SIMS

Using the CTF Matching Screen

applicable to 7.148 onwards

Mini Guide

Revision History

Version	Change Description	Date
7.148 - 1.0	Initial release.	10/10/2012

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Contents

01| Using the CTF Matching Screen 1

Introduction 1

Importing a Common Transfer File (CTF) 1

Selecting the CTF Import File 4

Matching Pupil/Students and Importing the CTF File 6

CTF Matching Indicators 7

CTF Matching Scale 7

Additional Functionality 8

Refreshing 8

Running the Pre CTF Import Report 11

Importing the CTF 12

Exception Log 13

01 | Using the CTF Matching Screen

Introduction 1
Importing a Common Transfer File (CTF)..... 1
Importing the CTF..... 12

Introduction

The **Match and Import** panel on the **Import CTF** page enables you to examine the data stored in SIMS against the information in the CTF and decide which information should be imported.

IMPORTANT NOTES: *The matching method used in previous versions of SIMS has not changed, neither have the data items contained in the CTF file.*

The functionality provided by the ***Match and Import*** *panel on the* ***Import CTF*** *page is entirely optional. If you do not wish to use this enhanced functionality, you can continue to import a CTF using the original method.*

When using the ***Match and Import*** *panel on the* ***Import CTF*** *page, you are strongly advised to use a screen resolution of 1280x1024.*

In order to use the ***Match and Import*** *panel, you must have Microsoft .NET Framework 4.0 installed. This can be downloaded from the Microsoft® website (http://www.microsoft.com).*

Importing a Common Transfer File (CTF)

The CTF Matching routine enables you to define how a record in a CTF is imported into SIMS. It also enables you to select a record in the CTF that matches a record in your SIMS database then update the SIMS database with any missing details.

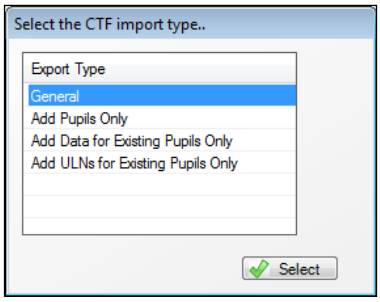
The method used to match a record in the CTF with a record in the SIMS database can be changed, enabling you to be as strict or as flexible as necessary.

The Core data (UPN, Surname, Forename, Gender and Date of Birth) is mandatory and is always imported.

IMPORTANT NOTES: *You are strongly advised to run the Address Tidy and Merge routine before importing or exporting a CTF to reduce the number of potential issues with regard to address matching.*

Any pupil/students records where the reason for leaving is recorded as ***Deceased*** *are not imported.*

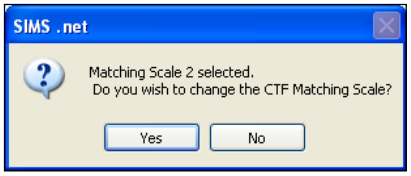
1. Select **Routines | Data In | CTF | Import CTF** to display the **Select the CTF import type** dialog.



This dialog enables you to create the following types of CTF:

- **General** - imports a full CTF export file.
- **Add Pupils Only** - imports data for pupil/students who do not already exist in SIMS.
- **Add Data for Existing Pupils Only** - imports data in the CTF for pupil/students who already exist in SIMS.
- **Add ULNs for Existing Pupils Only** - imports only the ULNs for pupil/students who already exist in SIMS.

