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Welcome to the School Fund Names Manager option. This option is designed to import student names held in your administrative database into the School Fund Manager software.

First Time Users

You may import your complete school roll at once, or selected years as required.

Established Users

You may select to import the complete school roll or selected years as required even if you have names already entered into School Fund Manager. Within the Manage Names menu option you will then be able to consolidate duplicates; names that have been found in both your administrative database and School Fund Manager.

This guide will explain how to use the Names Manager option once it has been installed.

The Names Manager option is activated by copying a Licence File into the menu option System>Maintenance>Enter Licence. This will have been provided to you as an email attachment named SFLICv7.txt.
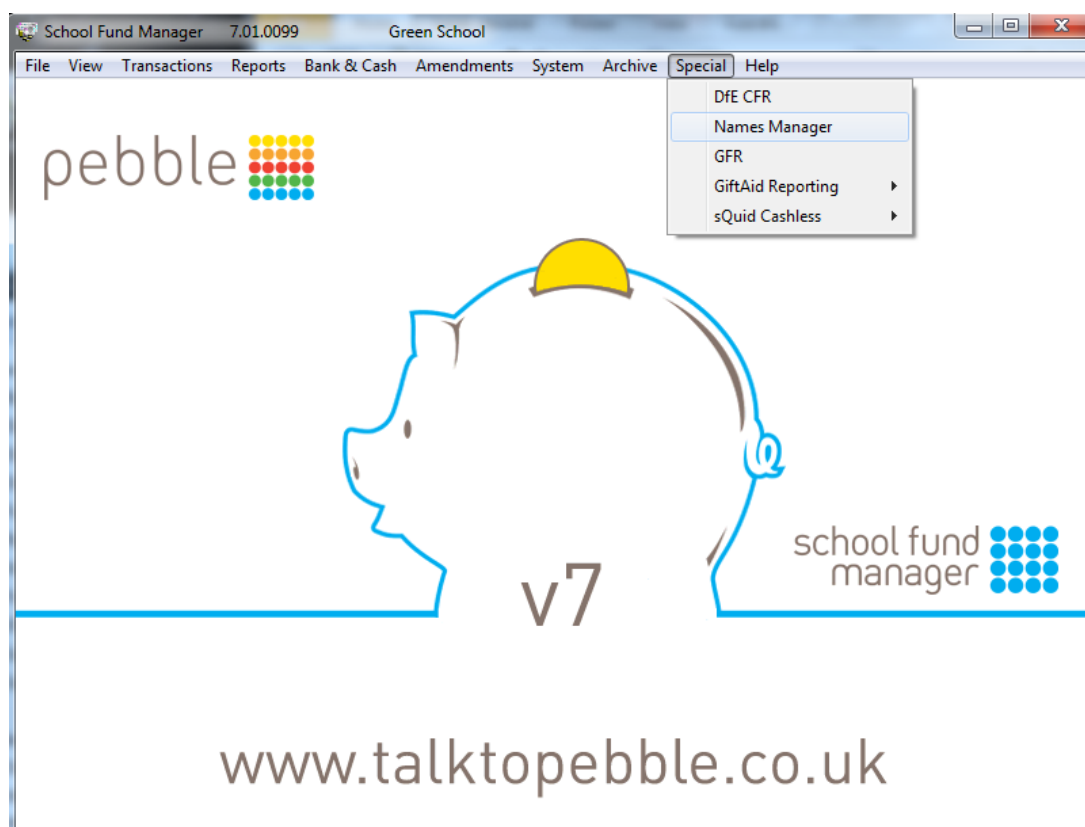
Login in to School Fund Main and you will see the screen above. Names Manager has been added to the Special Menu along the top bar and can be accessed by clicking on Names Manager.

From here you are looking at the Names Management Menu. (This is presented in the Classic view).
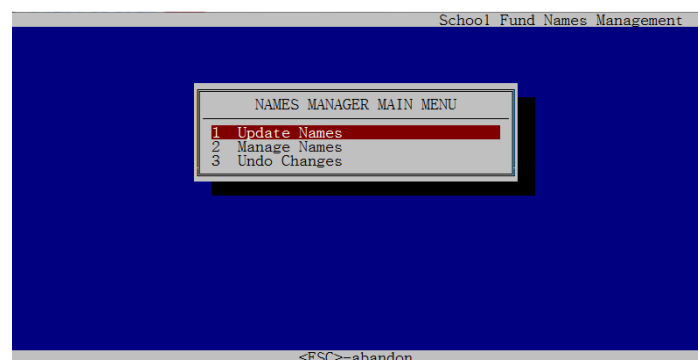
The following instructions will guide you through an import of the whole school roll. The names you want to import are determined by the file that you create from the administration database. Therefore to import the whole school roll create a file of all students; for a year group you will create a file containing ONLY the details for that year group. The process is the same no matter how many names you are importing.

