

DOWNLOAD OPPORTUNITIES - CIMS



CIMS information can be saved in a format downloadable to your PC in 2 ways, namely:

1. From a file that has been created on the AS/400 by the user running a CIMS option, eg:
 - Select STU.530 (print your own report) and request to build to a file 'Y'
 - Select GRD.591 (Honor roll report) and request to build a file 'Y'
 - Select ATT.580A (attendance report) and request to build a file 'Y'
 - Select Synrevoice (SYN.615) to download grade levels, attendance
 - Select specific file download options (eg: Jostens download, TRAX File download..)
2. By generating a CIMS Report. Any CIMS report sitting in your output queue can be downloaded into Word or Excel or in text format

You can download the information from the AS/400 to your own PC in two different ways, namely:

1. Use Client Access File transfer Icon
2. From Excel, utilize the AS/400 file transfer atom (if it exists)

Knowing what to request within the download:

a) File Name

Regardless of the method that you use to transfer the information, both operations require that you know the filename that you wish to download. All AS/400 file names will look like:

SMSTRANS/FILENAME(member)

Library Name File Name Member = sometimes optional

- Most files you will download will be from library SMSTRANS. When scanning information is uploaded/downloaded it utilizes a library called CSOFILES. For BC customers, TRAX information is loaded into library SMSBCFILES.
- The filename will never have spaces or dashes or funny characters. It will be at minimum 6 characters in length and commonly starts with a 'P'
- On some file (eg: anything downloaded in STU.530) along with the filename, the system records your USERID as the member name. In other situations, the member name will be your client ID (eg: SD23_00 = Kelowna, SD22_00 = Vernon , MLAKE00 = Mystery Lake)

b) File Type (Details button)

For your own purposes, information is best held in a spreadsheet or database application ... like Microsoft Excel. Once the data is in this format, it can easily be sorted, filtered, and altered to suit your needs. In the download detail, select either type 'CSV' which means comma separated or ideally select a type of 'XLS' which means Excel format.

SPECIAL NOTE: If you are downloading a CIMS report (DOS.900 method) ALWAYS select type 'ASCII'. When you ask to open the file in Excel, it will then allow you to split the fields of the report nicely NOT according to the first row of items.

SPECIAL NOTE: If you are producing a file for a company or outside purpose, ie: Jostens for pictures, Novell Network for USERIDs, Baragar Demographics for student information, the safest file type to select is 'ASCII'

List of File Names for downloads

STU.530 - Creates SMSTRANS/PSTU530(USERID) - This file will be overwritten each time a new request is made

GRD.591 - Creates SMSTRANS/PSTU530(USERID)

SYN.615 - Creates SMSTRANS/PSYN6151(clientYYY) - Member equals clientID plus 3 digit school Code

DOS.900 - Creates a file SMSTRANS/PDOWNOUT(USERID)

ATT.580A (Student Absence summary info) - Creates SMSTRANS/USERID(USERID)

Special Mention

Handling downloading is ALWAYS, ALWAYS, ALWAYS a two step process:

- Always run a CIMS option to produce the information you desire (eg: Report Writer to build a file, ATT.580A to include appropriate students, GRD.591 to generate honor roll file)
- Always select to thru client access file transfer or Excel add-in to move the file from the AS/400 to an appropriate directory within your own PC.

Download using Client Access File Transfer ICON

* Include a 'txt' or 'csv' extension name so that Excel or Word know what to do with the file
 * Indicate the directory/folder to save your new file into

Input appropriate AS/400 File Name information:

- No spaces
- Front slash between library and file name
- Brackets around member name

Press Details to be able to select an appropriate Save Type of either txt (text) or comma separated (csv)

With File selected, input:

- What directory you want your file placed into
- What name to give the file
- Always name it with extension ".txt" so that Excel and Word will know what to do with it

