The **Import or Add Data to Aeries** form is utilized to import data or to mass add data into an Aeries table. There are 3 options available:

- **Current Database (SCH.MDE / DST.MDE)** allows you to pull data from a table that has already been imported into Aeries
- **External Database** allows you to import data from an external database
- **Mass Add Records** allows you to mass add information into records in a table

Prior to using this function it is extremely important that a backup is created of the Aeries database. A printout should be generated of the **Target Table** and field descriptions prior to importing data. The option **Print a Database Definition** is available at the bottom of the form that will generate a printout of the table selected.

After the data has been imported a message will display to allow you to look at any errors that may have been generated while importing data. To ensure that the data has been imported correctly it is crucial that all data is verified after the import has completed. If there are any errors they must be corrected prior to reloading the data and allowing the users to access this database.

**REMEMBER:**

- Create a backup of the Aeries database
- Printout a Database definition for the Target Table and compare fields to the table being loaded to ensure data is loaded correctly
- After the Target Table is loaded verify the error message log, correct any errors and reload the table if necessary
- Make sure the data is correct prior to allowing the users to access the database

**SELECT MASS ADD RECORDS AND TARGET TABLE**

This form can be used to add a record into a table for every student. The query **Keep** or **Skip** can be used to select particular students, for example, only a particular grade.

**STEP 1** - From the **Import or Add Data to Aeries** form **Step 1**, click the mouse on the drop down and select **Mass Add Records**.
STEP 2 - To select the target table where the data will be loaded click the mouse on the drop down for Step 2. All Aeries tables will display. Click the mouse on the Target Table selected, for example Interventions (INV).

![Import or Add Data to Aeries Form]

NOTE: Records CANNOT be mass added to the Student Data (STU) table.

SELECT IMPORT FIELD OR TYPE TEXT

If a query Keep or Skip has can be generated prior to accessing this form a message will display at the bottom of the form that Records Are Being Skipped. If the Target Table contains a GR field for grades the student’s current grade can be pulled from the STU table and copied into the GR field.

To Include Inactive students click the mouse on the check box. Enter the information below the Type Text column for the fields selected. For example, the DT field is DATE and 09/01/2012 will be entered into this field for every record created.

![Import or Add Data to Aeries Form]

Below the DT field is the CD field. The CD field has an HH entered in the Type Text field and all records will have a code HH entered into this field. The field CO is comments. If the Pull GR from STU has been selected every record created will have grade (GR) pulled automatically from the STU table and entered into this field.

After all type text has been entered click the mouse on the Mass Add Records button. After the records have been processed a message will display indicating how many records have been processed and added. Click the mouse on the OK button. A message will display if there are no errors.

If there were errors an Error Log can be viewed. The following is an example of the Error Log with errors and indicates that there were records that could not be processed correctly. It is crucial that you review the data entered on the Import or Add Data to Aeries form.
For example, verify that you have entered the correct data to be loaded into the Target Table fields. Such as if an incorrect format was entered for a date to be loaded a data type conversion would occur and would create an error on the error log however the mass add could have still created records. The error below had the date 09/80/2009 entered.

NOTE: When this error log is closed out the message table is cleared. It is crucial that this error log be printed out prior to closing the Error Log.

The example used was for the Intervention (INV) table. The Intervention form is displayed below. Notice that a record has been added with the Date of 9/01/2012 and the Code field contains HH and Comments contains CAHSEE Exam. Also, the current grade has been copied from STU and is displayed in the Grade field.

Notice the other example above where the record displayed has NO date. A mass add was generated with the incorrect date format which gave the error message Data Type Conversion Error. ALL students had a record added to the INV table with NO DATE.

IMPORTING DATA INTO A TEMPORARY TABLE IN AERIES

Prior to Importing Data from the Current Database you must first create a temporary table and import the data, such as from Excel into the table within Aeries. Prior to importing the data it is also crucial that you verify the data being loaded.