The extra functions in the Names Manager option are for the benefit of schools with names already entered in School Fund Manager. In this case there may be two name records for the same individual in two different locations.
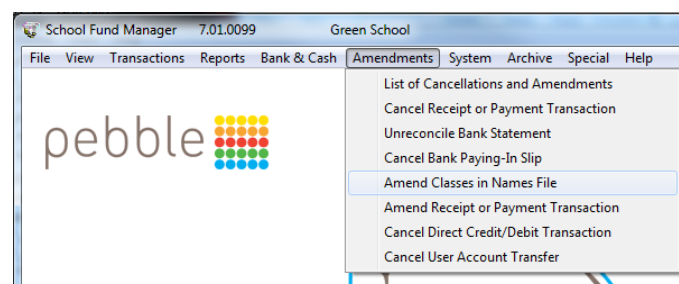
To prevent names appearing in School Fund Manager more than once there are functions to enable you to match and consolidate any names before completing the import routine.
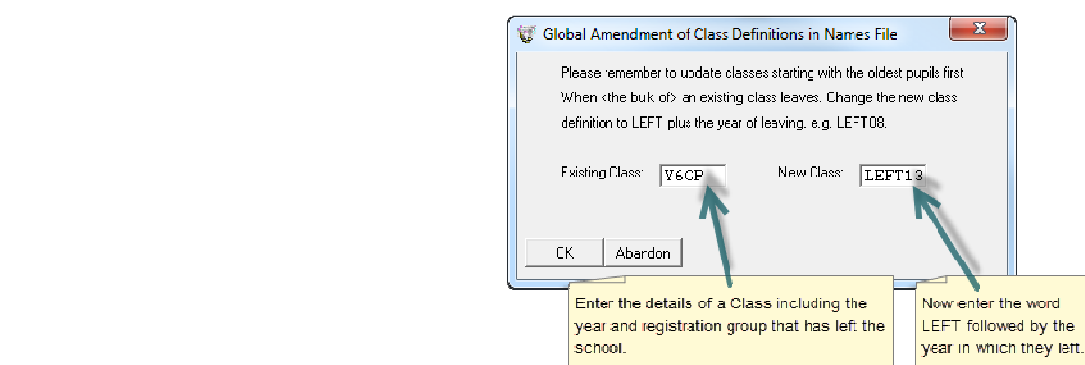
There are three stages to **importing** once you have created a file of student names to be imported through the Names Manager option into your School Fund Manager. However it is important to **prepare** the names already in School Fund Manager before you begin.
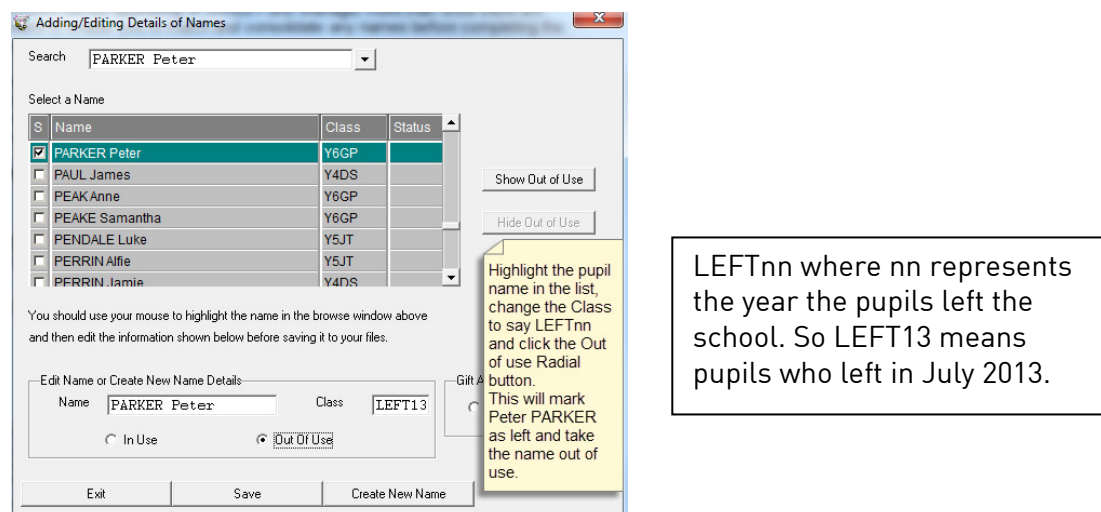
Preparation
Take off ALL leavers
Use Amendments>Amend Classes in Names File to take off a whole Class

To mark individual pupils as 'left' use System>Add/Modify Names File

LEFTnn where nn represents the year the pupils left the school. So LEFT13 means pupils who left in July 2013.

