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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.

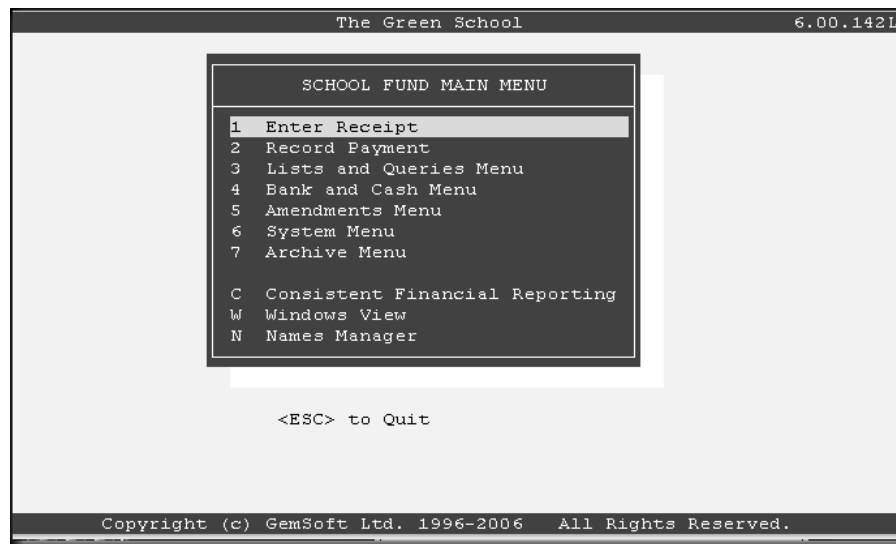
First Time Users

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

Established Users

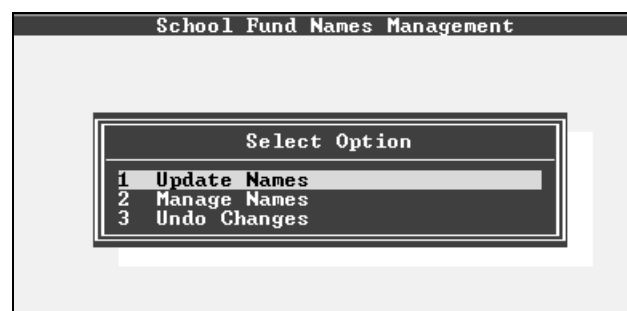
You may select to import the complete school roll or selected years as required even if you have names already entered into School Fund Manager. Within the Manage Names menu option you will then be able to consolidate duplicates; names that have been found in both your administrative database and School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



Once installed you will see the School Fund Main Menu screen above. Names Manager has been added to the bottom of the list and can be accessed by using the down arrow (↓) until the option is highlighted and then pressing <Enter> or by simply pressing the letter <N>.

From here you are now looking at the Names Management Menu.



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:-

Stage 0

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.

Stage 1

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. In future we may also use the UPN. This automatic matching prevents names already imported from being re-imported should you choose these name/s in subsequent import files.

Stage 2

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

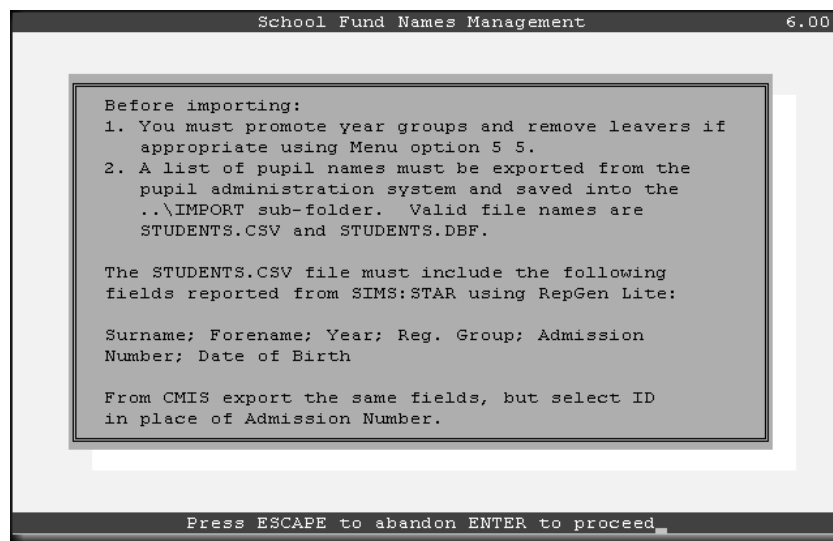
1. entered a name using School Fund Manager and
2. it also exists in your file to be imported.

