## **SIMS Import Instructions**



 Detach the Lexplore Import File from your email and save in a known location on your computer but don't open the file. In SIMS go to **Reports / Import Report**. Click on **Open** and browse to the location of the saved Lexplore Import File. Double click to open this file.

sims Import report(s)		>	<pre>&gt;le School - &lt;</pre>				
Import reports and associ	ated templates from an archive	😂 Oper	6 <sup>610</sup> √5 <sup>610</sup> 15 <sup>610</sup> 35 <sup>61</sup>				
Select report file to import				×			
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This P	C > Documents > Lexplore	v ق	earch Lexplore	Q			
Organise 🔻 New folder			□== <b>▼</b>				
This PC	Name	Date modified	Туре	Size			
3D Objects	Lexplore Import File.RptDef	12/09/2019 15:17	RPTDEF File	5			
Documents Downloads Music Pictures Videos Windows (C:) Network LAPTOP-5D25VK							
v (				· · ·			
File name	E Lexplore Import File.RptDef		Report definition (*.Rp Open 😽	Cancel			
10A -			(AB)				

2) Click on the **Import** button. Once imported close the screen and go to **Reports / Run Report**. Highlight the yellow **Student Folder** and on the right scroll down until you find the Lexplore Report.

eport Browse	^	Name
Staff Class Aspect Contact Group Category Template Gradeset Resultset OMR Template Result	~	Lexplore Import File Licensed Photographer Export Barcode Licensed Photographer Export Barcode HT Licensed Photographer Export Excel List for School Photographers Locker Numbers Meal Arrangements Meal List (Free Meals) Medical Conditions Medical Conditions Medical Conditions & Contact Information Medical Events Dated



3) Double click on this and then either select individual year groups or click on **Select All**. Click **OK**.

SINS Enter parameter values for report			_	_ ×
Either select individual year groups or se	Select All Clear All Show All			<ul><li></li></ul>
			ОК	Cancel

4) The report will now run into excel. You will just need to enter the **School Name** in the first column. Save the file ready to import it into the Lexplore Portal.

	Δ	в	C	D	F	F	G	н	
-			-						
1	School	Class	First name	Last name	Date of birth	Year	Unique ID	Gender	
2		9A	Chris	Aaron	01 September 2005	9	Y820200109033	Μ	
3		9B	Jason	Aaron	08 March 2006	9	C823432117001	Μ	
4		9C	Liz	Aaron	01 September 2005	9	J820200109032	F	
5		9D	Sophie	Aaron	01 September 2005	9	M820200109034	F	
6		G	Graham	Abbess	29 September 2002	12	N823432113104	М	
7		Н	Sean	Abbey	19 September 2002	12	C823432113105	М	

## **Any questions?**

You can call **0161 697 4166** to talk to our team. Or you can email **support@lexplore.com**.