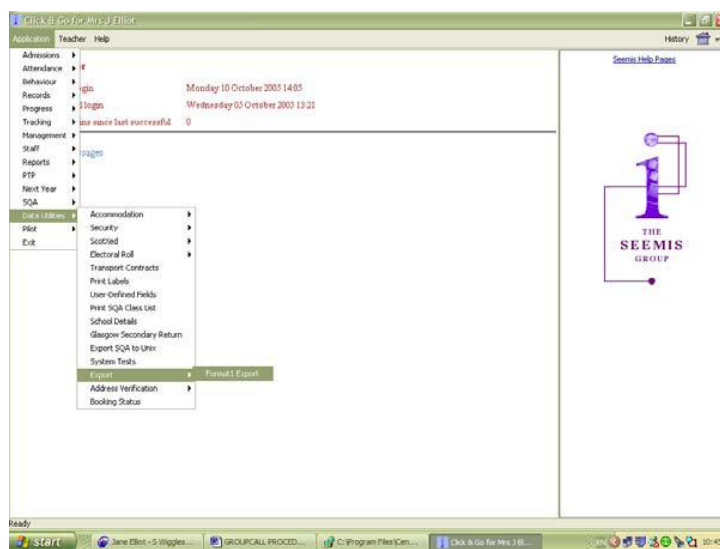


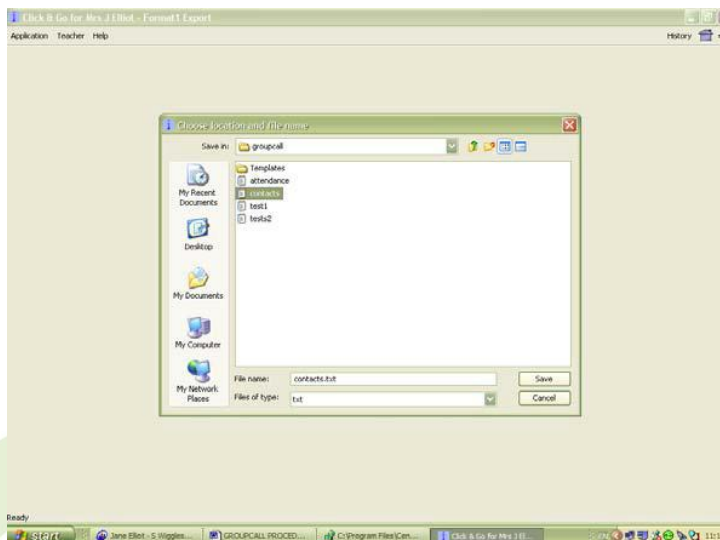
# SEEMIS Export Procedure

This function needs only to be performed by one person, once a day, to maintain up to date details

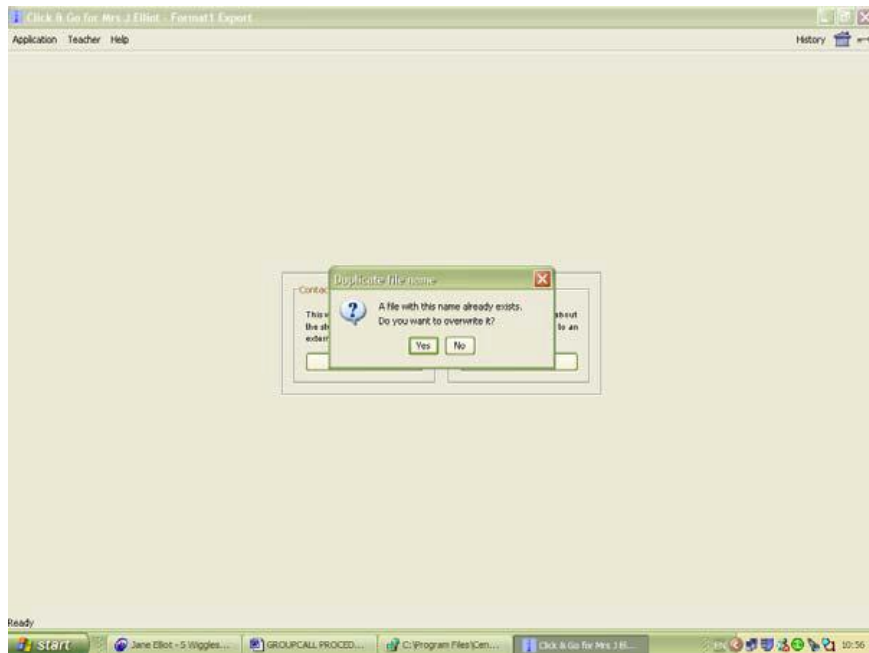
- Once complete, you will have all current pupil contact information and all daily attendance data available
- To export SEEMIS data, click on the following options:
  - Application
  - Data Utilities
  - Export
  - Format 1 Export



- Locate the Groupcall folder located on the network drive that has been prepared for Groupcall
- Select Contacts and click save



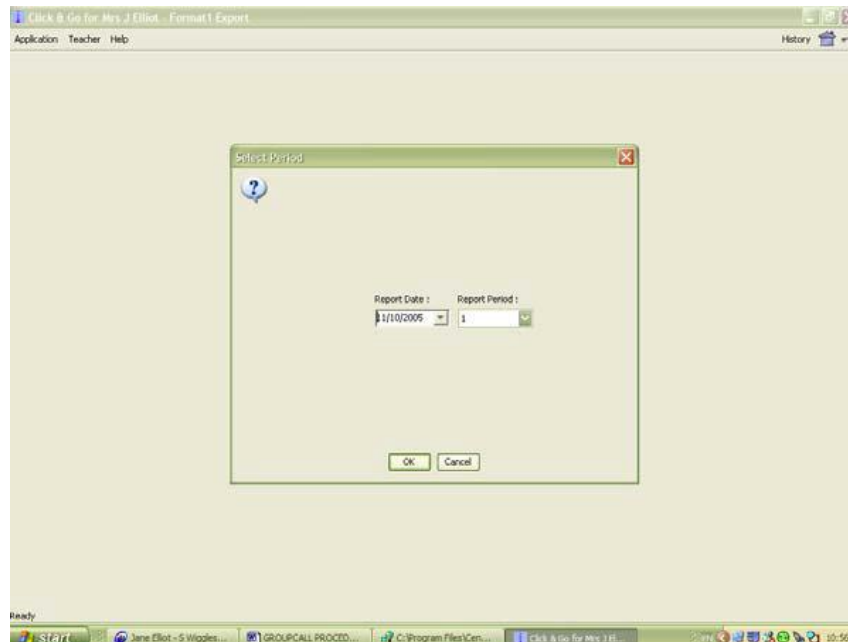
- You will be prompted to confirm that you wish to overwrite the previous saved version
- Click on 'Yes'



- You must now export the Attendance file
- Click on 'Print to File' to export Attendance Information



- You will be prompted to select the report date
- Confirm the date is correct
- Then click OK



- Locate the **Groupcall folder** located on the network drive that has been prepared for Groupcall
- Select Attendance and click save
- You will be prompted to confirm that you wish to overwrite the previous saved version
- Click on 'Yes'

#### Your SEEMIS data is now ready to imported into Groupcall Messenger

- To import / refresh SEEMIS data within Messenger, click on the following options:
  - File
  - Refresh SEEMIS Data
- Please now confirm that the information within the application title bar has changed and now reflects the most recent data that has been exported from SEEMIS.