As School Fund does not require details of admission number and date of birth (the unique identifiers) 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.

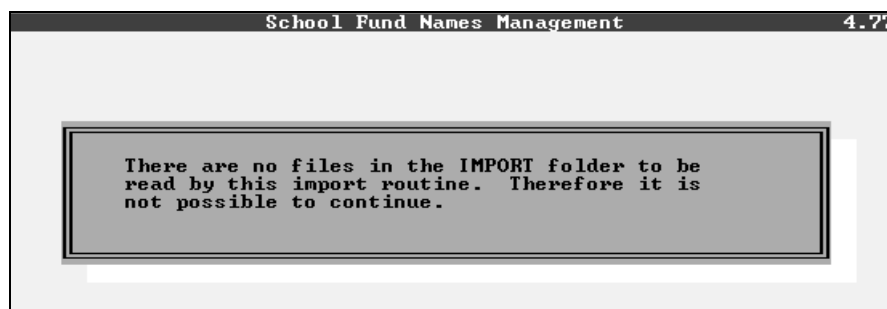
To Create a file of student names from your administration database.

Use NAME MANAGER MAIN MENU Option 1



This is the first screen in an import process. The details of the file you must create to be imported are on view.

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



Using RepGen Lite or equivalent and the SIMS Star or SIMS.net database create a file which contains the following fields :-

Surname
Forename
Year
Reg. Group
Admission Number
Date of Birth

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

During the creation of the file, should you get the opportunity to say where the file is to be saved then 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 option 6 6 8 to find the information on Program Location. In this screen the **d:** in the example above would be replaced with **S:**.

School Fund Maintenance	
System Settings	
SFM Program Location	S:\SF
SFM Program Name	SF.EXE
SFM Data Master	S:\SF
SFM Data Current	S:\SF

Above S\SF is the name of the folder of the program location, so you will save your file to S:\SF\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 6 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 <<< optional but recommended if available

☞ Next

☞ Next – if no filter is to be applied

☞ Next – if no sort order 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 (with the exception of UPN unless selected)
 "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 use School Fund Manager, Main Menu option 5 5 to take off the leavers and promote the students already in the names list.

To Import a list of names into School Fund Manager

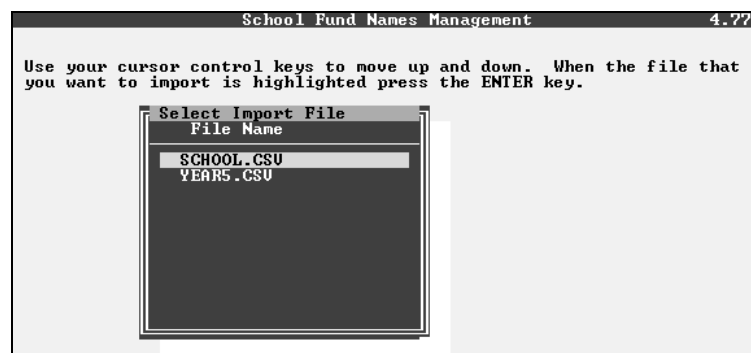
Stage 0

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 4 for further details.