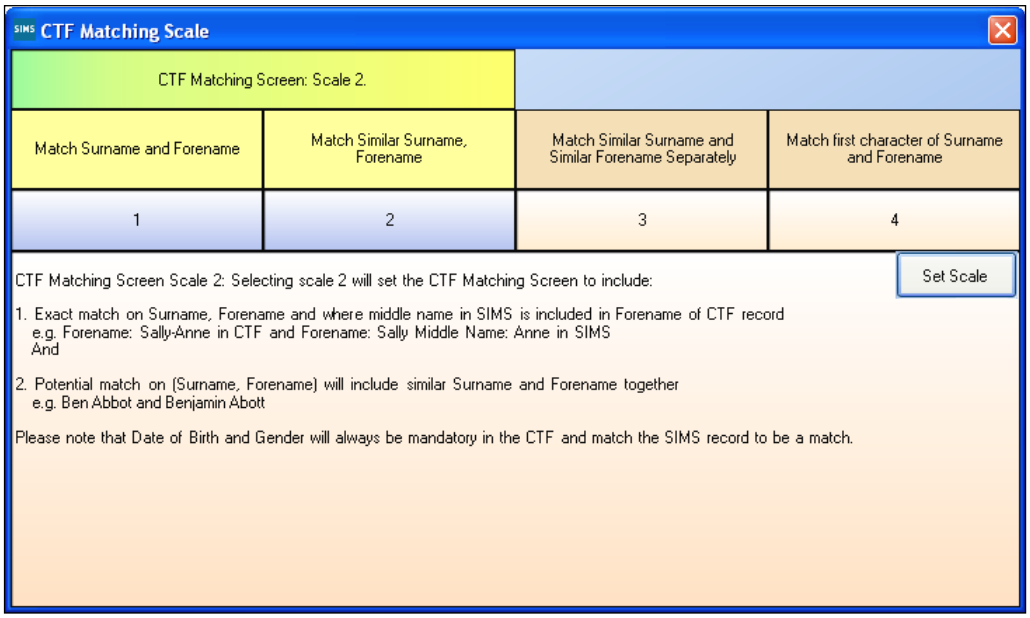
2. Highlight the required CTF import type then click the **Select** button to display a message asking you to confirm whether you wish to change the matching scale.



This message relates to the **Match and Import** panel on the **Import CTF** page, which enables you to examine the data stored in SIMS against the information in the CTF and decide which information should be imported.

The scale defaults to level **2**, indicating that the system will match on similar surname and forename.

3. If you wish to remain on level **2** of the matching scale, click the **No** button to display the **Import CTF** page then import the CTF. The page name is appended with the option selected in the previous dialog. To change the matching scale, click the **Yes** button to display the **CTF Matching Scale** dialog.



This screen enables you to select the required scale from the following:

- Scale **1** – Match Surname and Forename
- Scale **2** – Match Similar Surname and Similar Forename
- Scale **3** – Match Similar Surname and Similar Forename Separately
- Scale **4** – Match first character of Surname and first character of Forename

The corresponding number indicates the level of matching you wish to carry out, with level 1 being the most strict and 4 being the most flexible.

4. Select the required matching scale by clicking the required heading (e.g. **Match Surname and Forename**) or the required level number (e.g. **1**).

   Clicking the required matching scale displays in the bottom panel of the screen, more detailed information on the selected scale.

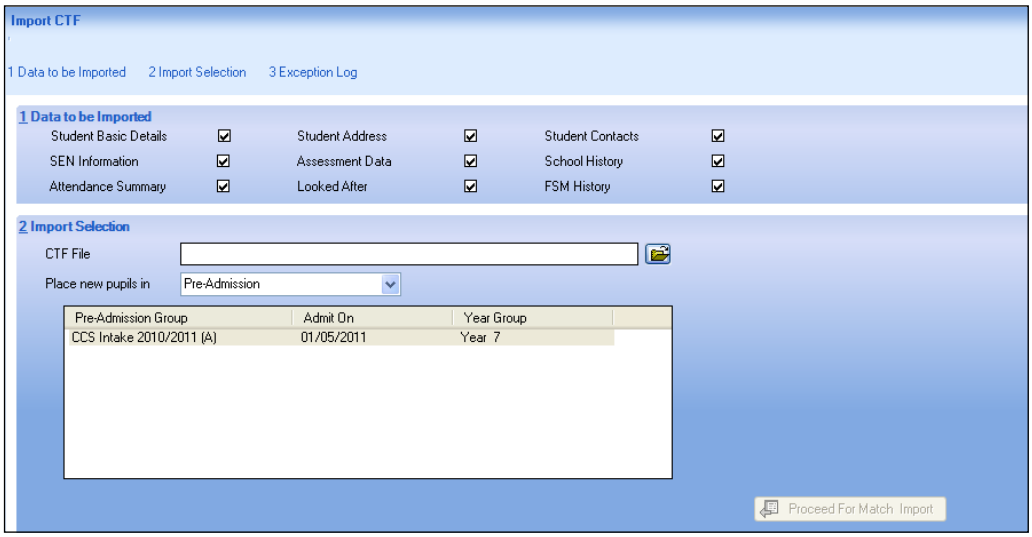
5. Confirm that you wish to implement the new matching scale by clicking the **Set Scale** button to display the **Import CTF** page.

