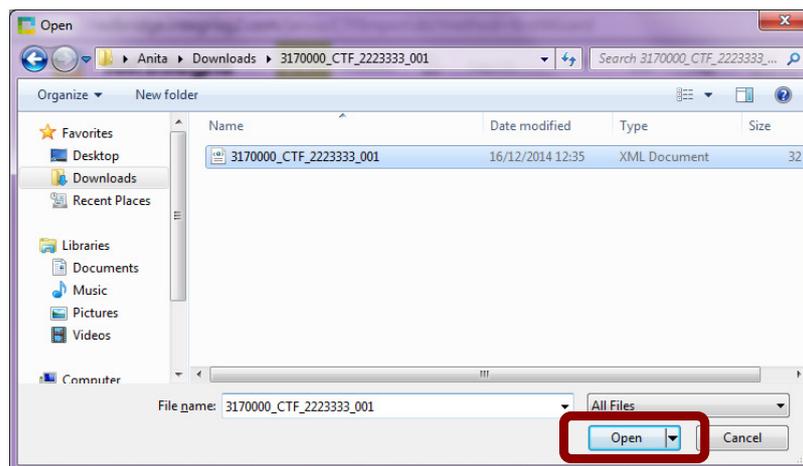
Welcome to the CTF File import wizard

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

- Use the 'Browse' button to find and select the file you wish to import.
- Click the 'Next >>' button to start the import process.

Import File: No file chosen

Navigate to the CTF you downloaded from the NCA Tools website and click **Open...**



Then click **Next>>**

Welcome to the CTF File import wizard

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

- Use the 'Browse' button to find and select the file you wish to import.
- Click the 'Next >>' button to start the import process.

Import File: 3170000_CTF...33_001.XML

If there is no record of this student already on your system, click **Clear Existing**....

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:

- This table lists data sections.
- Initially, selections default to the recommended setting for a 'full' import.
- You can modify import choices by use of the checkboxes, and top screen menu options.

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"/>

<< Back Next >> Cancel

If you do already have some of the students information on your system click **Clear New** and tick the boxes as shown below in the **Replace for existing students** column...

Modules > Administration > Import & Export

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:

- This table lists data sections.
- Initially, selections default to the recommended setting for a 'full' import.
- You can modify import choices by use of the checkboxes, and top screen menu options.

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

<< Back **Next >>** Cancel

The Summary Report Screen will then appear...

Import Wizard - Summary Print

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](#)

The CTF has now been imported. Click **Finish** to close the wizard