Cmd-filemove.bat

The batch file is set to the F: drive, in Please File. Change anything below “cd Please File”, but leave “PAUSE” at the bottom. The “PAUSE” function will stop the run to show you the changes and messages when attempting to move a file from “Please File” to the respective student’s folder.

This file coincides with <filemove\_edit.xlsm> (it is set to xlsm because macros will or could be added to the file to make the processes faster/smoother).

Filemove\_edit.xlsm

Three tabs on the bottom, inside the file: “File Move”, “Folders”, and “Raw Data”. The only thing you need to change in this file is the information in “Raw Data”. To get the ‘raw data’, use the <pleasefile\_rawdata.bat> file (enter any name and you’ll get the records).

What seems to work: in the “Raw Data” tab, go to the ‘Data’ section on top, click the ‘Refresh All’ icon/button, and choose the file created from <pleasefile\_rawdata.bat>. All the