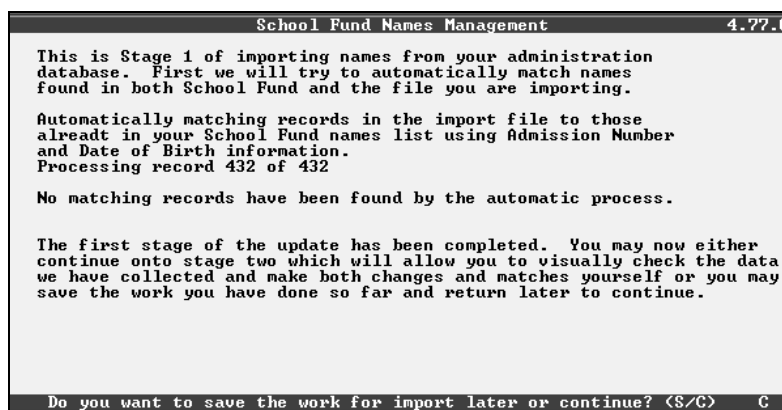


If you can see your file here, then select it and proceed.

Stage 1

Import the File

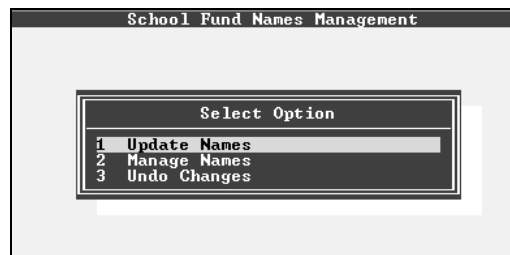
Once you have selected the file to be imported the automatic process will begin.



In the screen above you can see that 432 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 and Date of Birth. If none of these names are matched or edited all 432 will be imported into School Fund Manager.

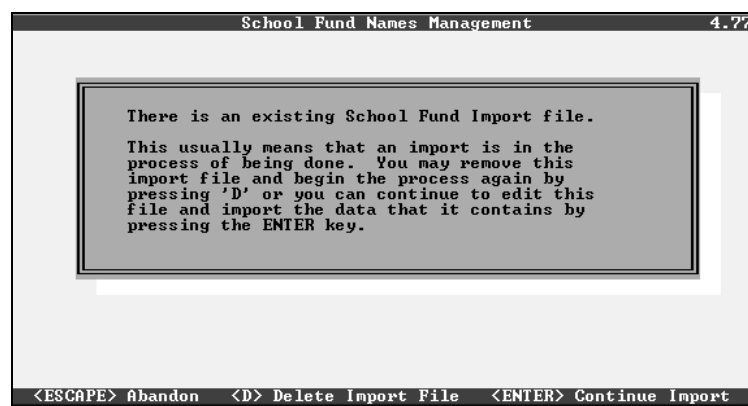
During this and most other stages you can stop the process and return to it later. Note the option at the bottom of the screen to Save or Continue.

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.

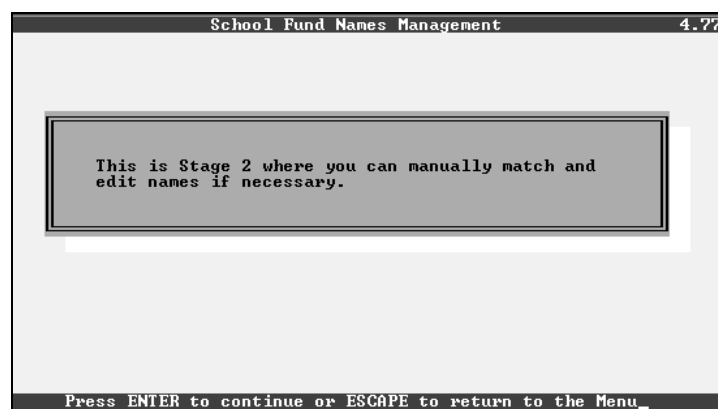


OR

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 2

Manual Matching of Names.



