Obfuscate eScholar Templates

**Directions:**

1. **Flush data from the prior exports.**
   1. Open each tmpl\_xxxxxx table and delete all of the records.
   2. Select the [File] tab, then Compact and Repair Database.
   3. Close and re-open the database.
2. **Import files to be obfuscated into the corresponding tmpl\_xxxxxx table.** 
   1. Select the [External Data] tab. Under “Import & Link” select “Text File”.
   2. Browse to the file to be imported.
   3. Select the “Append” option and select the corresponding tmpl\_xxxx table



* 1. On the next screen that appears, select “Finish”
  2. Repeat for each template until they are all imported

1. **Export the obfuscated template files.**
   1. Right-click on an EXPORT\_Obfuscated\_xxxxxx query.
   2. Slide down to the “Export” option, then select “Text file” from the sub-menu.
   3. Browse to wherever you want to store the exported template. Rename the file, if desired. Click the “Ok” button.
   4. On the next screen that appears, select “Finish”.
   5. Repeat for each template until they are all exporteded.

The import template files must be relatively clean, as badly formatted records or records with things like letters in student ID’s, etc. will cause the imports and/or the export queries to fail. If there are many problems to continue, simply start over at step 1 with a cleaner set of import files.