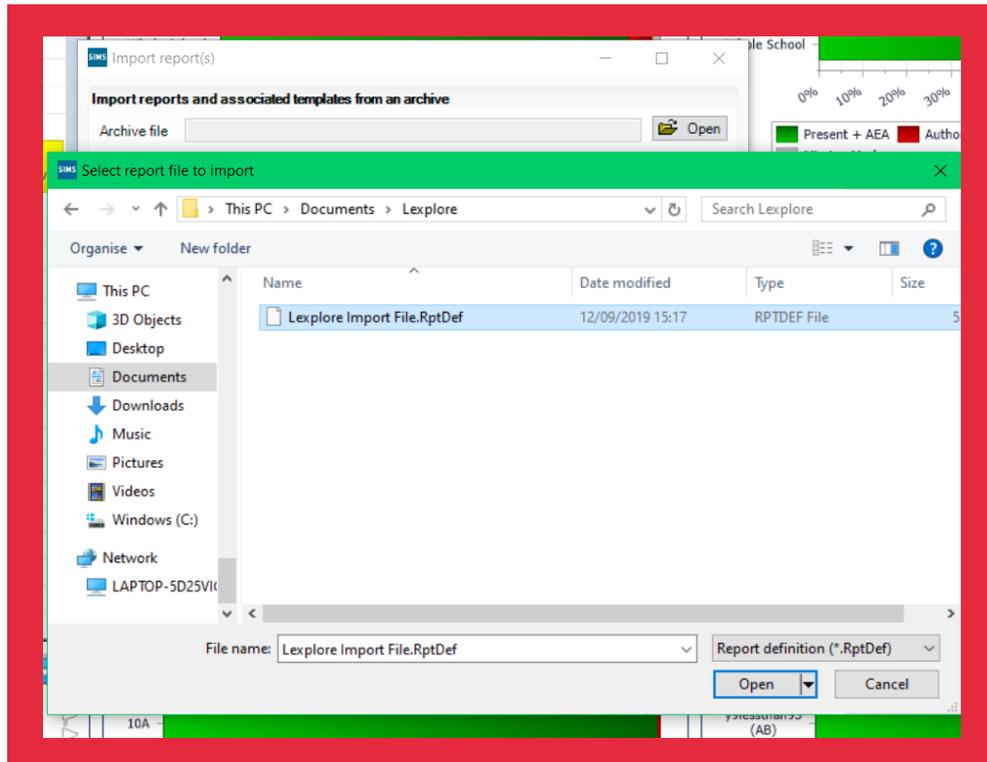
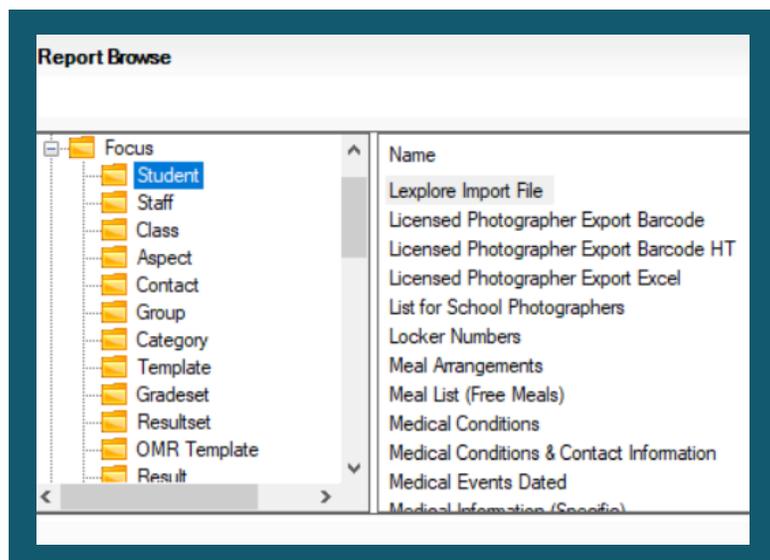


SIMS Import Instructions

- 1) 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.



- 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.



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

- 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.

	A	B	C	D	E	F	G	H	I
1	School	Class	First name	Last name	Date of birth	Year	Unique ID	Gender	
2		9A	Chris	Aaron	01 September 2005	9	Y820200109033	M	
3		9B	Jason	Aaron	08 March 2006	9	C823432117001	M	
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	M	
7		H	Sean	Abbey	19 September 2002	12	C823432113105	M	

Any questions?

You can call **0161 697 4166** to talk to our team.

Or you can email **support@lexplore.com**.