

Pre-Transfer Important Information

Q. Have you carried out the necessary contact data checks?

Transferring your student data from your eTap SMS to Hero requires a patient and systematic approach. Ensure that sufficient, dedicated time has been allocated for this task.

There are several **VITAL** points to remember:

- Changes are not to be made to your eTap SMS during the transfer process, as this can result in a student having a partial transfer of data.
- Data has to be maintained in both Hero and eTap on completion of your transfer until your school switches over completely (i.e. starts taking the roll).
- The transfer needs to be carried out in consultation with your Administration Staff who can determine the fields required.
- All Steps **MUST** be carried out in the instructed sequence.
- Do not rush. Doing things too quickly can result in missed data.
- Create a folder to store all extracted data files. This will make it easier for you to locate the files at the time of import and to also create a backup prior to import.

Your data is imported in three stages using the Import Data feature within Hero.

1. Import Teachers
2. Import Learners and Contacts
3. Import Classes

Creating Custom Fields

If you have custom fields in your Legacy SMS, you may have to create these in Hero in order to retain this data. The following No/Yes permission fields are standard in Hero. The names may differ from your system but they can be manually matched later in the process.

- Permission to Act in the Event of Injury
- Permission to Administer Pain Relief
- Internet Usage
- EOTC Trip Permission
- Publication of Student Image and Works
- Permission to be seen by a School Health Professional or Dental Nurse
- Permission to Undergo Vision and Hearing Testing
- ESOL Funded

The following will be created for you as part of the site setup if sufficient information is available in Data Migration Questionnaire

- House
- Preference (check options as these vary from school to school)

Any others will need to be created by you prior to the import. Please familiarise yourself with the existing fields first. The following helpdesk article will assist with this process. [Creating and Maintaining Student Information Fields](#)