

# **Using Skyward and OnSync together to make your life a little bit easier**

**OnDataSuite 2021 Conference**

**March 30 9:00 – 9:45 a.m.**

**CLINT YORK – Belton ISD**

## About me ...

Raised in Robinson, TX

Blue and white and “rockets never quit”  
will always be a part of me

Grad of SWTSU

B.S. in Education (Math, Comp. Science)

17 years in Information Technology

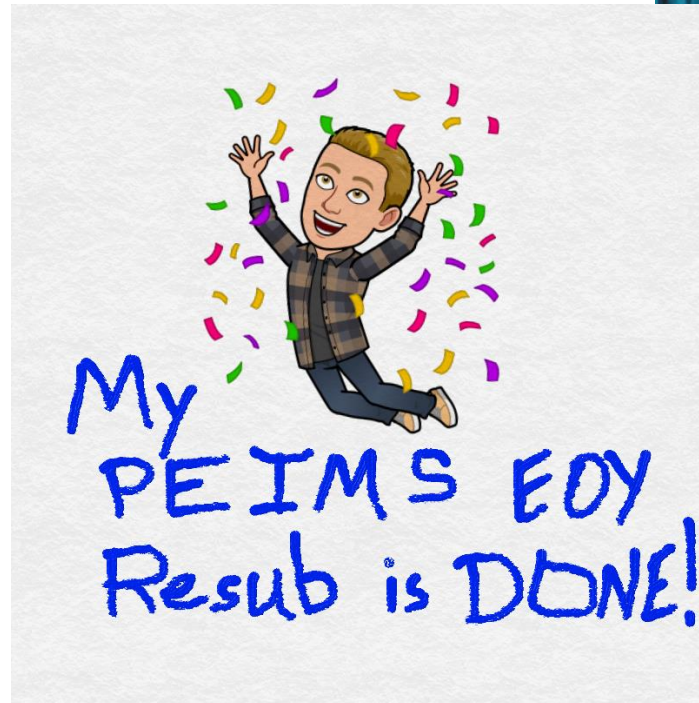
EDS (10), McLane Co. (2) , IBM (5)

8 years as Teacher/Coach

here in Belton ISD

2013 HS PEIMS Coordinator, master  
scheduler, front office manager

2017 to present – district PEIMS Manager

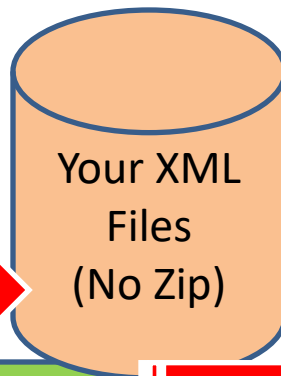


# Overview

This side of the line represents  
your district's network

## Skyward

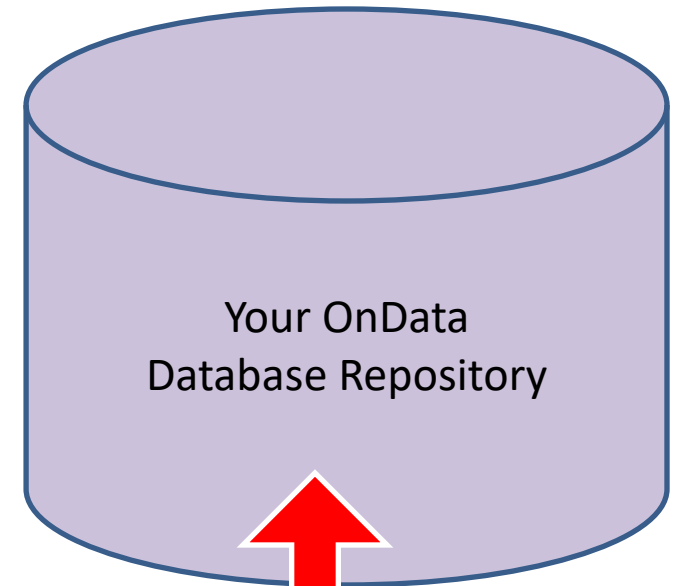
1. Create your templates for all the steps you need to run to produce your XML files
2. Test that this set of templates works as expected AND note how long each step needs to complete
3. Configure these to run as skyward scheduled tasks
4. Last step places the XML files into a network folder/location