Once all the leavers have had their class edited to read 'LEFTnn' and been marked out of use you can proceed to import the new intake and updated details of the current pupils.

Importing
Stage 1

Validation – this is done automatically to confirm the file you want to import is in the correct format. The import will not proceed if the file does not contain the correct details in the correct format. See page 6 for the file format details.

Stage 2

Import the file - at the end of this stage the names will be automatically checked for duplicates.
A Duplicate Name is a record that exists in BOTH the file you have created to be imported and the School Fund names list which have in common a unique identifier. Currently this is based on the admission number and date of birth combination and the UPN. This automatic matching prevents names already imported from being re-imported should you choose these name/s in subsequent import files.

Stage 3

Match names - is the matching, consolidating and editing of the names in the file you have prepared for import prior to the actual import.
Matching a name will be required if you have

1. entered a name manually using School Fund Manager and
2. it also exists in your file to be imported.

As School Fund does not require details of admission number, date of birth and UPN when manually entering a name (the <u>unique identifiers</u>) the automatic process will NOT match these names.
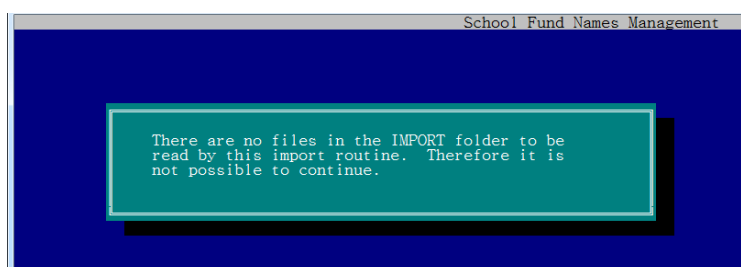
You may leave the import process at any stage and return to either the point you left or go back to the beginning of the process.

Use NAME MANAGER MAIN MENU Option 1
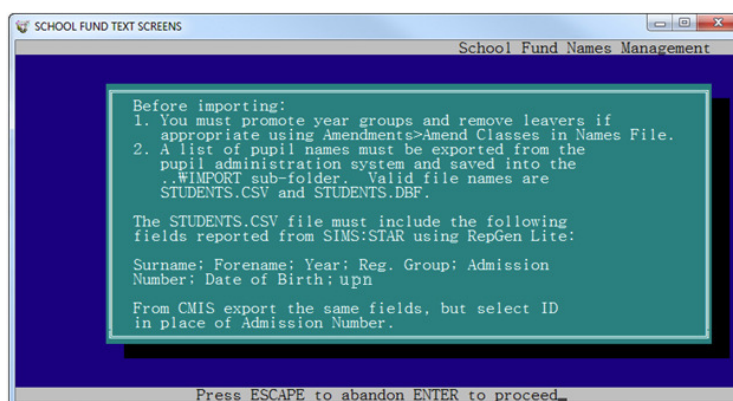
This is the first screen in an import process. The details of the file you must create are on view.

If you have not created and saved a file you will see a screen message as follows.

To Create a file of student names from your administration database.

Using your SIMS.net database create a file which contains the following fields :-
Surname
Forename
Year
Reg. Group
Admission Number
Date of Birth
UPN

The resulting file must then be copied into the folder \IMPORT which is a sub-folder in \SF.

During the creation of the file, when you get the opportunity to say where the file is to be saved use the following details, based on a standard school fund installation:-

> **d:\SF\IMPORT**   where d is the name of the drive where School Fund Manager has been installed.

Use SFM Main Menu Help option to find the information on Program Location. In this screen the **d:** in the example above would be replaced with **S:.**
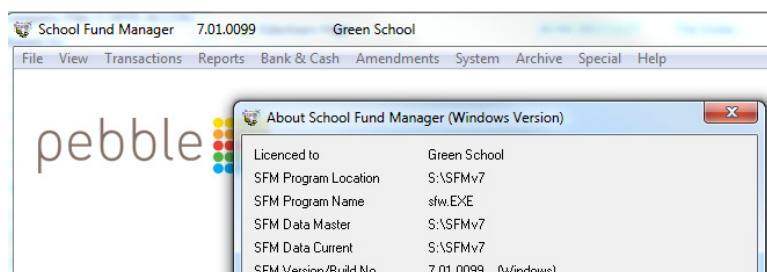
Above S:\SFMv7 is the name of the folder of the program location, so you will save your file to S:\SFMv7\IMPORT.

