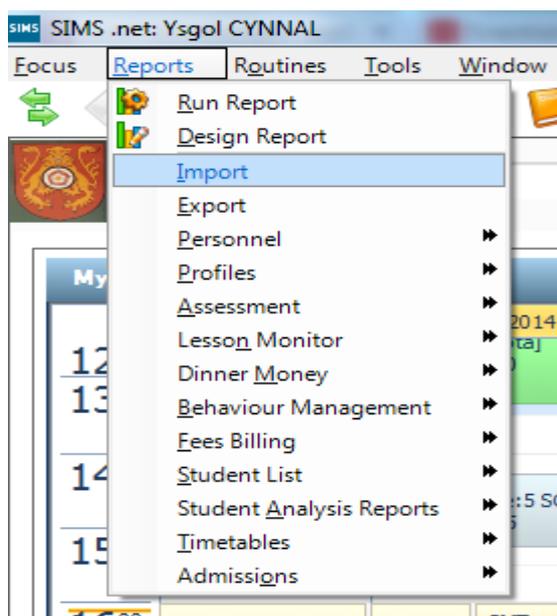


## CAREERS WALES – PUPIL INFORMATION FILE.

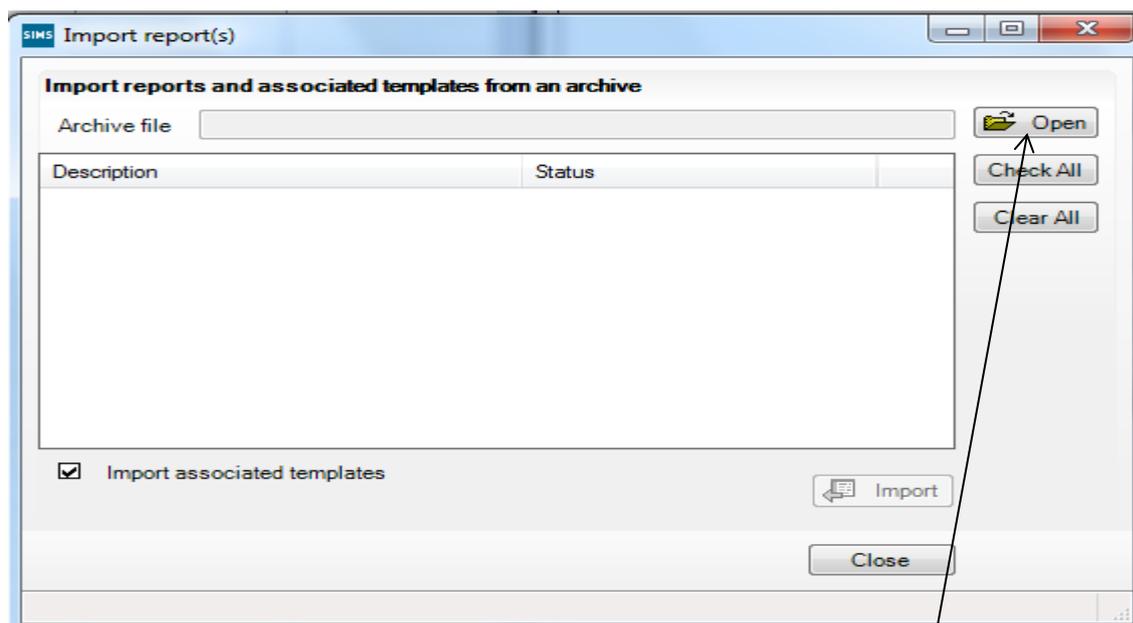
### A. Importing into SIMS:

1. Download the **CAREERS WALES TEMPLATE.RptDef** report definition and save to an appropriate local or shared drive. (c:\)
2. Import the **CAREERS WALES TEMPLATE.RptDef** report definition into your school's SIMS system.