> *NOTE: The matching scale can be changed later in the process via the **Match and Import** panel on the **Import CTF** page.*

Selecting the CTF Import File

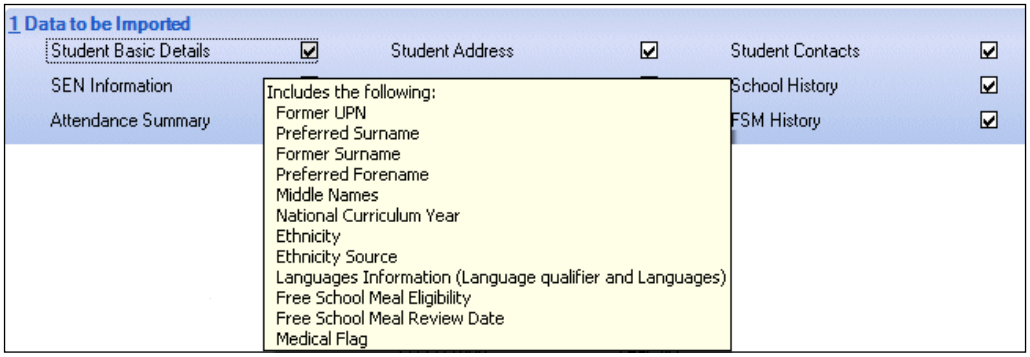
The categories of data that can be imported via CTF are displayed in the **Data to be Imported** panel. Any data item where the adjacent check box is selected indicates an item that will be imported by default.

> *NOTE: The data items that will be imported by default are defined on the **Configure CTF Defaults** page (via **Tools | Setups | CTF**).*

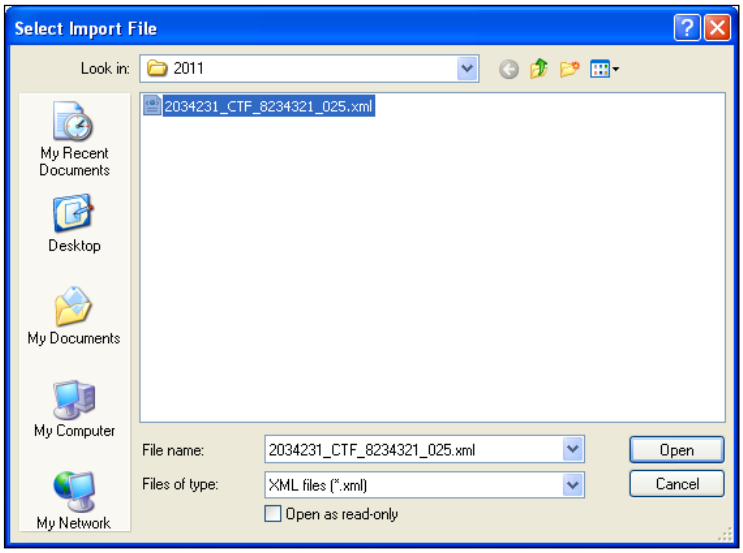


Amend the default settings by selecting or deselecting the appropriate check box(es), if required.