Using SIMS.net to create a CSV file of the whole school roll
🖰 Reports 🖰 Design 🖰 Create a New Report 🖰 Student 🖰 Next 🖰 On Roll 🖰 Next

At this point you will identify the 7 fields required for the .csv file

From the list on your right select the first 3 fields - highlight and Double Click on
> Legal Surname
> Legal Forename
> Date of Birth

Double click on Registration and select the next 3 fields from the expanded list
> Admission number
> Year Group
> Registration Group
> UPN

🖰 Next
🖰 Next – if no filter is to be applied
🖰 Next – if no sort order is required
🖰 Next – if no effective date is required

To create this as a .csv file you must select TEXT from the types of file offered
You will then see a box with 'comma separated' highlighted and an empty field box in which you will enter the file name. To browse to the \SF folder

🖰 Browse then 🖰 to select the drive letter where School Fund is installed
🖰 SF folder
🖰 IMPORT folder
Then enter the file name e.g. students.csv
🖰 Save
🖰 Finish
🖰 RUN – this will create the file. You will see a screen message stating that the file has been saved in the n:\SF\IMPORT folder (n is your drive letter).

Latest changes to your .net software require the editing of the Students.csv file you have just created. Go to the \SF \IMPORT folder

Right🖰 on the Students.csv file
Left 🖰 Open With and select ONLY Notepad or Wordpad

The top line will look like this
"Legal Surname","Legal Forename","Dob","Adno","Year","Reg","UPN"

Please edit it to look like this
"Surname","Forename","Dob","Adno","Year","Reg. Group","upn"
🖰 Save
🖰 Exit

IMPORTANT

Before proceeding to the import of the names file you **must** prepare your current names file and take off the leavers from your names list. See page 3.

To Import a list of names into School Fund Manager

Stage 1

Validation
This is done automatically. If you do not see the file you have created in this list it may be that:-
    a.   the file has not been saved into the correct location
    b.   your file is not in the correct format

Check the details of your file and where it has been saved. Refer to page 5 for further details.
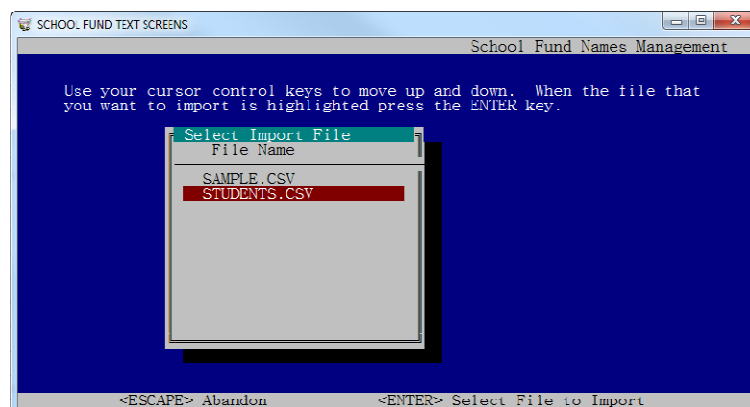
If you can see your file here, then select it and proceed.
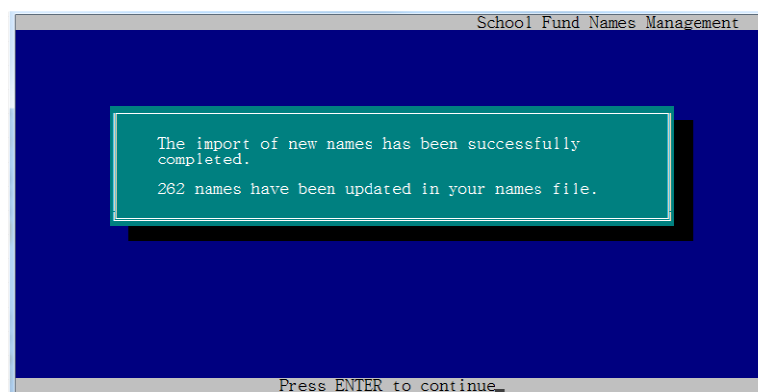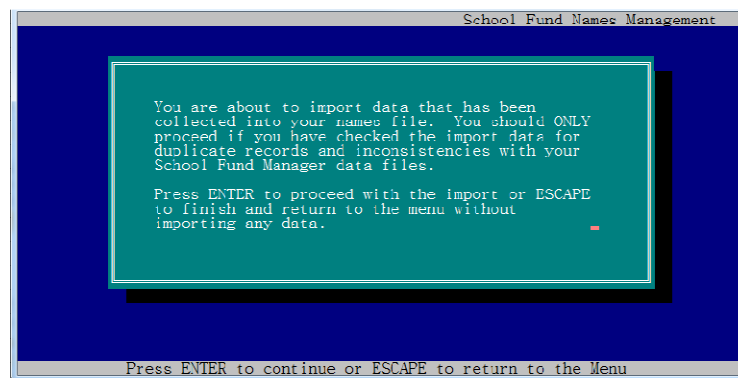
Stage 2