Follow route **Report / Import:**

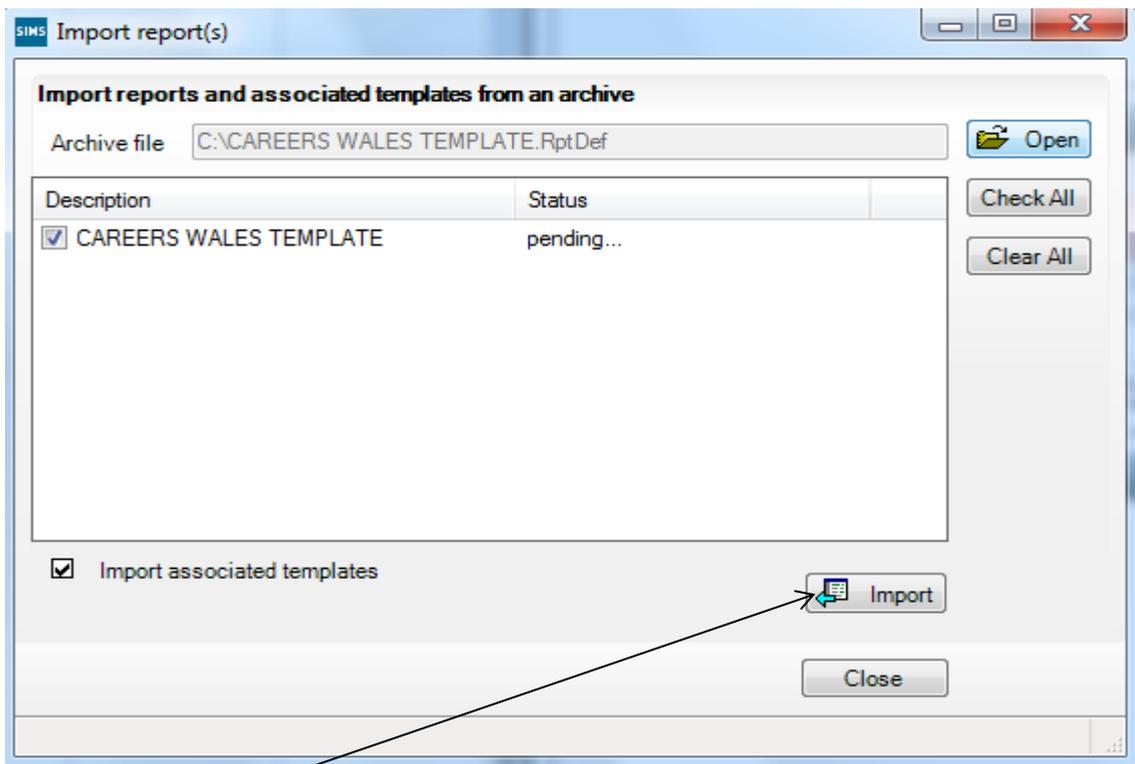


The following window will appear:



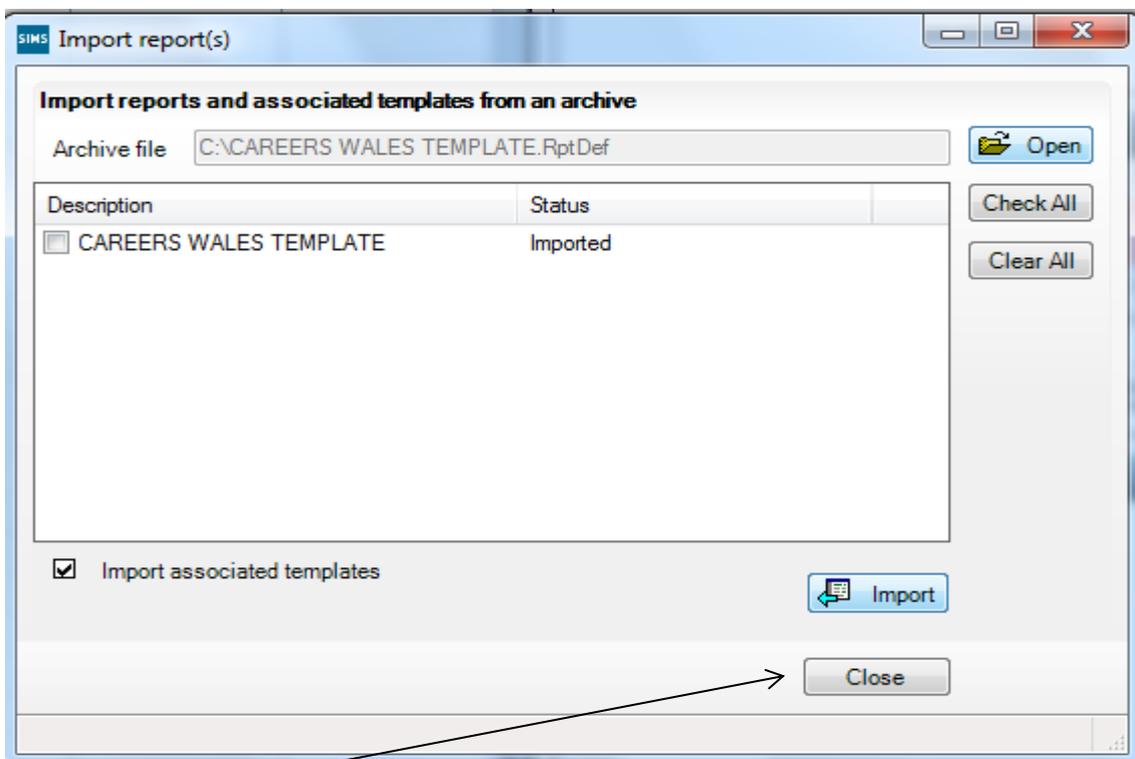
Navigate to the folder in which your report definition was saved and click **Open**