> *TIP: Hover the mouse over each check box to view a list of the data in each section, as shown in the following graphic.*



1. Select the CTF File you wish to import by clicking the **File Browser** button in the **Import Selection** panel to display the **Select Import File** dialog.



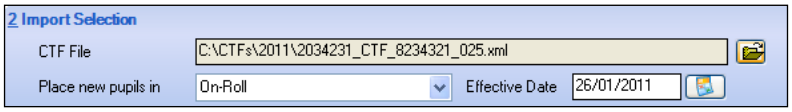
2. Navigate to and highlight the required CTF file then click the **Open** button to return to the **Import CTF** page.

> *NOTE: Before the import takes place, SIMS checks that the CTF file you have selected is intended for your school by validating the header information contained in the file and the CTF file name. The header information contains the Local Authority number and Establishment Code for your school. If the file you are trying to import is not intended for your school, a warning message is displayed and the import should be abandoned. If the CTF file field appears red, the file is likely to be invalid. The file name should contain the Local Authority number/school number of the sending school and the Local Authority number/school number of the receiving school.*

3. Select whether you wish to place the pupil/students contained in the CTF file into a **Pre-Admission** group or **On-Roll** from the **Place new pupils in** drop-down list.

   If you wish to place them in a **Pre-Admission** group, highlight the required group in the table.

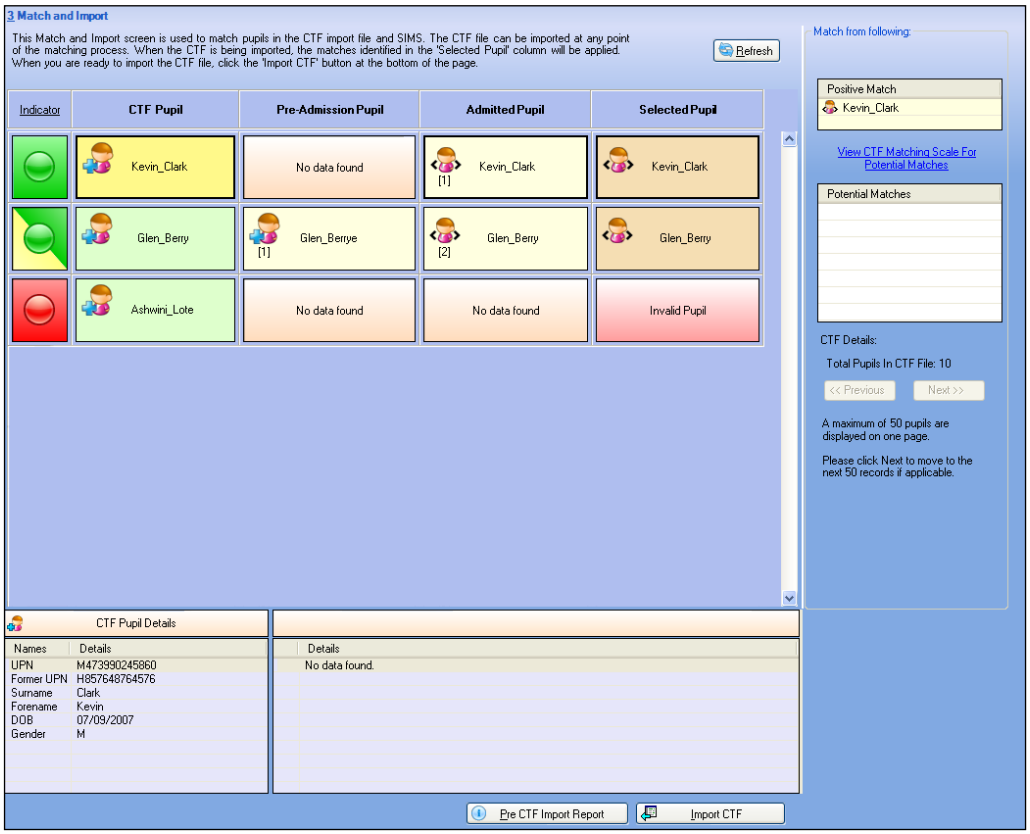
   If you wish to place them **On-Roll**, select an **Effective Date** (i.e. place them on-roll as of this date) by clicking the **Calendar** button then selecting the required date.