School Fund Names Management 4.77.01				
Import Names File				
Name	Class	Adm. No.	DOB	
ADAMS Gina	3BC	006025	14/03/97	
ADAMS Harold	5YT	009021	10/11/94	
ADAMSON Jonathan	4LP	004315	31/07/96	
ALEXANDER Helen	3BC	004734	10/12/96	
ALEXIS Thomas	1GT	005190	25/07/99	
ALLEN Carla	1GT	006498	31/03/99	
ALLEN Geoff	4LP	005109	08/01/96	
ALLERTON Mike	6JG	004865	14/11/93	
ANDREW David	5YT	003152	04/01/95	
ANDREWS Marcus	3BC	006190	29/01/97	
ANDREWS Neil	2NH	003197	25/07/98	

<ESC>Abandon <F2>Filter <F8>Edit <ENTER>Match/Show Names <F10>Continue

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.

School Fund Names Management			
Import Names File			
Name	Class	Adm. No.	DOB
Names File : Match with ADAMS Gina			
Name	Class	Adm. No.	DOB
Abbey National			
Allen			
Andrews			
Anning			
Archer			
Arnold			
Ash			
Ashley			
Atkinson			
Aurelius			
Austin			
[ADAMS GINA]			

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 ADAMS GINA from your import file, is the name Allen in School Fund Manager.

In this process you can use the arrow keys to move up and down the names list until the name you want to match to ADAMS GINA – is highlighted. If there is no match press the <ESC> key and you will return to the Import Names File. The next name in the list will be highlighted, ready for you to find a match.

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.

School Fund Names Management	
<p>This option allows you to filter the records that you are shown in the column headed class to match criteria set by you.</p> <p>Enter details into either or both of the fields shown and press ENTER. You will then be asked if you want to set this as a filter before being returned to the newly filtered data list.</p> <p>You should leave both fields blank to see all of the records once again.</p> <p>Year Group <input type="text"/></p> <p>Registration Group <input type="text"/></p>	

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 should leave both fields blank to see all
of the records once again.
Year Group      3
Registration Group
Apply this filter <Y/N>  Y
  
```

This is the resulting display.

School Fund Names Management				
Import Names File				
Name	Class	Adm. No.	DOB	
ADAMS Gina	3BC	006075	14/03/97	
ALEXANDER Helen	3BC	004734	10/12/96	
ANDREWS Marcus	3BC	006190	29/01/97	

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.

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.

These are the details of ANDREWS Marcus in the file waiting to be imported from your administration database.

```

School Fund Names Management

These are the details waiting to be imported:
Name      ANDREWS Marcus
Class     3BC
Registration Group  BC
Year Group      3
Admission Number 006190
Date of Birth   29/01/1997
Title
Middle Name

Enter the Class details or the Registration and Year
Group details. If the Class is entered it will take
priority over the registration and year group fields.
  
```

These are the details of the Andrews name already in School Fund Manager.

