

Loading the student demographic info into Mobile PIMS from Dadeschools

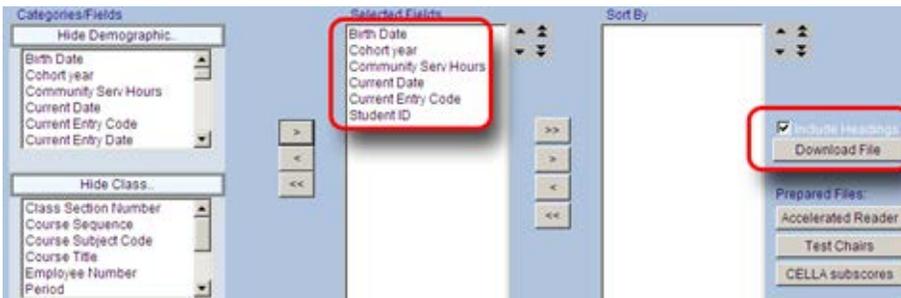
1. Log into the employee portal, and click on “Apps | Services | Sites”



2. Select the “File Download Manager” App.



3. From the Demographic Section, **choose Student ID (required)**. It merges the data based on locating a record with the matching student ID Number. Choose any other fields that you want to merge into Mobile PIMS. Grade, Last name, and First name are **NOT** required. The “Sort By” section is also irrelevant.

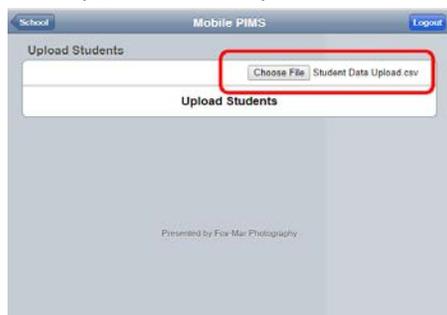


4. Turn on “Include Headings” and press the “Download File” Button. When prompted, say OK, and Save the file to your desktop. **DO NOT open the file, just save it.** If you open the file, Excel will remove the leading zeros.

5. Log into Mobile PIMS from your desktop (<http://www.pims.mobi>) with your username and password. Click the “Upload Student Data File” Button/Link. If this button does not appear, contact Fox-Mar or your school site PIMS administrator to add the permission for your account.



6. On the next screen, choose your CSV File that you just downloaded (most likely to your desktop), and click “Upload Students.”



7. On the next page, choose to Click the Header “On.” Choose “Comma” for Fields Separated By, and Press Next.



- Match the fields in the import file to where you want them to appear in Mobile PIMS, and press “Process.” If the field does not exist in mobile PIMS, put it into an alternate field. Contact us at Fox-Mar, and we can adjust the captions/titles of the fields to suit your school’s specific needs.

Completed successfully!

You have an import pending.
Filename: Student_Data_Upload.csv

StudentID is the Student ID
DOB is the Date of Birth
Lunch is the Lunch
Release is the Release
Locker Number is the Locker Number
Bus Number is the Bus Number
Address is the Address 1
Address Apt is the Address 2
City is the City
State is the State
Zip is the Postal Code
Parent Name is the Parent 1
Parent Phone is the Parent 2
email is the Email

Process

Start Over

- Once you press PROCESS, it goes through each record and updates the information for each student. **This process can take a while. Sometimes up to 5 minutes. Do not leave the page until it is done.** When it is done, it goes back to the landing page. Pull up a random student’s record to make sure it uploaded correctly.

You are all done!