   You might wish to enter an earlier date if, for example, the CTF is received after the pupil/student has been admitted to the school. If the CTF is imported after the pupil/student has been admitted, their group memberships will commence as of the current date. Selecting an earlier date, i.e. when the pupil/student arrived at the school, enables the group memberships to be set accurately and without the need for manual intervention.

If you leave the date as the default, CTF import creates membership information (e.g. ethnic, religion, etc.) for an on-roll pupil/student as of the day of import, meaning you must change these membership dates manually to make them accurate, if required.

4. With the correct options selected, click the **Proceed For Match Import** button to display the **Match and Import** panel.



Matching Pupil/Students and Importing the CTF File

The CTF Matching routine enables you to define how a record in a CTF is imported into SIMS. It also enables you to select a record in the CTF that matches a record in your SIMS database then update the SIMS database with any missing details.

The method used to match a record in the CTF with a record in the SIMS database can be changed, enabling you to be as strict or as flexible as necessary.

> ***IMPORTANT NOTE:*** *The functionality provided by the* ***Match and Import*** *panel is entirely optional. If you do not wish to use this enhanced functionality, you can continue to import a CTF using the original method by clicking the* ***Import CTF*** *button in the* ***Match and Import*** *panel without making any changes in this panel.*

The **CTF Pupil** column displays pupil/students who are either pre-admission or on roll.

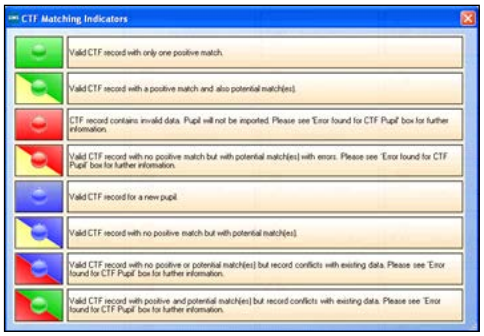
Pre-Admission Pupil/Student icon

On Roll Pupil/Student icon

CTF Matching Indicators

The **Match and Import** panel displays indicators that help you to identify whether the CTF record has any conflicts and shows how the pupil/student record will be imported into SIMS.

Click the **Indicator** link to display the **CTF Matching Indicators** dialog, which shows a detailed description of each indicator.



Exit the **CTF Matching Indicators** dialog to return to the **Match and Import** panel.

CTF Matching Scale

The **Match from following** panel includes a link that can be selected to show the **CTF Matching Scale** (**View CTF Matching Scale For Potential Matches**).

> *NOTE: The **CTF Matching Scale** is read-only. Any changes will need to be made by re-opening the **Import CTF** page by selecting **Routines | Data In | CTF | Import CTF**.*

Two grids are displayed in the **Match from following** panel.

- **Postive Match** – the record the CTF would match upon import if no action is taken.
- **Potential Matches** – could display more than one potential match from either the pre-admission or on-roll records.

The cell you select in the **Match and Import** panel will determine what is displayed in the **Match from following** section on the right-hand side of the panel.

- If you select a cell in the **CTF Pupil** column, all potential matches (whether on-roll or pre-admissions) will be displayed in the **Match from following** section on the right-hand side of the panel.
- If you select a cell in the **Pre-Admission Pupil** column then only pre-admission potential matches will be displayed.

- If you select a cell in the **Admitted Pupil** column then only the admitted potential matches will be displayed.
- If you select a cell in the **Selected Pupil** column then on-roll and pre-admission pupils will be displayed.

