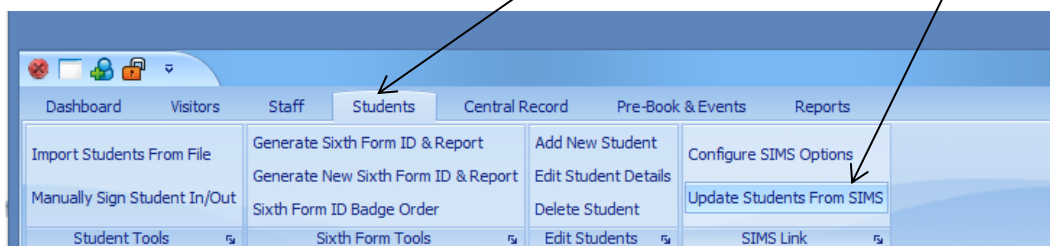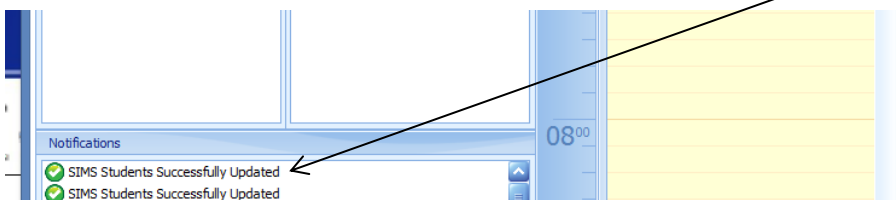SIMS Link – Keeping your InVentry system up to date

If you make a change to your staff or students in SIMS, these will automatically be picked up and imported in to inVentry during the night, keeping your InVentry up to date. You can manually force and update of staff or students in SIMS.

Forcing an update of Students from SIMS

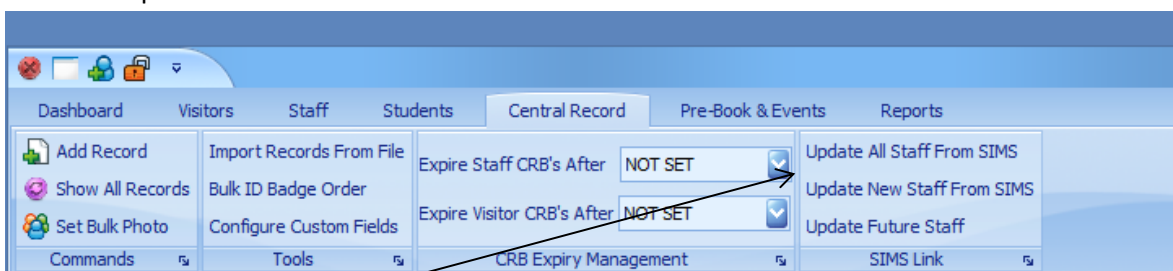1. Open the InVentry Console and click on the "Students" Tab, then click "Update Students From SIMS"

2. You can check that the update completed successfully, by checking the "Notifications" window on the Dashboard.

Forcing an update of Staff from SIMS

1. Open the InVentry Console and click on the "Central Record" tab, then use the appropriate button to update staff from SIMS.

Update All Staff From SIMS – This will import all Information for current staff from SIMS into InVentry. This will override any changes you have made in InVentry with the information from SIMS.

Update New Staff From SIMS – This will import any new staff who are in SIMS, but are not in InVentry, it will ignore any staff who are already in InVentry.

Update Future Staff – This will import any staff from SIMS who have a start date in the future, so you can import their information into InVentry before they start work. This is useful if you want to get their badge printed before they start work.