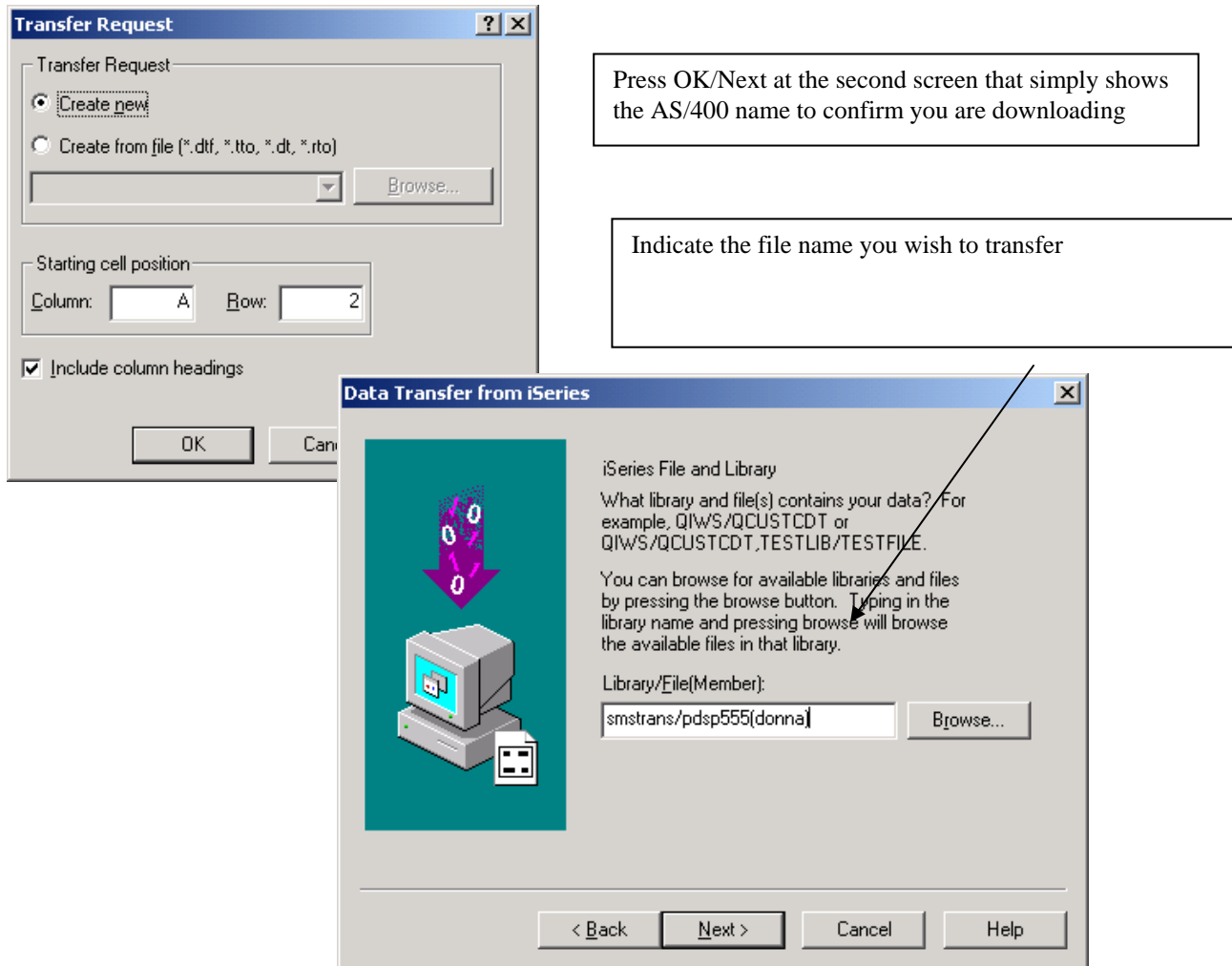
Choose NOT to save the file description file

Download using Excel Icon

The easiest method for updating your results, is to utilize the Bible option from within Excel.

- a) Open a new spreadsheet
- b) Position your cursor at row 1 column 1
- c) Select to Transfer From AS/400 (BIBLE) Ask to Create New

Once file name is entered - NEXT, NEXT, FINISH - Do not fill in any other information !!!



- a) The system may ask you to sign in to CIMS - then all information will fill the spreadsheet.

The file will present itself within Excel. Now you must utilize your Excel skills to make it appear as you wish, ie:

- Delete the columns you do not require
- Lengthen the fields to show all contents of the field
- Sort in an appropriate fashion