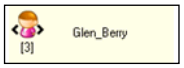
The users can agree with the system that the positive match is correct and leave as the **Selected Pupil** or they can double click on a potential match and then that match will become the **Selected Pupil** which is the CTF record that will be updated.

Additional Functionality

If you decide that the **Selected Pupil** and/or potential student/pupil(s) are incorrect matches, then right-click the **Selected Pupil** and select **Remove selection** to change the selection to a **New Pupil** or a **Conflicting Pupil**.

If you right-click the **CTF Pupil** column and select **Add as a new pupil**, the content of the **Selected Pupil** column changes from **Positive Match** or **Manual Match** to **New Pupil**.

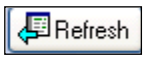
If you right-click the **CTF Pupil** column and select **Do not import this pupil**, the selected pupil will not be imported.



The number under the symbol reflects the number of matches found. The first name in the grid is displayed in the pupil cell but all matches are displayed in the **Match from following** grid.

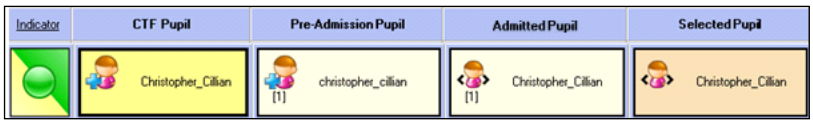
Refreshing

Clicking the **Refresh** button when data in SIMS has been changed affects the pupil/students in the Match and Import panel.



Refresh button

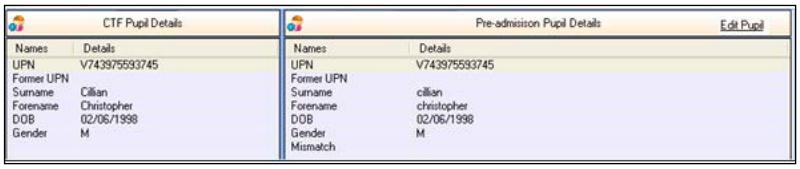
The following is an example of a change you may wish to make in the **Match and Import** panel.



Christopher Cillian has a UPN in CTF that matches the pre-admission pupil record in SIMS. However, you may wish to make the admitted pupil in SIMS match to the CTF record so that upon import all the information apart from the UPN will be imported to the admitted pupil.

You can delete the pre-admission record which will delete the UPN and allow it to be assigned to the admitted pupil.

1. Click the **Pre-Admission Pupil** cell to display the data for that pupil/student as shown in following graphic.



The graphic shows that UPNs match and the pre-admission UPN needs to be removed.

2. Right-click the **Edit Pupil** link on the right-hand side of the page then select **Go to Browser** to display the **Find Application** browser.
3. Search for and highlight the required pupil/student (Christopher Cillian in this example) then click the **Delete** button in the browser to delete the record.
4. Once the record has been deleted, click the **Back** button to return to the **Match and Import** panel and click the **Refresh** button to remove Christopher Cillian from the **Pre-Admission Pupil** column and allow the UPN to be imported against the admitted record upon import of the CTF.

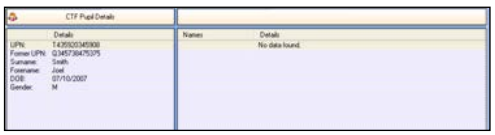
   There are two panels at the bottom of the **Import and Match** panel. The first panel contains information about the CTF pupil/student that is taken from the CTF file. These include:

   - UPN
   - Former UPN
   - Surname
   - Forename
   - DOB
   - Gender.

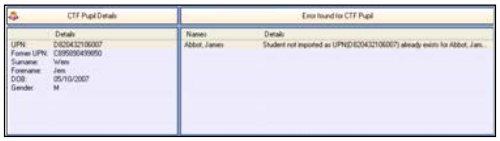
   When you select a different pupil/student, the **CTF Pupil Details** panel changes.