From Aeries open and maximized the SCH database window in lower left-hand corner of the screen. Click on File, Get External Data and Import.
Change the **Files of Type** to **Excel** files. Select the drive where the data is stored in the **Look In**. Double-click the file listed to start importing.

The **Import Spreadsheet Wizard** will display. If the first row of data in your file contains headings click **First Row Contains Column Headings** so column headings don’t get included in the data import. Click **Next**.

Click **Next** to store the data in a **New Table** and field options will display. Click **Next** and select a primary key, either the **Student ID** or **Student Number** field.

Click **Next** and the final box allows you to Name the new table, such as **TST002**. After naming the table, click **Finish**. A message will display when the process has completed.

The data is now stored in the Aeries database in the **CAHSEE Test Scores** table. To display this data, **double-click** on the table. Verify the data and when through viewing the data close the table. Minimize the **SCH** database window. Now in Step 1 select whether you will be importing data from the **Current Database** or importing **External Data**.
IMPORT TABLE FROM CURRENT DATABASE OR EXTERNAL DATABASE

After data has been imported into a temporary table in the Current Database the data can then be updated into an Aeries table.

STEP 1 - From the Import or Add Data to Aeries form Step 1, click the mouse on the drop down and select Current Database (sch.mde). The current database definitions and any imported tables will be loaded from C:\eagle\sch.mde.

Data from an External Database can be imported and updated into a Target Table within Aeries.

STEP 1 - From the Import or Add Data to Aeries form Step 1, click the mouse on the drop down and select External data database.

NOTE: The steps are generally the same for importing or adding data from the Current Database (sch.mde) or from an External Database. The difference is that a path must be selected when data is being imported from an External Database.

STEP 2 - To select the target table that the data will be imported into click the mouse on the drop down for Step 2. All Aeries tables will display. Click the mouse on the Target Table selected.

On the right side of the form the fields will display for the table selected. If the table selected is not sequenced and does not have an SQ field then the table only contains one record per student. This indicates that records can only be updated, replaced or a record can be added if one does not exist.
If the table has an SQ field the following options will display to assign a sequence number. **Auto Number SQ** will generate an SQ number for the record according to the last SQ number assigned, **Get SQ from File** will add the SQ number from the file being imported or **Ignore the SQ** will randomly generate an SQ number.

![Import Or Add Data To Aeries Form](image)

**SELECT THE SOURCE DATA**

**STEP 3** - Next **Step 3** will allow you to either select previously imported data or select data from an external database. If external data was selected the **Path & Database** will be available to select the path and database. If the current database was selected the **Path & Database** field fill not be accessible.

![Import Or Add Data To Aeries Form](image)

The next step is to select the **Table/Query Name**. Click the mouse on the **Table/Query Name** drop down. All available tables will display. Click the mouse on the **Table** selected. The **Load Input Fields** button will now be highlighted. Click the mouse on the button and all fields from the table selected will be loaded.

**SELECT THE MATCHING FIELD**

**STEP 4** - After the fields have been loaded, **Step 4** will now display the **Match On:** radio buttons for **Student Number**, **Permanent ID**, **CSIS ID** or **Old ID**. Click the mouse on the radio button for the field that will be used to match the records. Click the mouse on the drop down and select the field name.

![Import Or Add Data To Aeries Form](image)

**SELECT IMPORT FIELDS**

On the right hand side of the form all fields display from the **Target Table** and the name of the table displays at the top of the first column. To the right of the field displayed, click the mouse on the drop down arrow and all import fields will display for the temporary table. Click the mouse on the field to be loaded.
For example, data will be loaded from the TST002 table into TST. The table name TST displays at the top of the first column and the field names for this table display directly below. The TEST ID field from the TST002 table will be selected from the drop down and loaded into the ID field in the TST table.

If data will be manually added to a field, enter the data under Type Text for the field selected. For example, the TD field is Date Test Taken. To add a standard test date for all students enter a date under Type Text and ALL records added will contain this date. Some tables contain a grade field and the option will display in the left hand corner to load the current grade into this field.