Import the File

Once you have selected the file to be imported the automatic process will begin.
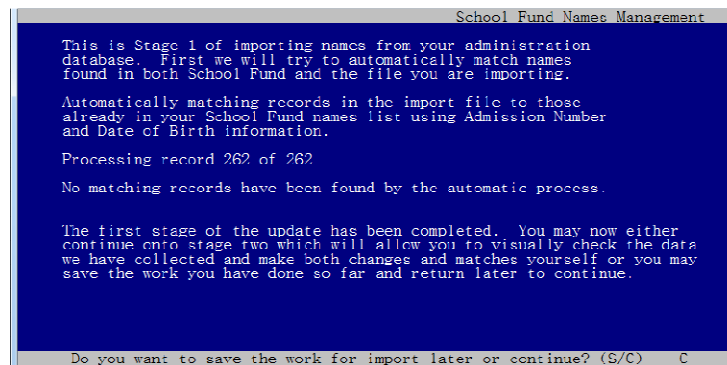
In the screen above you can see that 262 names have been found in the file we created to be imported. None of those names have an exact match already in School Fund Manager based on Admission Number, Date of Birth and UPN.

If none of these names are matched or edited manually all 262 will be imported automatically into School Fund Manager.

After agreeing to proceed with the import on the following screens, this will complete the process and your new intake and promotions will now have been updated in School Fund Manager.

Additional options

If you wish to manually check the file and/or edit the names and/or create another file then follow the instructions below.

During this and most other stages you can stop the process and return to it later. Note the option at the bottom of the screen to Save or Continue.

If you Save at this stage you will be returned to the Names Manager Main Menu.
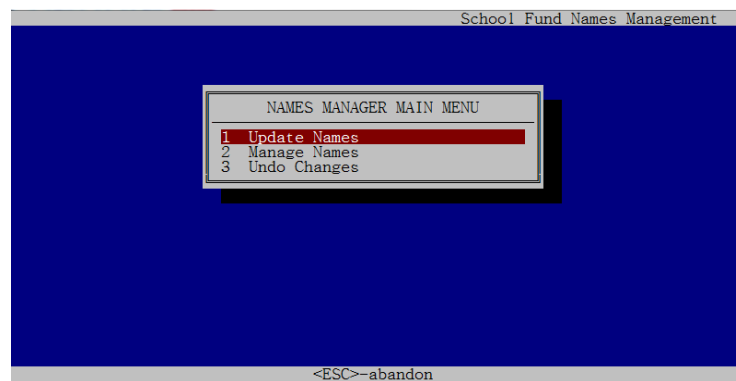

When you are ready to continue either:-

1   use the Update Names option and you will see the screen below.
This is most often used when you have created another import file and wish to begin the process again without completing the current import.
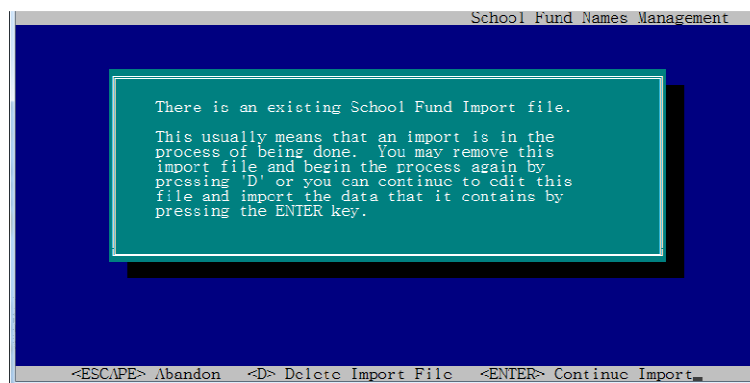
OR

2.   select the Manage Names option and you will return to the process at the stage where manual matching and editing can be carried out on the import file you have already started using.