## FTP

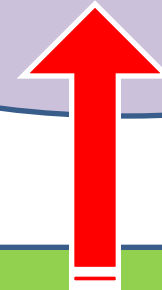
Sends the files to OnData  
at a scheduled time

This side of the line represents  
OnData's network



## OnSync

RECEIVES your files and hands them over  
to the OnData file loading process



# Prereqs

**You'll need to contact OnData Support and work with your Tech team/person to get the FTP details coordinated on both sides.**

**Show live shot of File Center > OnSync**

**And discuss ... also point out College Board info**

# Part 1

## Setting up your Skyward templates

# Step 1 – clear “maintain” area

**SKYWARD** BELTON ISD (000) Clint York Account Preferences Exit ?

Student Management ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports 🔍

⏪ ⏩ **TSDS PEIMS** ★ Favorites ▾ New Window My Print Queue

📁 TSDS PEIMS

- 📄 **TSDS PEIMS Data Processing - TP**
- 📄 Process Individual Students Data - PI
- 📄 Process Individual Staff Data - PS
- 📄 Import Staff Data - ID
- 📄 Staff and 30305 Record Comparison Removal - RC
- 📄 Maintain Extracted TSDS PEIMS Data - ME
- 📄 Export TSDS PEIMS Data - ET
- 📄 View Exported TSDS Files - VE

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WS\S\R\TX\TS\TP\TP - Process TSDS PEIMS - Entity 000 - 33412 - 05.21.02.00.02 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsedubeltonisdtx/qrrprtbrws001.w?BrwsTitle=Process%20TSDS%20PEIMS&RptProg=student/1ssrtsds06.p&MaintProg=ssrtsds

**Process TSDS PEIMS**

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

**Process TSDS PEIMS Templates**

Template Type ▲	Description	Created By
2) Entity	2021 Sub 1 - 006 and 119	YORK, CLINT W.
2) Entity	2021 Sub 1 EdOrg 43,46,120	YORK, CLINT W.
2) Entity	ESY 2018 Sub 4 EXTRACT	YORK, CLINT W.
2) Entity	ESY 2018 Sub 4 Rpt Only	YORK, CLINT W.
2) Entity	ODL 1.0 - Sub 1 clear maintain	YORK, CLINT W.
2) Entity	<b>ODL 1.0 - Sub 3 clear maintain</b>	YORK, CLINT W.
2) Entity	ODL 2.0 - Sub 1 extract OnData	YORK, CLINT W.
2) Entity	ODL 5.0 - Sub 3 extract OnData	YORK, CLINT W.
2) Entity	Sub 1	YORK, CLINT W.
2) Entity	Sub 1 - Sub 30000 - 1111	YORK, CLINT W.

## Process PEIMS Data



### Template Settings

\* Template Description:

☒ Share with other users in entity 000

☐ Print Greenbar

This template is used by a scheduled or monitored task. Changing this template will affect the task.

Save

Save and Print

Back

### Report Ranges

\* School Year:

Submission Period:

Report Type:

Print Rules:

☐ Process as Excel Document

☐ Print Errors Only

### Entity Selection

001 - BELTON HIGH SCHOOL  
005 - BELTON NEW TECH HIGH SCHOOL  
006 - BELL CO J J A E P  
010 - LAKE BELTON HIGH SCHOOL

Entities

### Student Ranges

Select All

Deselect All

### Education Organization Category

☒ (10010) District / LEA

☒ (10040) Class Period

☒ (10070) Course

☒ (10200) Reporting Period

☒ (10020) Campus / School

☒ (10050) Master Schedule

☒ (10200) Calendar Date

### Student Category

☒ (40100) Basic Information

☒ (40110) Student School Association

☒ (41163) Special Education Program

☒ (41461) Title I, Part A Program

☒ (42401) Special Programs Attendance

☒ (42410) Career and Technical Education Attendance

☒ (42505) Special Education Flexible Attendance

☒ (42600) Student Truancy

☒ (44425) Disciplinary Action

☒ (48011) Student Graduation Program

☒ (40110) Student Program

☒ (40110) Student Section

☒ (41169) Career and Technical Program

☒ (42400) Basic Attendance

☒ (42405) Special Education Attendance

☒ (42500) Flexible Attendance

☒ (42510) Career and Technical Flexible Attendance

☒ (43415) Course Completion

☒ (45435) Restraint Event

### Campus Course Section Category

☒ (50300) Course Section

Make a note of how long it takes for this to complete

(30 minutes for us)

# Step 2 – run Pass/Fail indicators

WS\SR\TX\TS\TP - TSDS PEIMS - Entity 000 - 31200 - 05.21.02.00.02 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubeltonisdtx/ssrtsdsbrws002.w

**BELTON ISD (000)**

Student Management **Students** Families Staff Student Services Food Service Office Administration Educator Access Plus

Student Management Setup

**Students - ST** Setup

- Student Profile - PR
- Student Browse - ST
- Custom Forms - CF
- Data Mining - DM
- Pseudo Approval - PA
- Reports - RE

**Emergency Contacts - EC** Setup

- Emergency Contacts - EC

**District to District - DD** Setup

- Send Student - SS
- Request Student - RS
- Receive Student - RE
- Approve/Deny Requests - AR
- History - HI

**Student Access - SA** Setup

- Login History - LH

**Utilities - UT**

- Codes - CO
- Configuration - CF
- Utilities - UT**

**Utilities** ☆

- Go to Student Codes - CO
- Go to Student Configuration - CF
- Utilities - UT
  - Merge Student Records - MS
  - Student Mass Change - MC
  - Mass Change Relationships - CR
  - Mass Remove Vehicle Information - MR
  - Mass Add Students to an Entity - MA
  - Student Current Year Member Mass Change - MM
  - Student Graduation Date Mass Create/Change - GD
  - Mass Assign Student Advisors by Course or Class Period - SA
  - Mass Assign Student Homeroom - SH
  - Mass Delete Portfolio Attachments - PA
  - Student Distribution Options - DO
  - Mass Change Lunch Codes - LC
  - Mass Delete Student Reason Codes - RC
- Other ID-Conversion Utilities - OC
- Mass Change Entry Withdrawal Records - EW
  - Mass Assign Languages - AL
  - Mass Delete Entry/Withdrawal Records - DE
  - Mass Assign Transportation Category - TC
  - Student Change History - CH
  - Permit Code Exception Utility - PC
  - Picture Importer - PM
  - Portfolio Importer - PI
  - Mass Change Categories - EC
- Projected Enrollment Utilities - PE
- Race Code Verification Utilities - RV
- Texas Mass Change Process - TM**
  - Title 1 - Part A - TP
  - Calculate Vocational Education Contact Hours - CV
  - Adjust Bil/ESL Records for DAEP Absences - AB
  - Set CTE Indicator - SC
  - Set Pass/Fail Credit Indicators - SP**
- Mass Create of Special Program Withdrawal Records - WR
- Mass Copy Title I - Part A - TI

**Set Pass/Fail Credit Indicators**

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

**Set Pass/Fail Credit Indicators Templates**

Template Type	Description	Created By
2) Entity	<b>ODL 2.0 - Sub3 pass/fail indic</b>	YORK, CLINT W.
2) Entity	P/F 001 005 043 044 045	YORK, CLINT W.
2) Entity	P/F HS only	YORK, CLINT W.
2) Entity	P/F ind with + sign 001 only	YORK, CLINT W.
2) Entity	pass fail 001 005 044 045	YORK, CLINT W.
2) Entity	pass fail HS's & MS's	YORK, CLINT W.

