Importing

Import

The import option from the Main menu provides a means for districts to load data into the application from a spreadsheet or an extraction from another source. The file to be imported must have an SEQ or CSV file extension and must meet format requirements. If attempting to import a flat file extracted from a student data source system and it has a .txt extension, rename the file giving it a .seq extension. Just changing the file extension in this case should allow the file exported from your source system to be imported into EMISFFE provided it is in the correct format per the EMIS Guide.

The Import option will not Update records. During the Import process, if a record to be loaded is already found to be stored in the EMISFFE application, the record from the load file will be rejected. An error will be generated to the screen indicating that the record is already on file.

For districts wishing to reload data, it will be necessary to first remove any previously stored data for the record type. This may be accomplished by using the Delete All option from the List view for the record type. Once all of the records for the record type have been deleted, the Import option may be used to reload the data for the record type.

Flat File Import Requirements

For those districts needing to import data utilizing a sequential file, the format of the records must follow the specifications provided in the EMIS Manual. These files must have an SEQ extension in order to load properly into EMISFFE. Multiple record types may be included in a single load file.

QN data

Five Year Forecast Assumptions may not be Imported into EMISFFE using the Import option. EMISFFE will convert text into the proper detail format for EMIS-R reporting using the Forecast Assumptions (QN) entry screen. For specific details on converting QN data, please refer to the Forecast Assumptions/Notes page.

GV data

Beginning with FY16, ODE releases the GV source file through the EMIS data collector, Reports tab, Level 2 reports. ITC's may find all of their districts GV source files using the filter options from the Reports tab, Level 2 reports.

> **Flat File**
>
> Please note that the file ODE releases through the data collector for importing into EMISFFE is a flat file even though it has a CSV extension in the data collector. There is a restriction within the data collector that prevents ODE from using a different file extension on these files.

Using the **Collection Request** filter, select the appropriate D collection.
Report name includes CTFL-002
Note that the file name may differ if ODE publishes additions. Use the appropriate name for the GV source file you are wishing to import into EMISFFE.
Click **Show Reports**

This will result in a listing of all the GV source files for the ITC's member districts.
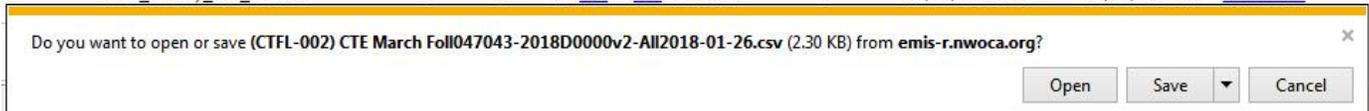
Each districts file will need to be saved individually.
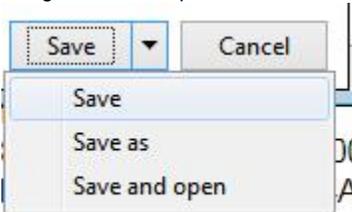
Left mouse click on the filename, Save file

> **Browsers**
>
> Note that each browser behaves differently when Saving files. The examples shown will be from Internet Explorer (IE). At the time of this writing, Firefox added %'s to the filename making it very cumbersome to deal with.
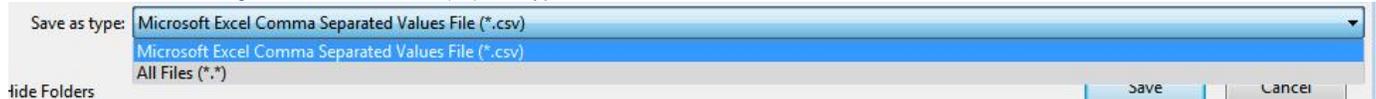
From IE, when selecting to Save file, you should see a popup like so

Do you want to open or save **(CTFL-002) CTE March Foll047043-2018D0000v2-All2018-01-26.csv** (2.30 KB) from **emis-r.nwoca.org**?   Open   Save ▼   Cancel

Using the Save drop down, select Save As

Save ▼   Cancel
- Save
- Save as
- Save and open

Within the Save As dialog, select the "All Files (*.*)" file type

Save as type: Microsoft Excel Comma Separated Values File (*.csv)
- Microsoft Excel Comma Separated Values File (*.csv)
- All Files (*.*)

Hide Folders   Save   Cancel

Name the file as desired with a .SEQ extension and Save.

The file with the .SEQ extension will now be able to be imported into EMISFFE.

GV - Additions/Appeals

Some districts may receive a second file containing additional students to be added to the March reporting data. In some cases, the second file may contain corrections to students that had been included in the original GV data file from ODE. For example, the program was incorrectly reported and thru the appeals process this has been corrected.

If the additional file contains only additions, the file may simply be imported into EMISFFE following the instructions above. The additional students will be added to the existing GV data in EMISFFE.

If the additional file contains students which were updated from the original GV source file, special steps need to be taken. EMISFFE will not update a record during import, it will only write records if the record does not already exist. An error would be issued during the import indicating there was already a record on file with a matching key and the corrected record from the additions file would be ignored. To get these corrected records into EMISFFE, the following steps should be taken.

1. Extract the existing GV data from FFE and save the resulting extraction file to an easily accessible location as you will be needing it in a future step. This will retain any updates that the district has already made to this data.
2. Once you have verified you have a good extraction file from the first step, use the 'Delete All' to delete all of the current GV data from EMISFFE
3. Import the additions file received from ODE
4. Import the extraction file from step 1. An error will be generated for each record that was updated and resent in the additions file (step 3). Those duplicate key errors may be ignored as the corrected record will now be loaded into EMISFFE from step 3.

Known Issues

When importing a large data file, EMISFFE may time out with a "Proxy" error. This may occur after approximately 15 minutes of importing data. However, even though this error is generated, the data continues to be imported. Depending upon the size of the data file being imported, it may take several hours for the import process to complete.

If the "proxy" error is received, do not start another import process until you have verified that the previous import has completed. After this "proxy" error has been generated, the load of records may be monitored by going to the list view for the record type being imported. At the bottom of the List view page, take note of the value that shows in the box to the left of "Next". That box/value represents the highest page number. Then click on that box for the highest page. When the list view is redisplayed, if the highest page number box shows a higher number, records are still being loaded.