## How to Import Pupil Premium Reports into SIMS

For All Schools

## How to import the Pupil Premium Reports into SIMS

If you wish to use the attached Pupil Premium reports, please follow the instructions which follow.

Detached the **Pupil Premium History reports** folder from the email and save it in a shared drive.

Navigate to where you saved the folder and **Extract All**. The zip folder contains two Pupil Premium Reports.

Pupil Premium History for Leavers.RptDef
Pupil Premium History On Roll.RptDef

## In SIMS:

**Reports / Import Reports** 

Click **Open** alongside the Archive file and find the first report.

sms Import report(s)		_					
Import reports and associated templates from an archive							
Archive file C:\Users\htze\Documents\Pupil Premium\Pupil Premium Updated\Pupil Premii							
Description	Status		Check All				
Pupil Premium History On Roll	pending		Clear All				
Import associated templates		,					
	4	Import					
		Close					
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Click **Import** which will alter the status of pending to being a status of Imported.

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Import reports and associated templates from	m an archive			
Archive file C:\Users\htze\Documents\Pupil Premium\Pupil Premium Updated\Pupil Premi				
Description	Status		Check	: All
Pupil Premium History On Roll	Imported		Clear	All
Import associated templates		🗐 Import		
		Close		

Repeat this process for the second report. Once imported, you will find both reports in the Student Folder.