Buttons: Add, Edit, Clone, Delete, Scheduled Tasks (1), Monitoring Tasks (0), Back



## Set Pass-Fail Credit Indicators



### Template Settings

\* Template Description:

☒ Share with other users in entity 000

This template is used by a scheduled or monitored task. Changing this template will affect the task.

Save

Save and Run

Back

### Process Summary

The Set Pass-Fail Credit Indicators Utility does not use a preview browse like other utilities. If you would like to preview the students that will be affected by the process without making the updates ensure the Report Only option is checked.

This utility reviews student grade records to determine what Pass/Fail Indicator code should be used for the Course Completion records in PEIMS. Note: if the 'Use Gradebook Grade If Blank' option is enabled at Office > Grading > Setup > Configuration > Grading Configuration and the student does not have a posted grade for a class, then the utility will use the calculated Gradebook grade to determine the Pass/Fail Indicator. Since Earned Credits may not be present, if the calculated grade is passing the process will pull an indicator of 01 or 13, and if the grade is not passing the code will be 02, 03 or 14 as appropriate.

☐ Report Only

### Grade Mark Indicator For Credit Denied Due To Excessive Absences:

☒ \* ☐ N ☐ None ☐ Other

### Grade Mark Indicator for Credit Not Received - Course Previously Passed and was Repeated (code 10)

☒ Use Grade Mark Indicator for Credit Not Received

### Ranges

\* School Year:

#### Entity Selection

001 - BELTON HIGH SCHOOL  
005 - BELTON NEW TECH HIGH SCHOOL  
006 - BELL CO J J A E P  
043 - LAKE BELTON MIDDLE SCHOOL

Entities

*We use the + symbol in front of a posted or office side grade to indicate a repeated credit ... for us this most typically happens for Spanish 1*



Make a note of how long it takes for this to complete

(20 minutes for us)

My Print Queue - Clint York							
Views: <span>General</span>		Filters: <span>York</span>					
Date	Time	Report Description	Class	Wait List #	Status	Time Processing	Format
02/26/2021 Fri	4:14 PM	Set Pass/Fail Credit Indicators - ODL 2.0 - Sub3 pass/fail indic (Excel)			Completed	00:01:14	EXCEL
02/26/2021 Fri	3:55 PM	Set Pass/Fail Credit Indicators - ODL 2.0 - Sub3 pass/fail indic			Completed	00:17:46	PDF
02/26/2021 Fri	2:34 PM	Process TSDS PEIMS - ODL 1.0 - Sub 3 clear maintain			Completed	00:27:28	PDF

Analyze this data in Excel ... looking for possible problems

- Blank pass/fail indicators
- Are your ELEM all showing 13's and 14's
- Are your SECONDARY not showing 13's and 14's
- Do you have any 10's ? Should you have some 10's ?
- Review all those that are not a normal old pass or fail

# Step 3 – Daily Register (attendance)

**SKYWARD** BELTON ISD (000) ▾

Student Management ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports 🔍

Q Student Management Setup

▾ Federal/State Reporting - SR  
NCLB Reports - NC 📄

▾ Federal Reporting - FR  
Civil Rights Data Collection - FO 📄

▾ Texas State Reporting - TX Setup  
TMSDS - TM 📄  
Other Exports - OE 📄  
**Reports - RE** ⭐ 📄  
▾ PEIMS - PE  
Pre-PEIMS - PP 📄

**SKYWARD** BELTON ISD (000) ▾

Student Management ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports 🔍

## Reports ⭐

- Attendance - AT
  - Student Withdrawal/Record Transfer Form - SW
  - ADA Report - AD
  - Record of Program Activity - RP
  - Daily Register - DR**
  - Flexible Attendance Daily Register - FA
  - Contact Hours Report - CH
  - ADA/FTE Report - AA
  - Attendance Worksheets - AW
  - Student Activity Information Listing - SA
  - Multi-Period Attendance Report - MP