   The details in the second panel will differ depending on what cells you select.

   If the pupil/student selected does not have any conflicting errors with SIMS, the following graphic is displayed.

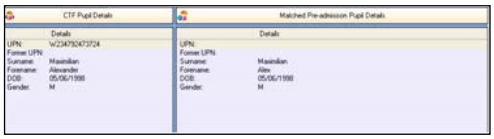


If the pupil/student selected has conflicting errors with SIMS then the **Error found for CTF Pupil** panel will be displayed.

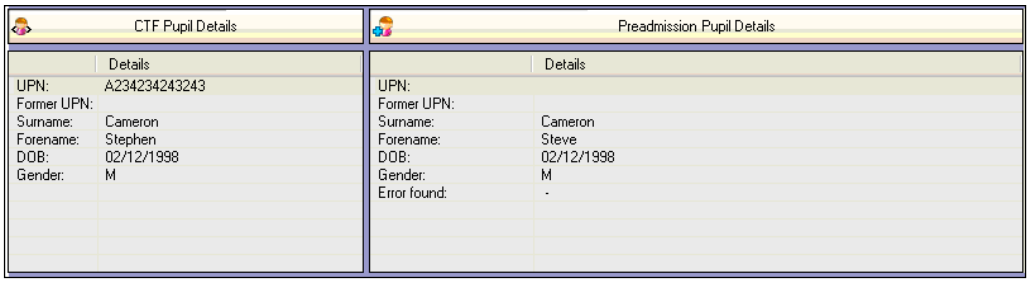


If the pupil/student selected in the **Selected Pupil** column is admitted or has ever been admitted, the **Matched On-Roll Pupil Details** will be displayed.

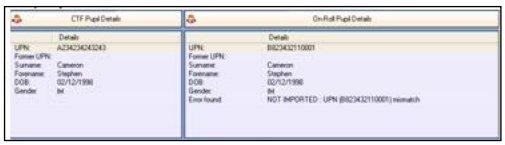
If you select a pupil/student in the **Selected Pupil** column and they are a pre-admission pupil then the **Matched Pre-admission Pupil Details** will be displayed.



If you select a pupil/student in the **Pre-Admission Pupil** column then the **Preadmission Pupil Details** box will be displayed.



If you select a pupil/student in the **Admitted Pupil** column then the **On-Roll Pupil Details** box will be displayed.



Running the Pre CTF Import Report

The Pre CTF Import Report can be run to indicate what exactly will happen if you decide to import the CTF.

Pre CTF Import Report

This report is designed to show the results should user decide to import the CTF.
Once the user is satisfied with the report the 'Import CTF' button can be selected.

Security Message: This report contains sensitive information.
CTF Filename: D:\CTFs\2011\2034231_CTF_8234321_025.xml

Total Pupils: 10 **New Pupils:** 8 **Updated Pupils:** 0 **Not Imported Pupils:** 2

New Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender
Berry	Glen	C234234234234	02/06/1998	M
Cameron	Stephen	A234234243243	02/12/1998	F
Cillian	Christopher	V743975593745	02/06/1998	F
Clark	Kevin	M473990245860	07/09/2007	M
Jonathon	Jack	B384573957943	05/06/1998	F
Maximilian	Alexander	W234792473724	05/06/1998	M
Smith	Joel	T435920345908	07/10/2007	M
Smith	John	A895890495889	07/10/2007	M

Updated Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender	SIMS Matched Pupil Surname	SIMS Matched Pupil Forename
-	-	-	-	-	-	-

Updated Pre-Admission Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender	SIMS Matched Pupil Surname	SIMS Matched Pupil Forename
-	-	-	-	-	-	-

Not Imported Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender	Error Message
Wem	Jem	D820432106007	05/10/2007	M	Pupil Wem, Jem not imported as UPN (D820432106007) already exists for pupil Abbot,

Importing the CTF

When you are satisfied with the selections that you have made, you can import the CTF by clicking the **Import CTF** button.

