

Exporting Student Data from SIMS .Net

This section explains how to export Student Data from SIMS.Net version 7.96 (or above) using the Licensed Photographer Report.



This procedure has three steps:

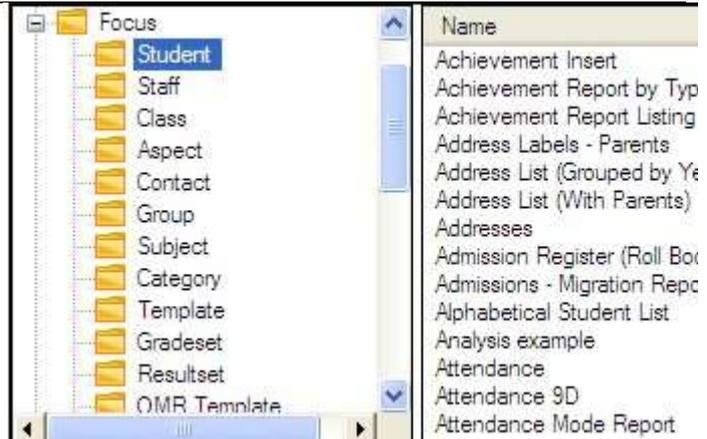
1. Running the Licensed Photographer Report in SIMS .Net
2. Sending the Student Data to Licensed Photographer

1. Running the Licensed Photographer Export Report in SIMS .Net

Select **'Reports'** and **'Run Report'** from the main menu bar.



In the left hand 'Report Browse' window, expand 'Focus' and select 'Student'.

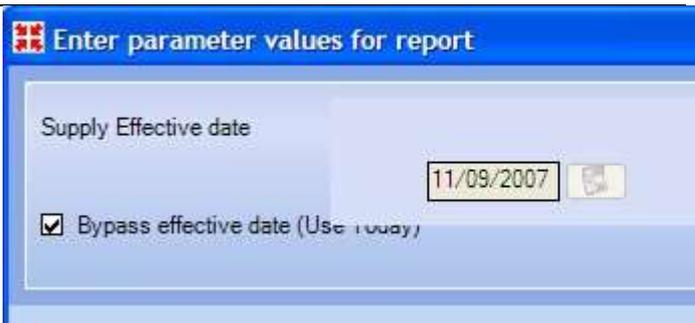


Scroll down to select 'Licensed Photographer Export Excel' in the list of reports and then click 'Run'.

The report will be generated for the whole school. This may take several minutes.



Supply an effective date for the data. Today is the default.



With the security warning make sure you Enable Macros. If you don't the admission number may not be formatted to 6 characters.



The data for your school is now exported to Excel

	A	B	C	D
1	Legal Surname	Forename	Adno	Year
2	Abbot	Clarissa	003100	Year
3	Able	Benjamin	003101	Year
4	Akram	Amina	003115	Year
5	Al Amin	Ranjit	003116	Year
6	Ansell	Richard	003125	Year
7	Azlan	Elliott	003134	Year
8	Baden	Arthur	003135	Year
9	Barker	Robert	003141	Year
10	Bashir	Karina	003143	Year
11	Beckford	Juliette	003145	Year
12	Begum	Raghibir	003147	Year
13	Blackmore	Tyrone	003150	Year
14	Bond	Tracy	003155	Year
15	Doo	Khan	003170	Year
16	Foot	Walter	003175	Year

2. Sending the Student Data to Licensed Photographer