After all fields have been selected to be loaded into the Target Table, click the mouse on the Import Records to Aeries button. After the records have been processed a message will display with the number of records processed.

Click the mouse on the OK button. If there were no errors while processing the data a message will display indicating no errors occurred.

If there were errors a message will display to View the Error Log. Click the mouse on the Yes button and the Error Log will display with all errors. This indicates that there were records that could not be processed correctly according to the Load selections.

The record number on the left of the message is for the record in the File being loaded. It is crucial that the file be reviewed and any errors corrected. When this error log is closed the message table is cleared. It is crucial that this error log be printed out prior to closing the Error Log.

It is also crucial that you review the Import or Add Data to Aeries form. For example, verify that you have selected the correct Import Fields to be loaded into the Target Table fields. For example, if a text field was selected to be loaded into a numeric field, the incorrect data type was selected and would create an error on the error log.
SAVING FILE LAYOUTS

Any Import or Add Data layout can be created and saved from the Import or Add Data form. The **New Layout** button will allow you to start over to create a new layout. The **Save Layout** button will allow you to save the current layout created and the **Delete Layout** button will allow you to delete an old layout.

To save a layout, go through **Step 1** through **Step 4** and set up the layout. After all steps have been performed click the mouse on the **Save Layout** button.

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The following entry box will display. Enter an 8-character **Code** and click the mouse on the **OK** button.

If the **Import ID Code** selected already exists the following message will display. To overwrite the code, click the mouse on the **Yes** button. To cancel and rename the ID click the mouse on the **No** button.
The following entry box will display. Enter a descriptive **Title** and click the mouse on the **OK** button.

![Title Entry Box]

After a layout has been saved it can be selected by clicking the mouse on the **Load Import** drop down.

![Load Import Drop Down]

A message will display indicating that the Input Fields were loaded. Click the mouse on the **OK** button.

![Input Fields Loaded]

The form will display the layout saved with the description displayed to the right of the field. To import the records click the mouse on the **Import Records to Aeries** button.

![Import Records to Aeries Form]
IMPORT STUDENTS FORM

The Import Students is a new form that will allow you to import student data from an external file into a temporary table. This form is utilized in the same way that the Import or Add Data into Aeries is used but offers additional files that can be loaded. However there are required fields and validations that take place.

For example, you can load an excel file containing students from a feeder school into your database for pre-enrolling purposes that will be loaded into a temporary table. This data can then be imported into the STU table.

This program will allow you to import data into the STU table from:

- Temporary tables within the current database
- Tables from an external database
- Excel (.xls) files
- Comma Delimited files (.csv).

The XLS and CSV files:

- User must provide a name to identify the temporary table created in Aeries. If the table already exists, it will warn the user, but has the option to overwrite the table.
- These files must have a header in order to be imported correctly.
- These files are imported and the user has the ability to modify them if necessary.
- Users who are running Office 2007 CANNOT use .xlsx files as source files. They must be opened and saved in the .xls format.

After the import information has been entered in Step 1 - Step 2 and the Load Input Fields button has been generated the data is loaded into the temporary table. This data can be viewed by clicking the mouse on the View Temp Table button. The data can be displayed and updated from the temporary table prior to importing the data into the STU table.

There is no type of filtering for the file being imported into the STU table, such as selecting only active students to be imported and not import inactive students. ALL students in the file MUST be imported. There is no limitation on the fields being imported. For example, if the User Code fields are selected to be imported, there will be no validation that the user codes are correct.
There are required fields that must be imported from the file into the STU table. The required fields to be populated are the LN, FN, BD, and GR. If any required field is missing data the student will not be imported. If any of the required fields is not selected, the import will not continue. If the school is not Multi-Track the following TR (track) and NTR (next track) fields will not be imported even if selected.