DOS.900 - REPORT DOWNLOAD OPTION

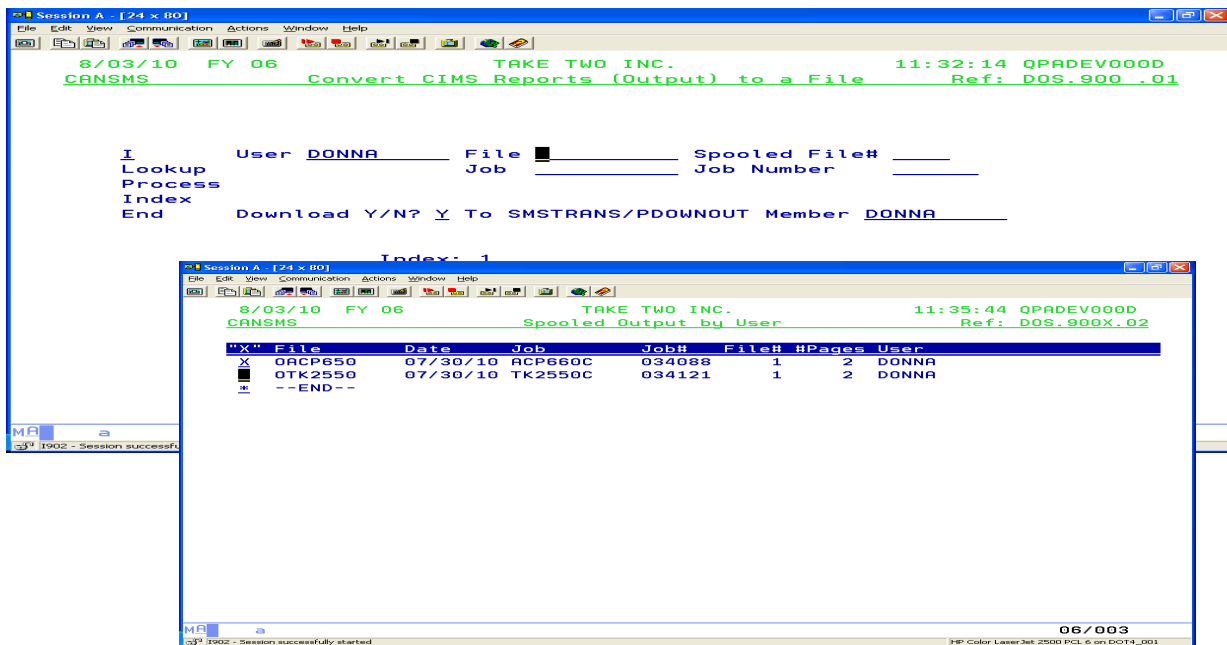
The Purpose of DOS.900 is to be able to download a report that has been requested within CIMS. This is different than downloading a file:

- File build means DATA only, so it is PERFECT for loading into a spreadsheet or database. DOS.900 downloads the exact contents of your report including all page headers, page numbers, titles etc. This means that if you wish to load the information into a database or spreadsheet, you have to be careful to strip out the page titles and blank lines.

** Only use DOS.900 when you cannot achieve your goals using an option in CIMS that allows you to 'Build File'.

The DOS.900 process can work for any report in any CIMS product.

- 1) Run the Report
- 2) From any CIMS menu type DOS.900. This is the option that presents all of the reports waiting to be printed allowing you to select which report to work with. It copies the report contents to a database file (maximum width 180) so that it can be downloaded to a PC. The file that is created is called SMSTRANS/PDOWNOUT(USERID)



'P' rocess the appropriate report

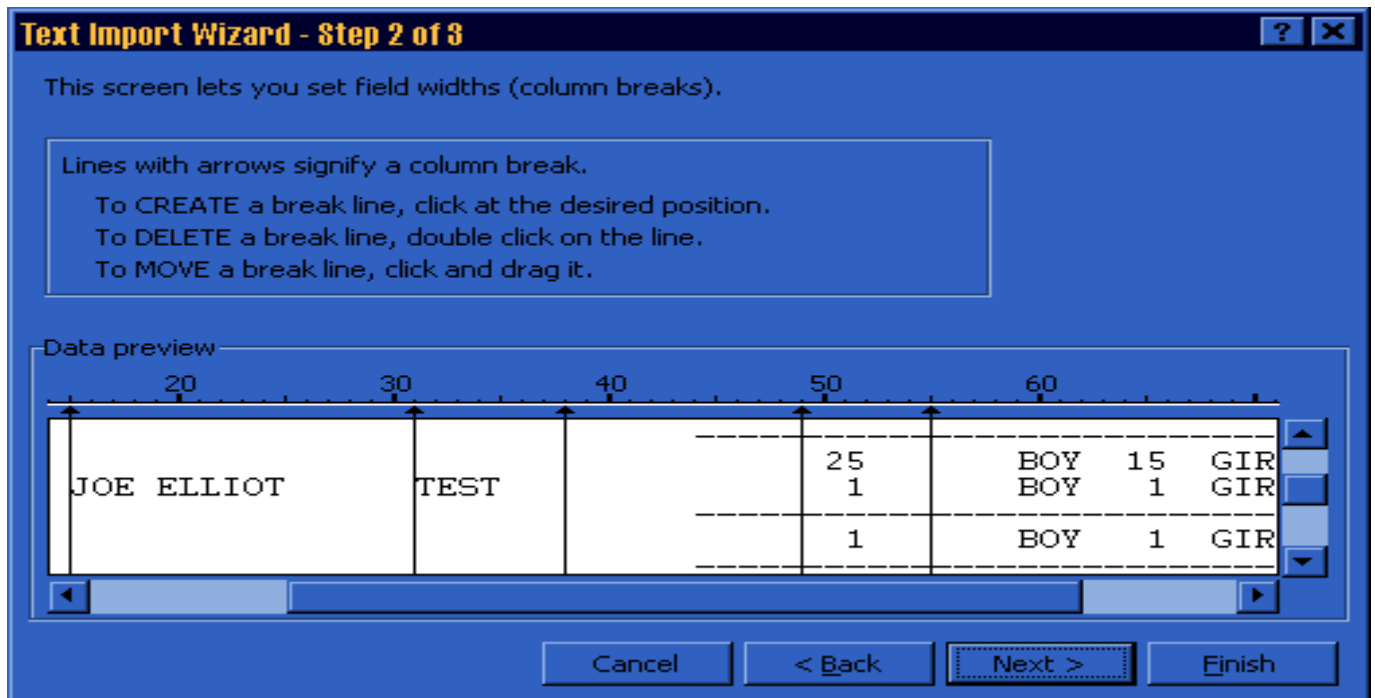
- 3) Within Excel, use the CIMS <Bible> add-in to transfer your file SMSTRANS/PDOWNOUT(userid) to excel
- 4) Use <Data> <Text to columns> to separate the fields
 - "Click" to separate columns/fields according to the columns of the report NOT how the page headings look!!