The CTF is imported and the CTF Import Report is displayed, which explains what happens to the CTF pupil/student record once it is imported into SIMS. The report is saved in the Import CTF directory.

CTF Import Report

Security Message: This report contains sensitive information.
CTF Filename: D:\CTFs\2011\2034231_CTF_8234321_025.xml
Date Imported: 21/09/2011

Total Pupils: 10 **New Pupils:** 8 **Updated Pupils:** 0 **Not Imported Pupils:** 2

New Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender
Berry	Glen	C234234234234	02/06/1998	M
Cameron	Stephen	A234234243243	02/12/1998	F
Cillian	Christopher	V743975593745	02/06/1998	F
Clark	Kevin	M473990245860	07/09/2007	M
Jonathon	Jack	B384573957943	05/06/1998	F
Maximilian	Alexander	W234792473724	05/06/1998	M
Smith	Joel	T435920345908	07/10/2007	M
Smith	John	A895890495889	07/10/2007	M

Updated Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender	SIMS Matched Pupil Surname	SIMS Matched Pupil Forename
-	-	-	-	-	-	-

Updated Pre-Admission Pupils

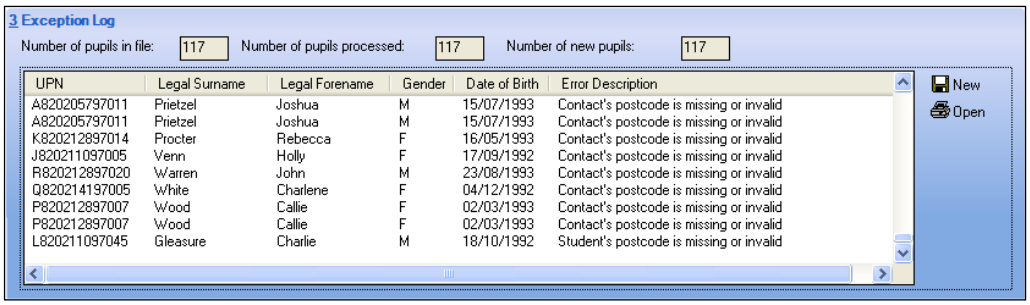
CTF Surname	CTF Forename	UPN	Date of Birth	Gender	SIMS Matched Pupil Surname	SIMS Matched Pupil Forename
-	-	-	-	-	-	-

Not Imported Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender	Error Message
Wem	Jem	D820432106007	05/10/2007	M	Pupil Wem, Jem not imported as UPN (D820432106007) already exists for pupil Abbot, James
Lote	Ashwini	T567358y85	02/03/1986	F	Invalid pupil record: Invalid UPN

Exception Log

Once the CTF file has been imported, the **Exception Log** panel is displayed. This panel provides information on any errors that occurred during the import of the CTF file.



UPN	Legal Surname	Legal Forename	Gender	Date of Birth	Error Description
A820205797011	Prietzel	Joshua	M	15/07/1993	Contact's postcode is missing or invalid
A820205797011	Prietzel	Joshua	M	15/07/1993	Contact's postcode is missing or invalid
K820212897014	Procter	Rebecca	F	16/05/1993	Contact's postcode is missing or invalid
J820211097005	Venn	Holly	F	17/09/1992	Contact's postcode is missing or invalid
R820212897020	Warren	John	M	23/08/1993	Contact's postcode is missing or invalid
Q820214197005	White	Charlene	F	04/12/1992	Contact's postcode is missing or invalid
P820212897007	Wood	Callie	F	02/03/1993	Contact's postcode is missing or invalid
P820212897007	Wood	Callie	F	02/03/1993	Contact's postcode is missing or invalid
L820211097045	Gleasure	Charlie	M	18/10/1992	Student's postcode is missing or invalid