```

School Fund Names Management

These are the details in the names file:
Name      Andrews
Class
Admission Number
Date of Birth  /  /
  
```

You may add or edit information to either of these records.

The forename Marcus has been added to the record above and now when a match is identified you can tell exactly which Andrews is being matched in both lists.

School Fund Names Management			
Import Names File			
Name	Class	Adm. No.	DOB
Names File : Match with ANDREWS Marcus			
Name	Class	Adm. No.	DOB
Abbey National			
Allen			
Andrews Marcus			
Anning			
Archer			

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.

School Fund Names Maintenance		4.77.0
<p>You have elected to match the following details:</p> <p>From the Import File ANDREWS Marcus Date of Birth : 29/01/97 Class : 3BC Admission No : 006190</p> <p>with</p> <p>Current School Fund Manager Names File Andrews Marcus Date of Birth : Admission No :</p> <p>You may either update the current name file data with that from the import file or retain current names file data. The name you are matching will be removed from the import list.</p>		
<p><U> Update from Import File <R> Retain Current data <ESCAPE> Abandon</p>		

<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.

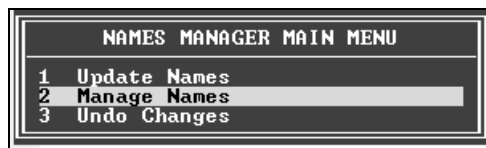
In most cases the record in the Import file will contain more details than the School Fund record. If you choose to Update from the import file, the details of any transactions attached to the name in the current file will continue to be attached to that name.

Once a name is matched it has been imported and will be removed from the display of both lists.

Compare the screen below with the screen on page 8 note ANDREWS Marcus is missing.

School Fund Names Maintenance			
Import Names File			
Name	Class	Adm. No.	DOB
ADAMS Gina	3BC	006075	14/03/97
ALEXANDER Helen	3BC	004734	10/12/96
BARRETT Holly	3JG	003091	18/04/97

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.

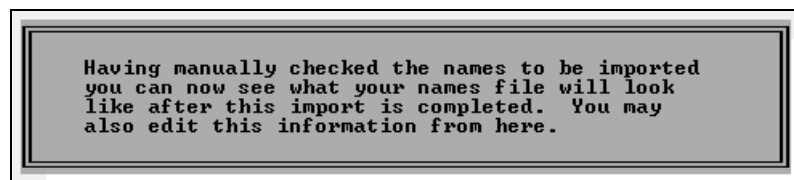


You can also Edit names from this Manage Names menu.



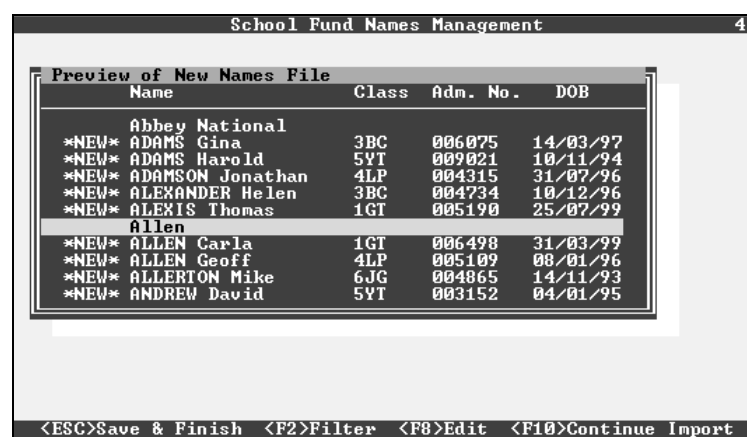
Once all your names are edited and/or matched you can proceed to Import the Prepared Names File.

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.

At this stage you are still able to edit individual names. In our example below Allen exists without any further details, you can choose to add these details here and now or later using Menu Option 6 4 in School Fund.



Allen is a name already in School Fund Manager. No match has been found either automatically or manually. The record for Allen contains only a surname. The details that can be added are listed below.

These are the details waiting to be imported:

Name	Allen Tim
Class	
Registration Group	
Year Group	
Admission Number	
Date of Birth	/ /
Title	
Middle Name	

Enter the Class details or the Registration and Year Group details. If the Class is entered it will take priority over the registration and year group fields.

Note that School Fund Manager will only display the Name, Year and Registration group. However, if you add details of the admission number and date of birth this name will be automatically matched if it is included in future imports files from your administration database.

School Fund Names Management				
4				
Preview of New Names File				
Name	Class	Adm. No.	DOB	
Abbey National				
NEW ADAMS Gina	3BC	006075	14/03/97	
NEW ADAMS Harold	5YT	009021	10/11/94	
NEW ADAMSON Jonathan	4LP	004315	31/07/96	
NEW ALEXANDER Helen	3BC	004734	10/12/96	
NEW ALEXIS Thomas	1GT	005190	25/07/99	
Allen Tim				
NEW ALLEN Carla	1GT	006498	31/03/99	
NEW ALLEN Geoff	4LP	005109	08/01/96	
NEW ALLERTON Mike	6JG	004865	14/11/93	
NEW ANDREW David	5YT	003152	04/01/95	

<ESC>Save & Finish <F2>Filter <F8>Edit <F10>Continue Import

You have prepared an import file and have had the opportunity to check it for inconsistencies and duplicates etc. If you are happy that this file is ready to be incorporated into your School Fund Manager data set then press the ENTER key. If you want to make further checks or just want to perform the update later press ESCAPE.

Backing Up is VERY important. You may use School Fund Manager Main Menu option 6 6 2 to backup.

IMPORTANT:
Although a backup of your names file will be made please ensure that you have a full backup before you continue.

If you have a backup and wish to continue press ENTER or press Escape to return to the menu.

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

You are about to import data that has been collected into your names file. You should ONLY proceed if you have checked the import data for duplicate records and inconsistencies with your School Fund Manager data files.

Press ENTER to proceed with the import or ESCAPE to finish and return to the menu without importing any data.

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.