The following window will appear:



Click on **Import**

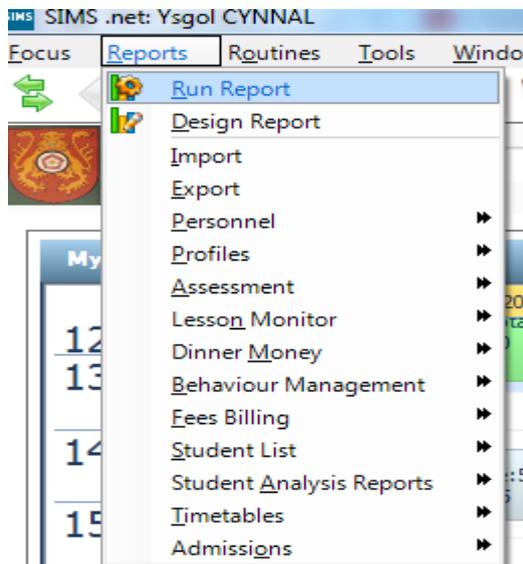
The following window will appear with the correct status = **Imported**.



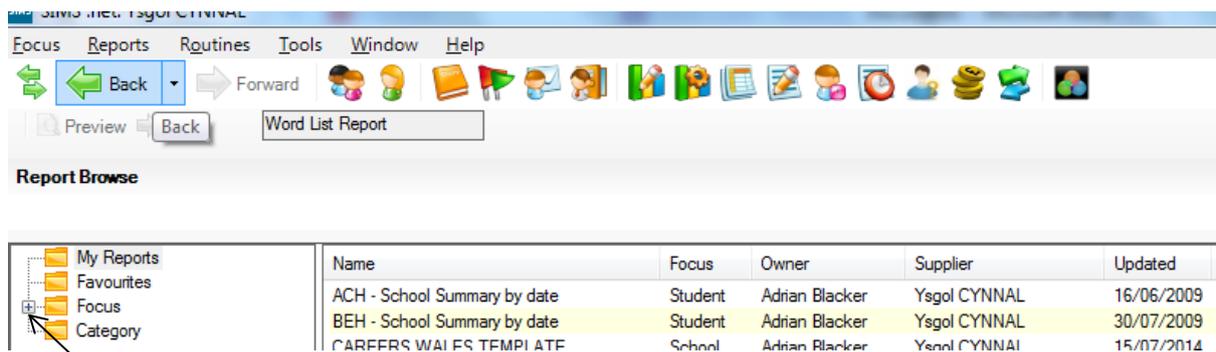
Click on **Close** to finish.

