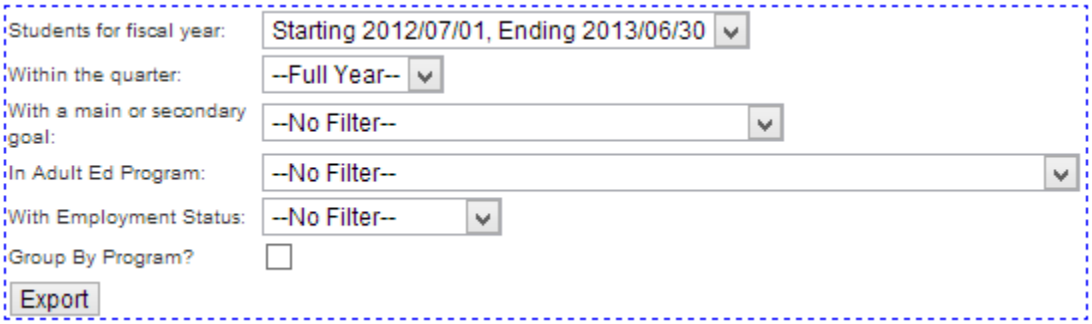
DATA MATCHING IMPORT / EXPORT

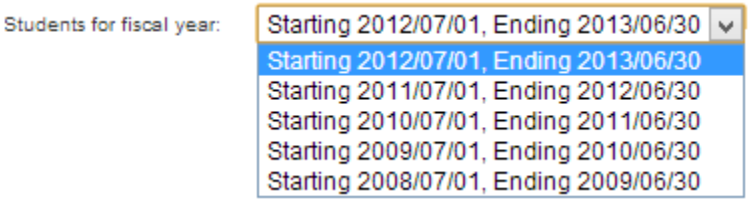
The import / export functions in the system allow you to both create files and enter files into the system for the purpose of communication with outside sources in regards to employment / GED goals.

Data Export

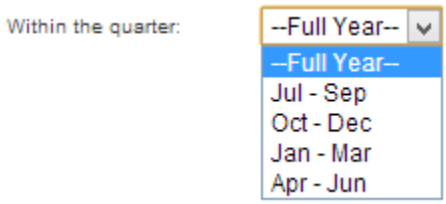
The creation of the export file is a relatively simple process. Navigate to "Data Export" under Program Management.

There are 6 fields in which you may establish filtering parameters.



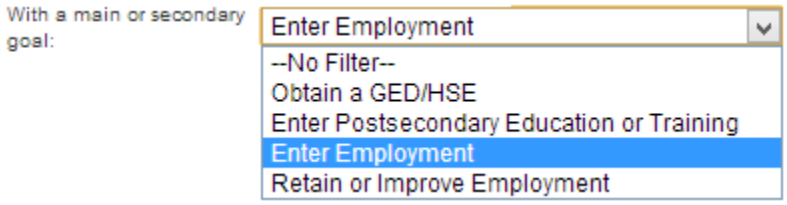


Select the appropriate fiscal year.



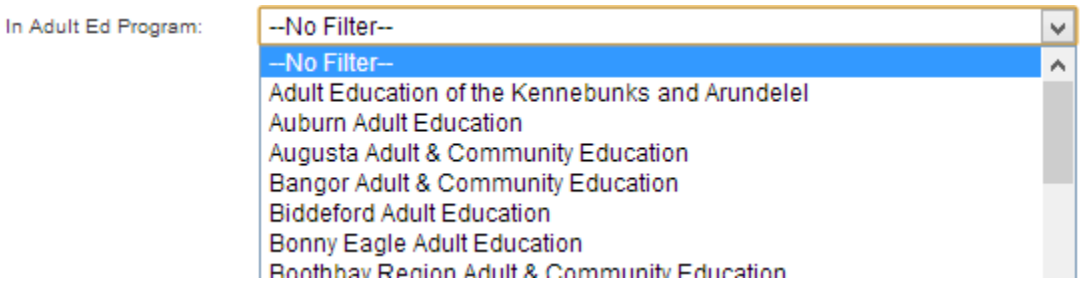
The type of matching you are trying to do will determine your selection here.

If Employment, then you WOULD select a Quarter; otherwise leave the selection as Full Year.



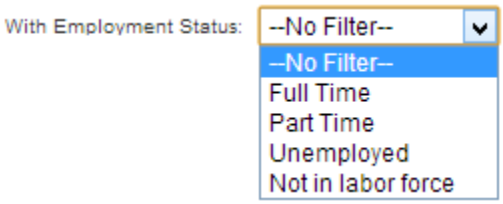
This is the goal for which you are doing the data matching.

Select No Filter for all goals.



You have the option to limit to a particular Program, but you

can also select No Filer for the entire system.



You may also leave this blank for all records.

You also have the option Group By Program? ☐ to

Once you have made your selections, click on “Export”.

The file will be downloaded to your download folder where you can save the file under a different name if desired.

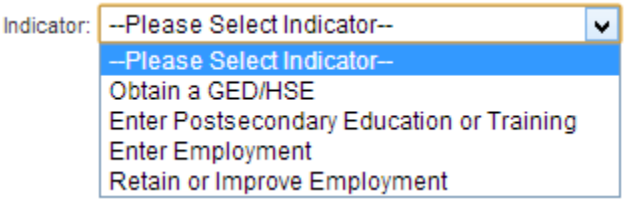
Data Import

The import process works similar to the export.

Once you have received the matched file from whatever agency you may use you can Import it into the system to apply the goals.

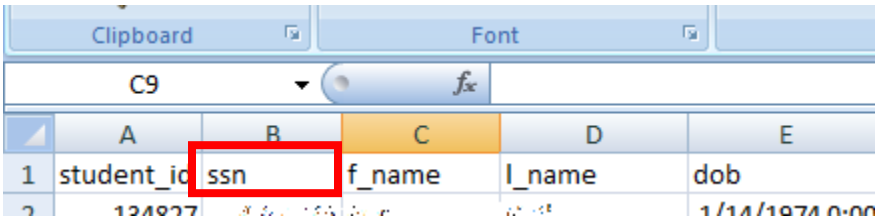
Navigate to “Data Import” under Program Management.

Select the Indicator for which you are importing the data from the drop down.



Click on “Choose File” to navigate to where the import file is located and select the file.

Select the appropriate column for the SSN location from the drop down. If you are unsure, you can open the import file with excel (before this process begins) and you will see which column has the SSN.



In this example, it is column 2.

Click on “Import”.