```
The import of new names has been successfully
completed.

432 names have been updated in your names file.
```

When you go to School Fund Manager option 6 4 this is what your names list will look like.

Select Name		
Name	Class	Status
Abbey National		
ADAMS Gina	3BC	
ADAMS Harold	5YT	
ADAMSON Jonathan	4LP	
ALEXANDER Helen	3BC	
ALEXIS Thomas	1GT	
ALLEN Carla	1GT	
ALLEN Geoff	4LP	
Allen Tim		
ALLERTON Mike	6JG	
ANDREW David	5YT	
Andrews		
ANDREWS Marcus	3BC	

You will end up at this final step whether you complete an import in one go or return to an import after abandoning the process at any stage.

```
You are about to import data that has been
collected into your names file. You should ONLY
proceed if you have checked the import data for
duplicate records and inconsistencies with your
School Fund Manager data files.

Press ENTER to proceed with the import or ESCAPE
to finish and return to the menu without
importing any data.
```

Using the menu option Import Prepared Names File will finalise a prepared import.

School Fund Names Maintenance	
Select Option	
1	Match Names
2	Edit Names
3	Import Prepared Names File
4	Consolidate Duplicates

Once the import is complete you will see this screen. The number of names imported will be displayed.

```
The import of new names has been successfully
completed.

431 names have been updated in your names file.
```

UNDO an import

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

From the Names Manager Main Menu use Option 3.

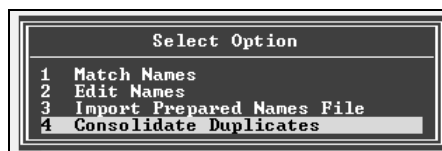


The undo option will return the names list to what it was prior to an import.

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.

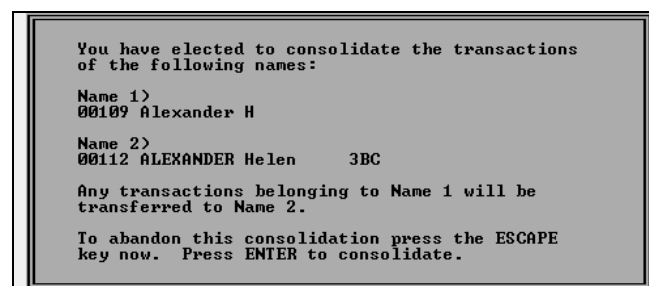


You must 'toggle' the names that you wish to consolidate. Only two names can be consolidated at one time. If you have a name that appears more than twice, consolidate the first two names and then the resulting name to the third and so on.

Consolidate Duplicates					
Code	Name	Class	Adm. No.	DOB	
00057	Abbey Piano				
00108	ADAMS Gina	3BC	006075	14/03/97	
00110	ADAMS Harold	5YT	009021	10/11/94	
00111	ADAMSON Jonathan	4LP	004315	31/07/96	
00109	Alexander H				
00112	ALEXANDER Helen	3BC	004734	10/12/96	

Here both Helen and H Alexander have been toggled. The Alexander H 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.

Consolidated : 4
Transactions consolidated successfully.

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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