## B. Generating the Report File:

Follow route **Reports / Run Report**:

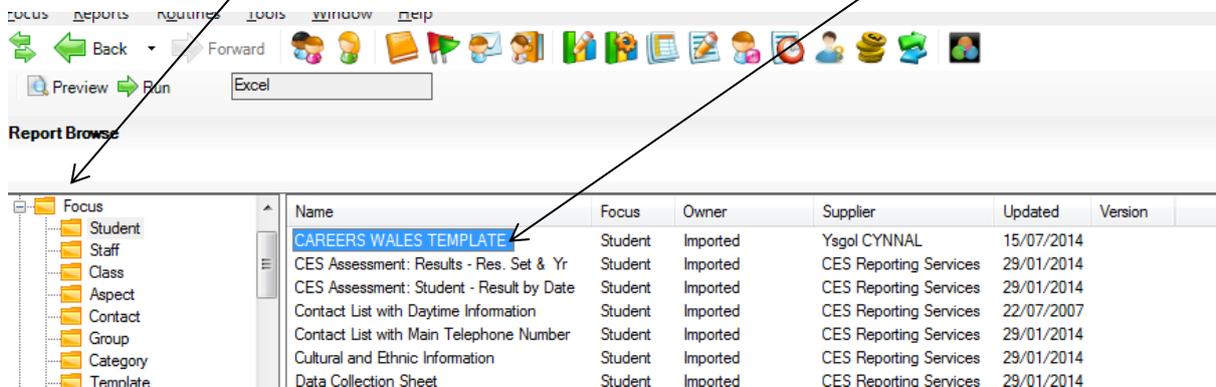


E.g. the following window will appear:



Click on + to expand the **Focus** folder.

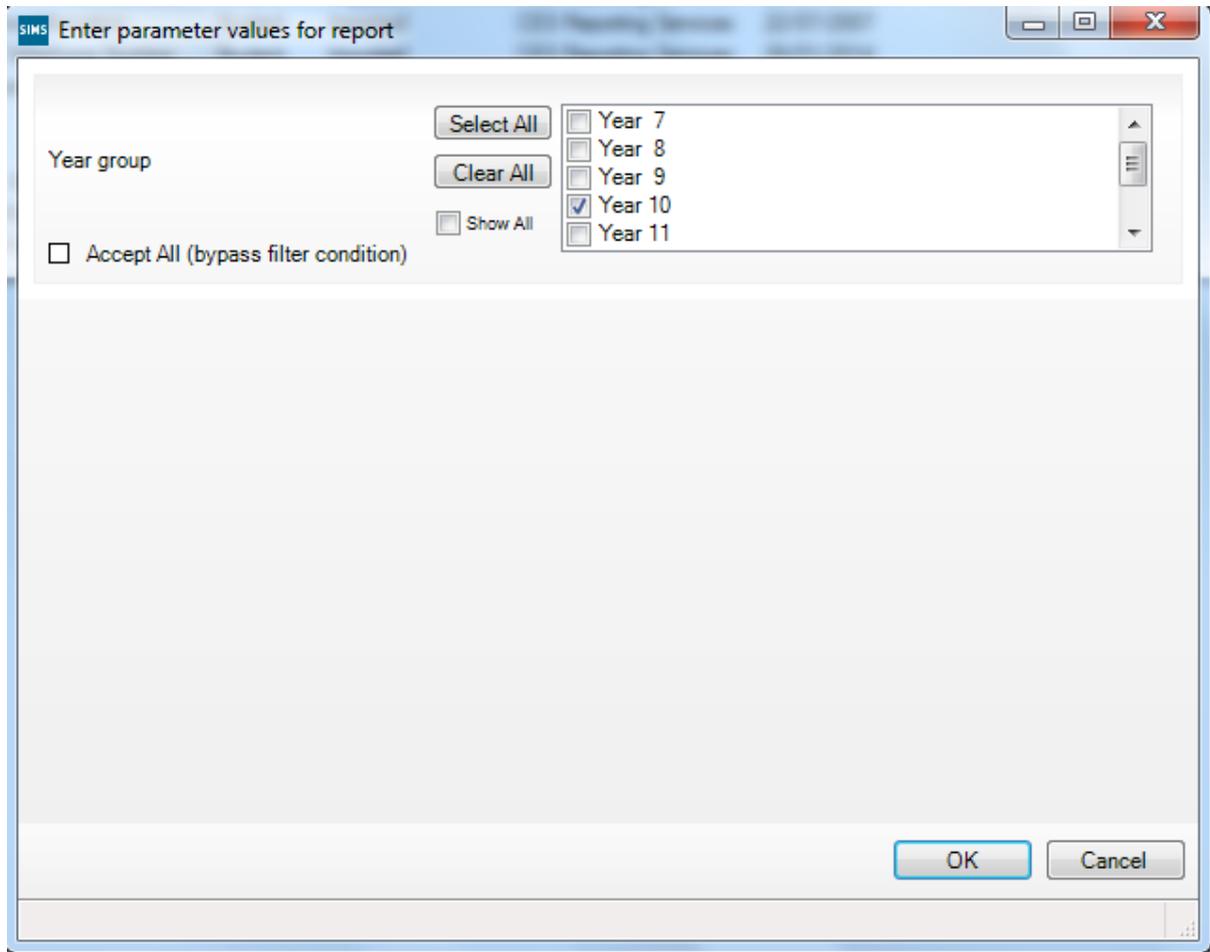
Then click on the **Student** folder and scroll down and highlight the **CAREERS WALES TEMPLATE** report.