Stage 3

Manual Matching of Names.
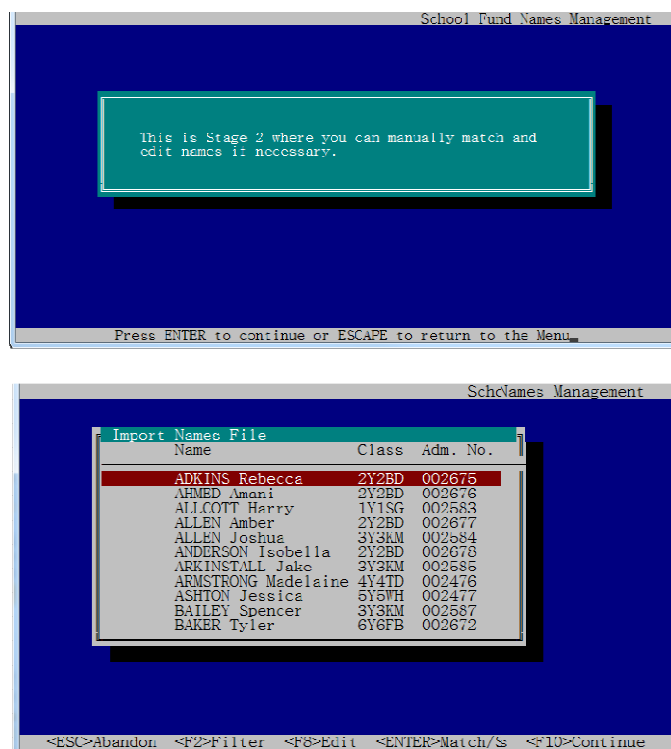
This screen is of the names file that has been created to be imported.

To find any names ALREADY in School Fund Manager press the <ENTER> key.
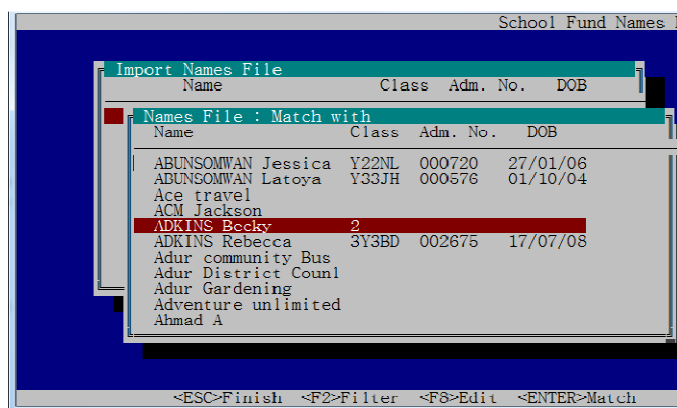
The nearest match to a name already in the School Fund names list will be displayed in the top screen.

In this example you can see that the nearest match to ADKINS Rebecca from your import file is the name ADKINS Becky in School Fund Manager. If these are the same person then press <ENTER> to match the names and create a single record for this pupil.
If you have a whole school roll in your import names file it may be a long list that you are trying to match. You can create shorter more manageable lists by using the Filter routine.

You can filter by Year group and/or Registration group.
Press the <F2> key and you will see the screen below. In this example we shall filter on a Year Group.
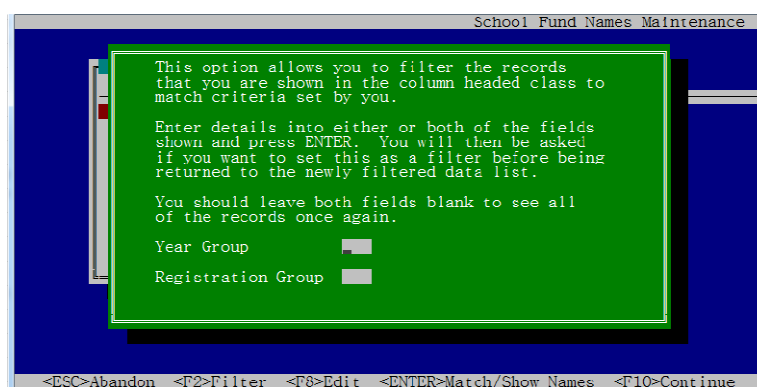

