

# FACT SHEET

## Library Export Report

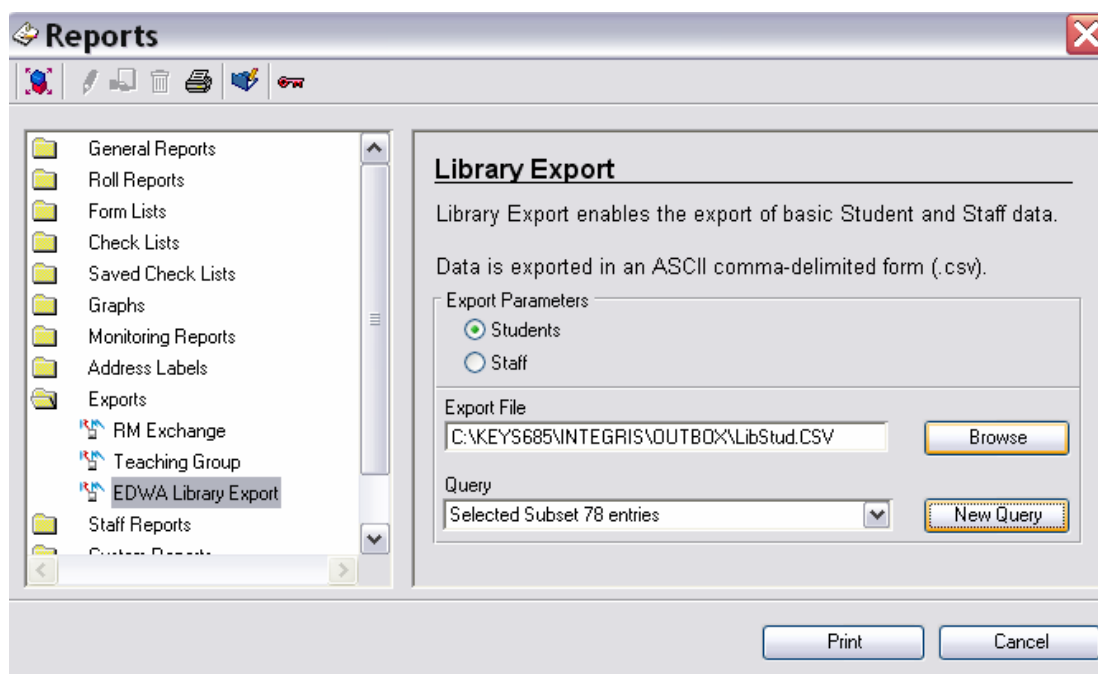
### INTRODUCTION

This Fact Sheet provides a step-by-step guide on exporting student and staff data for use in automated library systems. A 'comma separated values' (.csv) file is produced in the appropriate format for use in school library systems. If you are unable to import the data into your school library system, contact the company that supports your library system.

### Admin > Reports > Exports

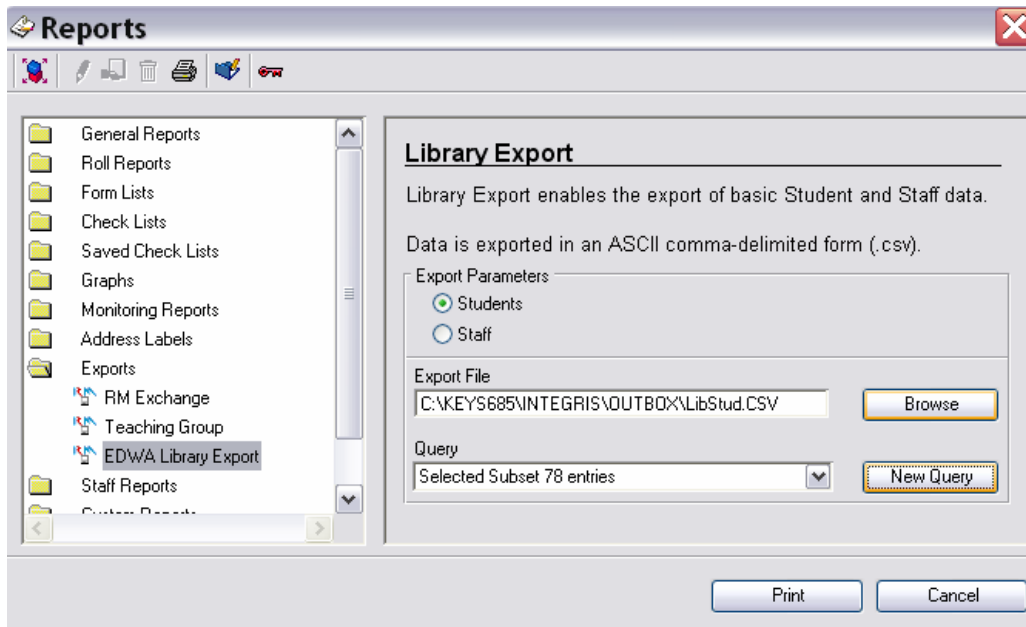
1. Select the report called **EDWA Library Export**.

The report options screen opens up on the right of the reports menu.

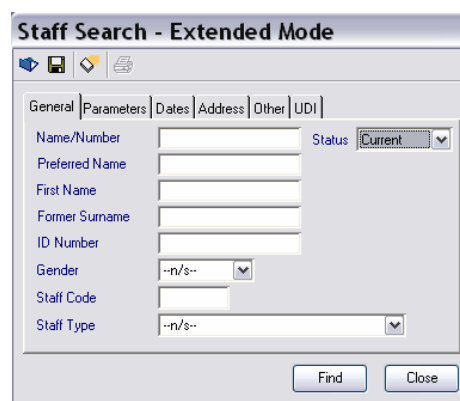


2. Click on the Export Parameters radio button to select the **Students or Staff** export.
3. Once you have chosen the type of export you require, set the export destination in the Export File window. The default location will show here but you can choose to send the report to your preferred location. This might be the shared drive (S:\), a floppy disk in A:\ drive or USB flash memory.
4. To download this file to a location other than the default, click on the **Browse** button and Enter the Library Export Destination details. This is where you nominate the drive that you want to save the data to and give the file a name with an extension of **.csv**. for example **LibStud.CSV**. Click **OK** and you will be returned to the Reports screen as shown above.

- Click on the **New Query** button to choose the students for the download file. Clicking on the New Query button will bring up the student search screen. To select all students click on **Find** then **Select** and answer **Yes** to the message that asks you if you want to include all students in the browse set. You will now be returned to the Reports screen as above. Notice that you now have a destination (drive and filename) and in the Query box and a selected subset of students.
- Once these details have been set, click on the **Print** button and the file will be saved to the location you nominated. A message informing you of the number of students downloaded will appear on-screen when the export is complete.



- If you wish to run the export for **Staff**, you must select Staff in the **Export Parameters** (2) and the appropriate roll status (Current) in the **Staff Search** screen after you have clicked on New Query, otherwise staff who have left the school will be included in the download



**Please Note** – When staff are entered into SIS they are allocated a SIS reference number similar to that for students. This number may need to be deleted from the export file to ensure there is no conflict with SIS student reference numbers.