Double mouse click on this report

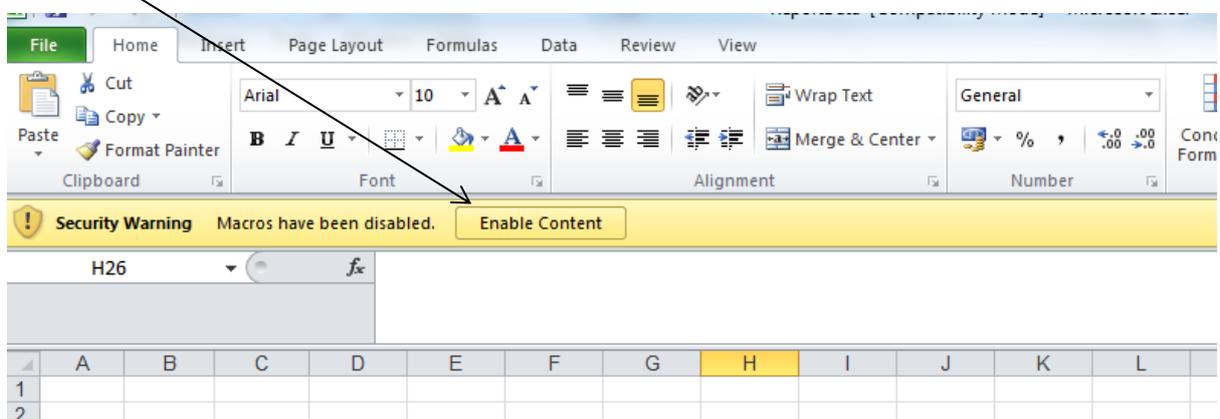
The following window will appear:

Please click on 'Select All' to prepare the report for all year groups.



Click on **OK** to proceed.