To Filter on Year Group 3, enter the digit 3 in the Year Group field, press <Enter> and then press <Y> to Apply the filter.
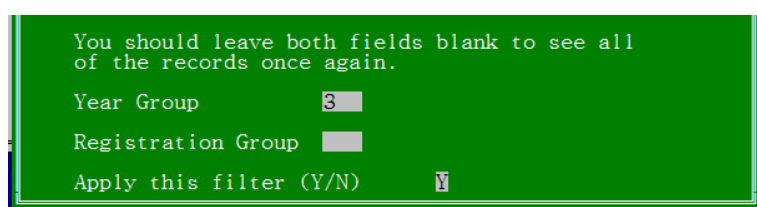
You can now apply the manual matching to all the names in the filtered year. If you are not returned to the screen above to apply subsequent filters press <ESC> to leave the routine. You will have to return to the Manage Names menu option then Match Names option to continue using the filter option. Otherwise Continue with the import and make any necessary adjustments afterwards.

Once you have selected two names to match you will see the screen below. Here you will decide which of the two records you want to use to create the single record. The information held in both lists is on view.
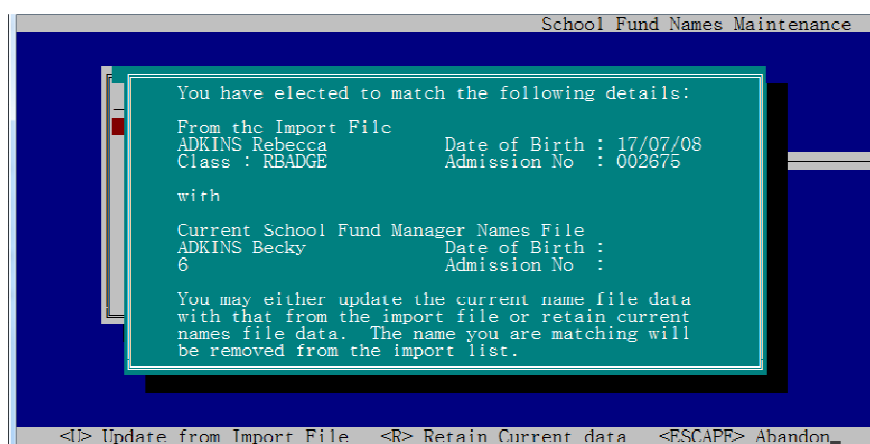
<U> to Update from the Import file is the one you created from your administration database,
<R> to Retain the Current file is the School Fund Manager names list.

In most cases the record in the Import file will contain more details than the School Fund record. If you choose to Update from the import file, the details of any transactions attached to the name in the current file will continue to be attached to that name.

Editing Names

While in the process of Matching names you can also Edit. The editing process is available for names in either list. Once a name is highlighted in a list press <F8> to see the additional information that already exists.

Once a name is matched it has been imported and will be removed from these lists.

If you abandon names matching part way through the process, you can return to this stage using the Names Manager Main Menu option 2 and then the Match Names option. This will save you from going through the first stage of the Import routine.

You can also Edit names from this Manage Names menu.
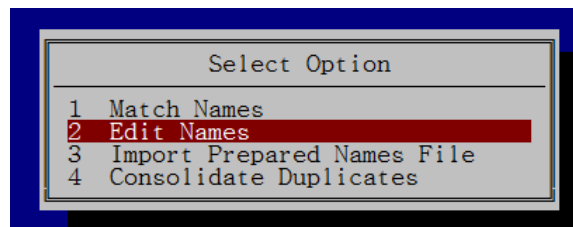
Once all your names are edited and/or matched you can proceed to Import the Prepared Names File.

If you complete the process without abandoning you will see the screen below.
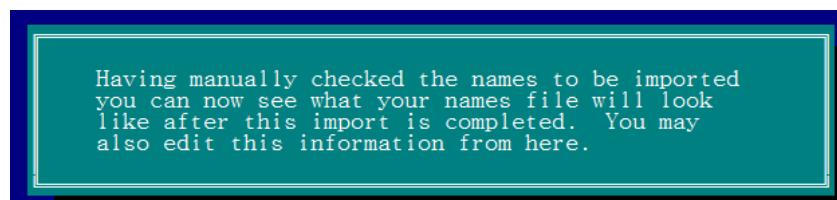
The screen below is the combined list from both the file created in your administration database and the names already in school Fund Manager. The names yet to be imported into School Fund are clearly marked as *NEW*. This is what the list of names in School Fund Manager will look like AFTER you have agreed to the import.

Note ADKINS Rebecca is NOT NEW as we handled her as an individual match and imported the name on the previous page.

Backing Up is VERY important. You may use School Fund Manager Classic Main Menu option 6 6 2 OR Windows view> File>Backup to backup.

