How to Import Filesets into SIMS

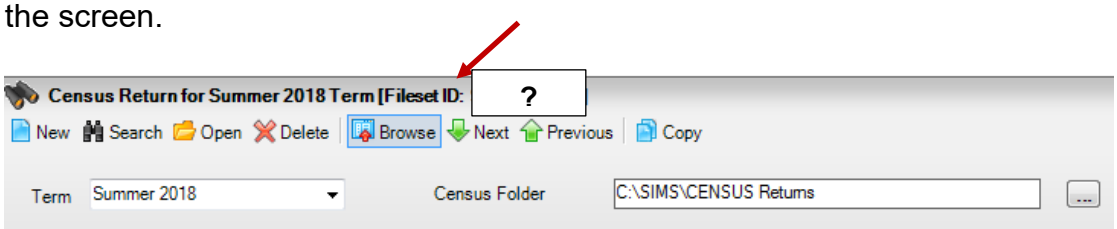
Pupil Census

A9

Check your current fileset ID number in SIMS

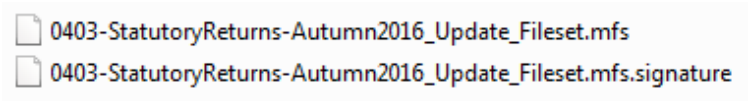
Routines / Statutory Returns / School Census

Open your census return and note the Fileset ID: (number) at the top of the screen.



If your Fileset ID number in SIMS is **lower** than the latest Fileset, then you will need to import the latest fileset into SIMS. MIDAS will always send out emails informing schools when Capita release new filesets.

Please download **BOTH** files and save them into the **SAME** folder on a shared drive. You may need to copy these files from your downloads folder and paste them into a folder on a shared drive, such as, Y:\adminshared\census



These files have different extension, mfs and mfs.signature. Please note: this number will change each time we receive a new fileset. The year and census season will also change accordingly.

If you are unfamiliar with how to download and save a file, please see section on the next page entitled, ***How to download a file****.*

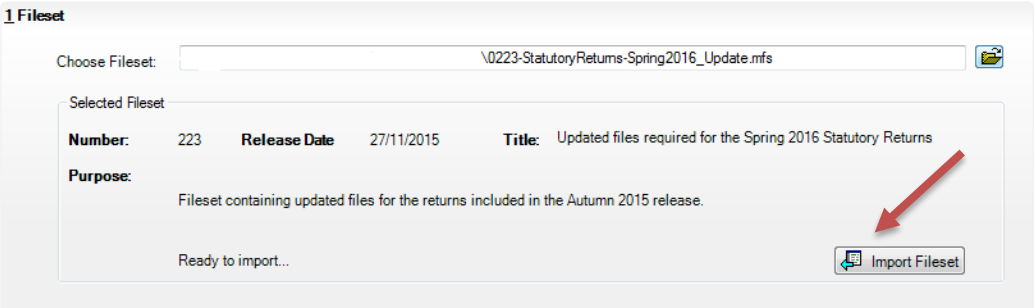
How to download a file

If you right click on the file attached to your email, you should be offered the opportunity to **Save as**. This option will allow you to navigate to where you wish to save your file. If, however, you click on **Save** or on **Download**, your file will automatically be saved into your **Downloads** folder. You will then have to navigate to your **Downloads** folder, find your files and copy and paste them into a folder on a shared drive that SIMS can access, such as, Y:\adminshared\census

Import fileset into SIMS

Tools / Setups / Import Fileset

In the **Choose Fileset**, navigate to where you saved these two files and select the fileset you have just saved onto your shared drive. Although you have saved 2 files, you will only be offered 1 to import into SIMS. This file will have an extension of .mfs



Once the file is validated, click on the **Import Fileset** button. Check that the **Ready to import** status changes to Import complete.

Note: The new fileset which you have just imported into SIMS will **NOT** register on your census file until you close SIMS down and log in again, post fileset import. When you log into SIMS again, check that your fileset has now updated to the version imported, then create and validate your census using the new fileset.