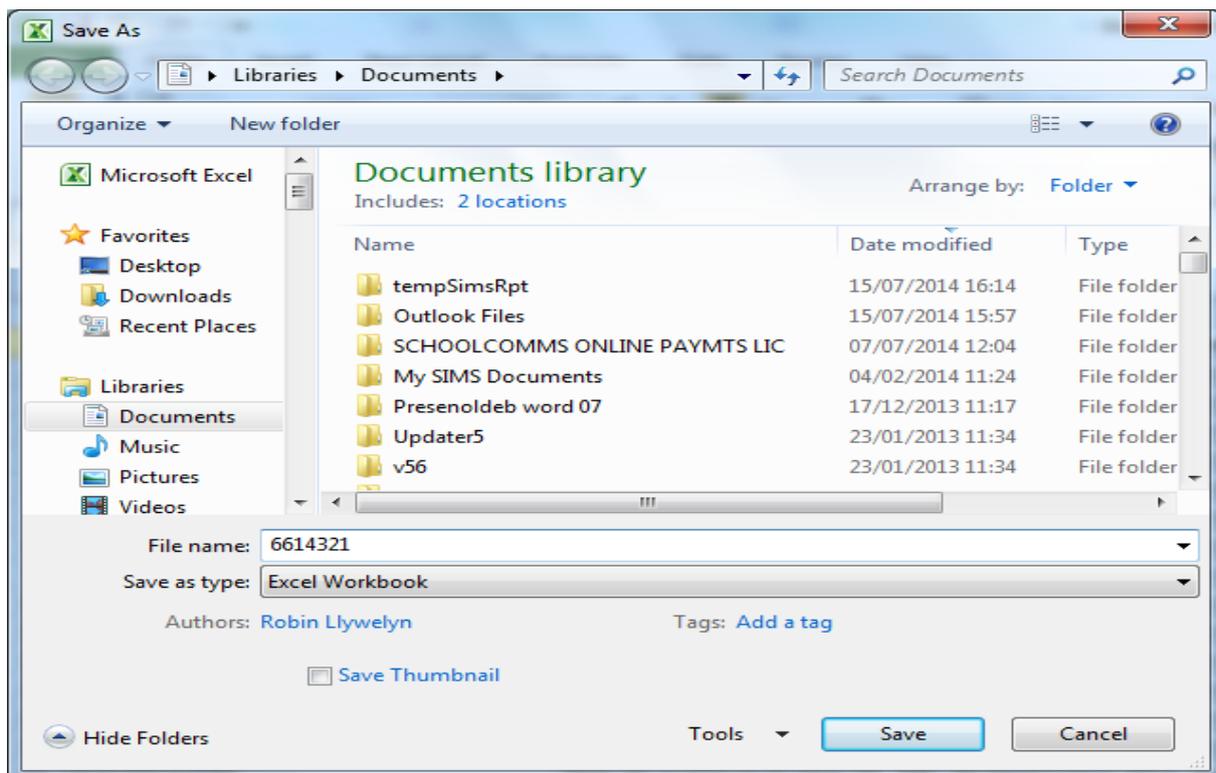
The report will now open in **EXCEL**. If you receive the following message, then click on **Enable Content**.



E.g. **(WARNING!!!- please DO NOT PRINT this file. Also SAVE IN A SECURE LOCATION as it contains personal information. You may wish to consider deleting this file once uploaded onto Careers Wales.)**

	A	B	C	D	E	F	G	H	I	J	K	L
1	UPN	Unique Learner Number	Year	Year taught in	Reg	Start date	End date	Forename	Middle name(s)	Surname	Legal Surname	DOB
2	C823432109119		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Cynthia		Young	Young	13 July 1999
3	N823432109118		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Anthony		Woolf	Woolf	19 February
4	Z823432109117		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Emma		Winstanley	Winstanley	15 February
5	L820200103064		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Anne		Wilson	Wilson	01 March 195
6	X820200103063		Year 10	Curriculum Year 10	10D	01 September 2013	02 September 2014	Rob	Wallace	Williams	Williams	19 June 1999
7	K823432109116		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Anna-Lucia		Williams	Williams	21 August 19
8	W823432109115		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Aaron		Williams	Williams	19 February
9	G823432109114		Year 10	Curriculum Year 10	10A	01 September 2013	02 September 2014	Felipe		Vesta	Vesta	27 Septembe
10	T823432109113		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Edwin		Upson	Upson	14 January 15
11	D823432109112		Year 10	Curriculum Year 10	10A	01 September 2013	02 September 2014	Hannah		Tweek	Tweek	12 October 1
12	P823432109111		Year 10	Curriculum Year 10	10B	01 September 2013	02 September 2014	Rebecca		Trotman	Trotman	14 March 195
13	G820200102097		Year 10	Curriculum Year 10	10B	01 September 2013	02 September 2014	Daniel	James	Tinkler	Tinkler	18 April 1999
14	A823432109110		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Rhys		Thomas	Thomas	31 August 19
15	P823432109109		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Laura		Terry	Terry	30 June 1999
16	D820200102095		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Chloe	Belle	Taylor-Gee	Taylor-Gee	13 Novembe
17	A823432109108		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Bram		Tankink	Tankink	17 July 1999
18	M820200103055		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Karen		Tan	Tan	04 April 1999
19	L823432109107		Year 10	Curriculum Year 10	10B	01 September 2013	02 September 2014	Rein		Taaramae	Taaramae	06 February
20	Y820200103054		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Carla		Sutton	Sutton	01 June 1999
21	X823432109106		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Ryan		Sturridge	Sturridge	31 March 195

Click on **FILE** and **SAVE AS** and the following window will appear:



Please name your file as follows: LEA Number + School Number E.g. **6614321**

**C. Upload your file onto the Careers Wales secure site.**