This is the last point at which you can abandon an import.

Once you agree to the import the files will be amalgamated and when the process is complete you will see the following screen. The number of names added to your School Fund Manager is identified. (Rebecca Adkins is the 262nd name)!
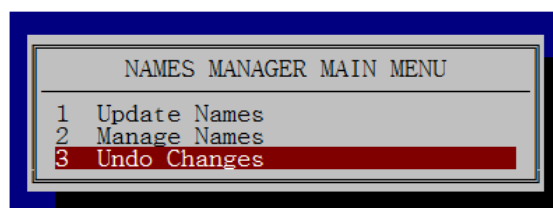
When you go to School Fund Manager Classic menu option 6 4 OR Windows view>System>Add/Modify Names File you will see your newly imported names added to the current names.
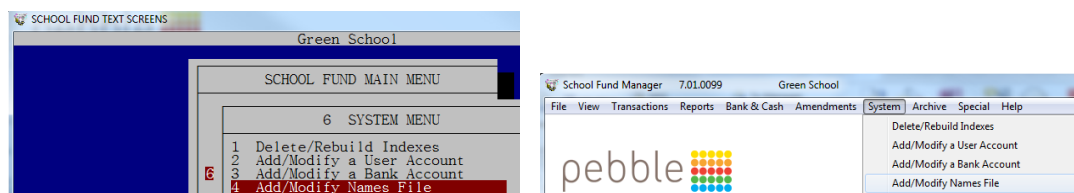
UNDO an import

ONLY if no transactions or consolidations have been entered since you completed an import can you undo the process.

From the Names Manager Main Menu use Option 3.

The undo option will return the names list to what it was prior to an import.

Consolidate Duplicates

After an import you may have names that appear more than once. You can use this option to consolidate the names and any transactions that are attached to them.

From the Names Manager Main menu select Manage Names and then Consolidate Duplicates.
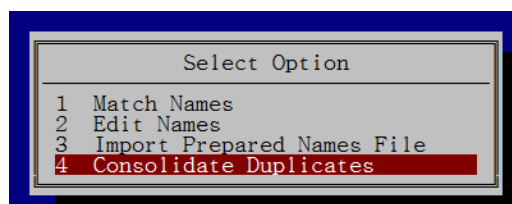

You must 'toggle' the names that you wish to consolidate. Only two names can be consolidated at one time. If you have a name that appears more than twice, consolidate the first two names and then the resulting name to the third and so on.
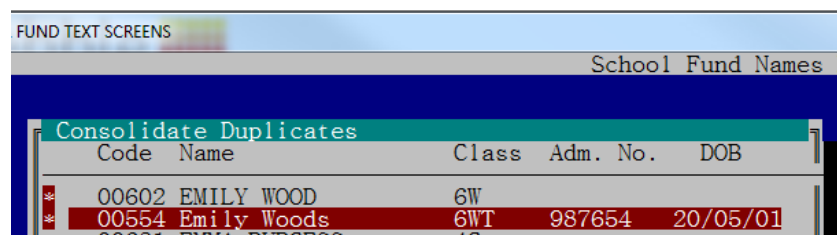
Here both Emily Woods and Emily Wood are the same person so both names have been toggled. The Emily Wood is from the School Fund Manager names list and has the transaction details attached.

You can consolidate both names to whichever one you want to keep AND make sure the transactions are attached to the name you are keeping.
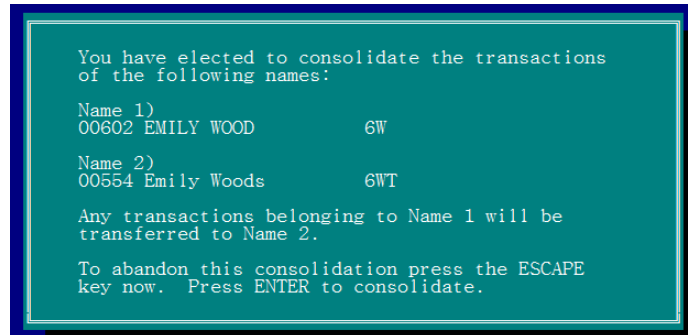
Once names are consolidated you will see the screen below which identifies the number of transactions that have been consolidated.

Future Imports

You may continue to add names to your School Fund Manager either by entering individual names as required or by creating new files to be imported from your student database. Names entered through School Fund Manager will NOT be automatically matched with names in your import file. This is because the admission number and date of birth details which are used for the automatic matching are not held in School Fund Manager.

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