A wizard will appear allowing you to "split" the fields into a desired format. Make sure to put vertical bars to separate each appropriate field. The system attempts to assist based on the heading.

\\Blackdell\cims\Student\PDOWNOUT.DOC Last printed 8/3/2010 1:14:00 PM

- 5 -

Remove unwanted vertical bars, and place them in appropriate positions at the start of each column within the report



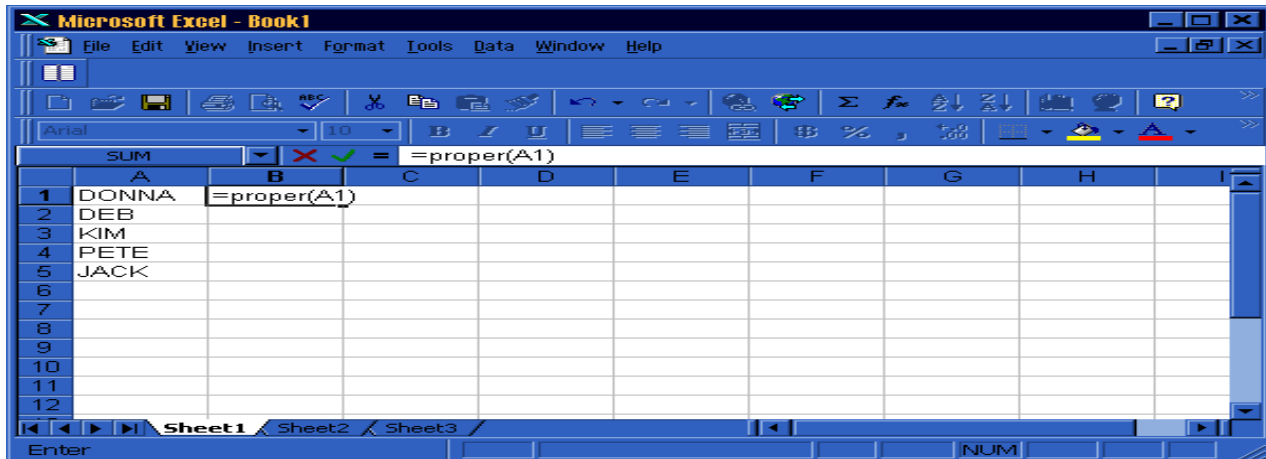
Press Finish to append the information into the spreadsheet

- 5) Once everything appears in the spreadsheet, use "Sort" to sort the report by a common field. This will bring all of the heading information together so that it can easily be deleted

