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RM Integris

Receiving & Importing a CTF

Anita.Pirie@redbridge.gov.uk 020 8708 8881 (Int. 88881) 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 Integris System, you will first need to download the CTF file from the S2S website.

Go to <u>https://sa.education.gov.uk/idp/Authn/UserPassword</u> 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)**

Common Transfer File	s ready for download		
(click on column headings to change sort orde			
File Dat	e Uploaded Source School		
3172061_CTF_3172002_008.XML 06	/01/2009 Coppice Primary School		Accept
			Deject
			Reject
Pupil Details for selected file			
Pupil UPN	Date of Birth	Name	
	10/07/2004	Johnson, Tolosha Aolisious Honoy	



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

Address 🗃 https://securedatatransfer.teachernet.gov.uk/sdtlive/asp/PrevDownloadFileLEA.asp?T	abSelect=1&SortOrder=U&pgact=	→ Go	Links "
\geqq To help protect your security, Internet Explorer blocked this site from downloading files to your co	omputer. Click here for options		
	Download File		
	What's the Risk?		

Information Bar Help

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



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)

1	PAA Intogris	Modules		Reports	SOS	\bowtie	දුප		
	Modules > General > Stud	General		>					
2	Personal	Administration		>	Speed E	dit			
	Personal Names Er	Assessment		>	Admissio	ons			
	Current 🔻 🧹 🗆	Attendance		>	UDI Defi	nitions			
	Nikolina Abdullabi (86)	Behaviour		>	Utilities			_	
		Census		>	Import 8	k Export	•	← 3	}
	Gandan Famala	School Workforce C	Census	>	Year End				

Click CTF Import...

RM Inte	gris	Nodu	Iles 🚆	Reports	SOS	\bowtie	දුප	Unit Redbridge (Schema) School
Modules > Admi	inistration > 1	Import & Expo	ort					
Import & Exp	ort							
	Please selec	ct the Import	/Export U	tility that you	require fro	m the list	below:	
	CTF Export							
	CTF Import]						
	Key Stage Ex	orts						
	Pupil Premiu	ım Import						

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Click Choose file ...

Import Wizard - File Selectio	n
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.
Impo	rt File: Choose file No file chosen
Next >>	

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

Copen				×
🚱 🔾 🗢 📙 🕨 Anita	Downloads 3170000_CTF_2223333_001	→ 4 9 S	earch 3170000_CTF_2	223333 🔎
Organize 🔻 New fo	lder			
🔶 Favorites	Name	Date modified	Туре	Size
🧮 Desktop	2170000_CTF_2223333_001	16/12/2014 12:35	XML Document	32 I
🚺 🚺 Downloads				
 Recent Places Libraries Documents Music Pictures Videos 				
Computer	•			•
File	name: 3170000_CTF_2223333_001	- AI	Files	•
			Open 🔽	Cancel

Then click Next>>

Import Wizard - File Select 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.
Imp	ort File: Choose file 3170000_CTF33_001.XML
Next >>	

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If there is no record of this student already on your system, click **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 ▼ Vise Extended Checking: ⊘					
 This table lists data sections. Initially, selections 	Data Section in the Import file	Import for New Students	Replace for Existing Students		
	Basic Details				
recommended	Looked After				
setting for a 'full'	SEN History				
Mou can modify	Student Address	×			
import choices by	Contact Details				
use of the	Attendance History	✓			
top screen menu	Key Stage Assessments				
options.	School History				
	FSM History	×			
	Student Phones				
	Student Email	×			
	Extended Student Details				
	Medical Details	✓			
	Behaviour Details	۲			

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...

Import Source: Import Description: Map Source to: Admissions Batch: Use Extended Checking:	317/0000 - Redbridge (Schema) School RM SMS - School to School Transfer - for Le 317/0000 - Redbridge (Schema) School Not Specified Add Batch	eavers	
 This table lists data sections. Initially, selections 	Data Section in the Import file	Import for New Students	Replace for Existing Students
	Basic Details		
recommended	Looked After		
setting for a 'full'	SEN History		
Mou can modify	Student Address		
import choices by	Contact Details		
use of the	Attendance History		
top screen menu	Key Stage Assessments		
options.	School History		
	FSM History		
	Student Phones		
	Student Email		
	Extended Student Details		
	Medical Details		
	Behaviour Details		
	Medical Details Behaviour Details		2



Click Next at the bottom of the screen...

	Extended Student Details	
	Medical Details	
	Behaviour Details	
<< Back Next >>		Cancel

Say Yes to the following message



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.





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			Import Docult Summers	
			import Result Summary	
CTF Import File:	3170000_	CTF_2223333_001.XML		l
User:	Not Speci	ified IT Unit		
Import Started:	22/12/201	14 11:19:23 AM		
Import Source:	317/0000	- Redbridge (Schema)	School	
Source Mapped to:	317/0000	- Redbridge (Schema)	School	
Admission Batch:	Not Speci	ified		
mport Options				
Data Sections in the In	nport 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	
		No	Yes	
Attendance History				
Attendance History Key Stage Assessme	ents	No	Yes	

The Summary Report Screen will then appear...

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