The following fields are validated prior to importing into the STU table:

- GR must be inside school grade range, except if grade is greater than 13. Another exception is if the LOC rule “N” is set to “1” (Scheduling for next year). The lowest grade allowed will be the lowest grade in the LOC table - 1
- CU and NT must exist in TCH.
- BST and BCU must exist in usysGCOD, unless they are blank.
- LN, and FN need to be populated.
- BD will check that it is a valid date.
- SX will check that it is M, F, B, G or blank.
- OID needed to import data into other Aeries tables thru “Import or Add Data”. This field will be verified and if not selected to import a warning message will display.

Due to the field width in the following fields TL, FW, FX, MW, MX, SS, MPH the program will verify that they do not contain dashes, parenthesis or spaces. If any are located they will remove them from the field and will prior to importing the file. A blank record will also be added to the SUP and SSD tables for all students added to the STU table.

While creating the temporary table errors could occur. A table called Student Import Errors will be created that will provide details of all conversion issues.

Once the data has been imported into the STU table the option is available to view a datasheet that can be printed out that will contain the Student#, ID, Name, Grade, and Birth date of all students added. This form also has the options to create a New Layout, Save Layout, or Delete Layout.

**IMPORT AN EXCEL OR COMMA DELIMITED FILE**

To start the import process for a new layout you must click the mouse on the New Layout button at the bottom of the form unless you will be selecting a layout previously saved from the Load Import drop down. The entry fields will remain locked until one of these options has been selected.

**STEP 1** – Click the mouse on the drop down and select either the Excel File (.xls) or the Comma Delimited file (.csv) to be loaded.

Enter a Temporary Table name that will be automatically created to load the file into, for example, ImpSTU.
**STEP 2** - To select the external data click the mouse on the browse button for the **Path & CSV filename**. Click the mouse on the **Table/Query Name** drop down to locate and select the target table entered in **Step 1**. Click the mouse on the **Load Input Fields**. A message will display when complete.

**NOTE:** It is highly suggested that you create a backup of your database prior to importing ANY students into the STU table.

**STEP 3** - Select how the Student ID number will be generated. To **Auto-Generate ID’s** the process will first check the LOC.R2 field. If it has been selected it will locate the District database and select the next available number in the **Next Perm ID** field in the **LOC** table. If the LOC.R2 field is not flagged the process will use then use the **Next Perm ID** field in the School database.

The option is also available to **Specify Starting ID Number**. A specific number can be entered into the field and when the records are created the process will begin with the number entered and increment for each student added. There is also an option that will **Calculate the Next Grade** field by using the **GR** field located in the file and increase the grade by 1.
On the right hand side of the form select the fields that will be loaded into STU from the Temporary Table. Click the mouse on the drop down and the field names in the temporary table will display. After all fields to be loaded into STU have been selected click the mouse on the **Import Students** button.

**REMEMBER:** There are required fields that must be imported from the file into the STU table. The required fields to be populated are the LN, FN, BD, and GR. If any required field is missing data the student will not be loaded.

If there are errors located within the file the following message will display that will allow you to display the error log by clicking the mouse on the **Yes** button.

A datasheet will display that allows you to print out a listing of errors that should be fixed prior to importing these students into the STU table. The record number will display for the record containing the error in the temporary table along with the error.
The **View Temp Table** button will display the temporary table. The record number containing the error can be located. For example, the datasheet above indicates that record 2 has an invalid birthdate. There is no birthdate loaded for this student. The data can be corrected from the datasheet displayed.

After the data is corrected the **Import Students** button can be selected to continue with the Import Student process. If there is data that cannot be corrected you can still continue on with the Import Student process.

When the following message displays click the mouse on the **No** button.

The records will be added to the **STU**, **SUP** and **SSD** tables. When complete the following message will display with the total number of records added. To display a datasheet containing ALL students added to the **STU** table click the mouse on the **Yes** button.

A datasheet will display with the following student information that will allow you to print out this listing to identify the new students added to the **STU** table.