SPECIAL EXCEL FORMATTING TIPS

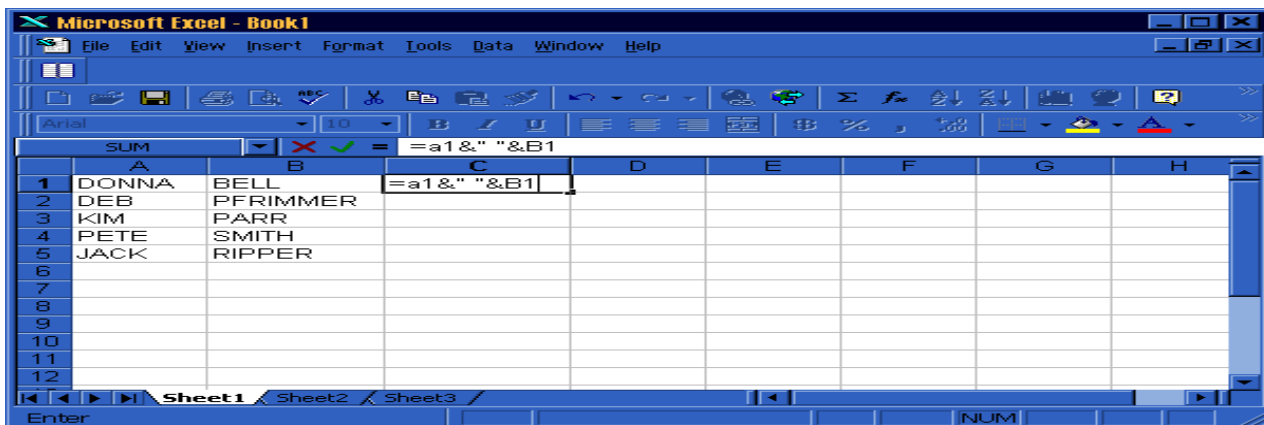
1) Change all Names from Uppercase to Lowercase

CIMS holds the usual name fields in Upper Case. Within Excel, you can upper/lower them so they will look more attractive in mail merges and/or certificates.



- Use the command =proper(A1) .. where A1 is the cell you wish to Work With (ENTER). Now Donna will appear in column B1
- Use Copy to select the B1 column then paste it through the whole column

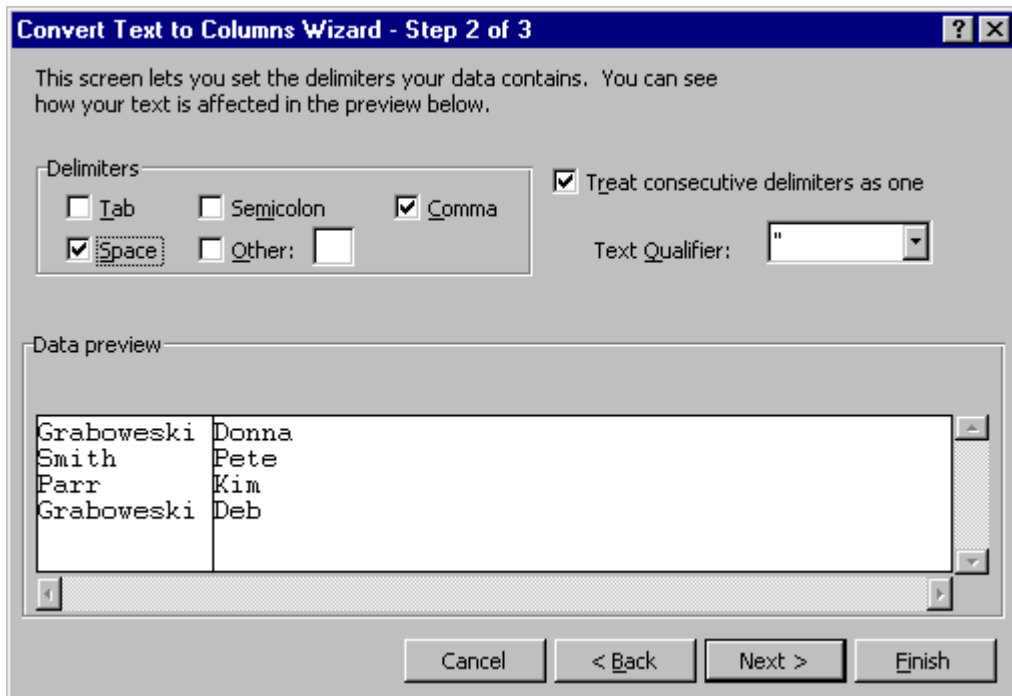
2) Put First and Last Names together (DONNA BELL DONNA BELL)



- Use command =A1&" "&B1 (Enter) This will create a new Concatenated DONNA BELL in a single field in column C
- Use Copy to select the new C1 command then paste it through the whole column C

2) Separate concatenated Name (Graboweski, Donna)

- To separate a single field of Graboweski, Donna into 2 fields:
 - highlight the column to separate
 - use the <data> <text to column> option
 - select delimited as the record type, following screen appears



- Choose comma, space delimited and the columns will split appropriately
- On the next screen remember to create a destination location for the two new fields!

Now the spreadsheet will contain two more columns containing the fields separated!