### Daily Register

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

#### Daily Register Templates

Template Type ▲	Description
2) Entity	119 EOY DAILY REG
2) Entity	2019 1st six weeks
2) Entity	2nd Six Weeks
2) Entity	Daily Reg ECDS PK EOY
2) Entity	Daily Reg EOY - ONE entity
2) Entity	Daily Reg EOY one campus
2) Entity	DISTRICT EOY DAILY REG
2) Entity	<b>ODL 4.0 - OnData</b>

Print

Add

Edit

Clone

Delete

Scheduled  
Tasks (1)

Monitoring  
Tasks (0)

Back

This is the one thing you will have to manually update BEFORE a scheduled run occurs ... OR you just check all six boxes and explain to your people that all future days are being counted as PRESENT (and they probably won't want that).

Make a note of how long it takes for this to complete

(20 minutes for us)

## Daily Register

### Template Settings

\* Template Description:

☒ Share with other users in entity 000

☐ Print Greenbar

This template is used by a scheduled or monitored task. Changing this template will affect the task.

Save

Save and Print

Back

### Report Ranges

School Year:

### Entity Selection

01 - BELTON HIGH SCHOOL  
05 - BELTON NEW TECH HIGH SCHOOL  
06 - BELL CO J J A E P  
10 - LAKE BELTON HIGH SCHOOL

Entities

Print guardian detail: ☐

Print signature page: ☐

Name of county:

Name of registrar:

Build PEIMS/ECDS records: ☒ Local ID:

Print entity totals: ☒

Low

High

Grade/Grad Yr:

### Reporting Period Selection

Print? Prd Cutoff Date ?

<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="button" value="Calendar"/>
<input checked="" type="checkbox"/>	2	<input type="text"/>	<input type="button" value="Calendar"/>
<input checked="" type="checkbox"/>	3	<input type="text"/>	<input type="button" value="Calendar"/>
<input checked="" type="checkbox"/>	4	02/26/2021	<input type="button" value="Calendar"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="button" value="Calendar"/>
<input type="checkbox"/>	6	<input type="text"/>	<input type="button" value="Calendar"/>

**Note:** This report will print in landscape when the number of days in a reporting period is 36 or greater.

# Step 4 – Extract data to maintain

**SKYWARD** BELTON ISD (000) ▼

Student Management ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports 🔍

⏪ ⏩ **TSDS PEIMS** ★

📁 TSDS PEIMS

- 📄 **TSDS PEIMS Data Processing - TP**
- 📄 Process Individual Students Data - PI
- 📄 Process Individual Staff Data - PS
- 📄 Import Staff Data - ID
- 📄 Staff and 30305 Record Comparison Removal - R
- 📄 Maintain Extracted TSDS PEIMS Data - ME
- 📄 Export TSDS PEIMS Data - ET
- 📄 View Exported TSDS Files - VE

WS\SR\TX\TS\TP\TP - Process TSDS PEIMS - Entity 000 - 33412 - 05.21.02.00.02 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubeltonisdtx/qrpbrws001.w?BrwsTitle=Process%20TSDS...

### Process TSDS PEIMS

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

#### Process TSDS PEIMS Templates

Template Type ▲	Description
2) Entity	2021 Sub 1 - 006 and 119
2) Entity	2021 Sub 1 EdOrg 43,46,120
2) Entity	ESY 2018 Sub 4 EXTRACT
2) Entity	ESY 2018 Sub 4 Rpt Only
2) Entity	ODL 1.0 - Sub 1 clear maintain
2) Entity	ODL 1.0 - Sub 3 clear maintain
2) Entity	ODL 2.0 - Sub 1 extract OnData
2) Entity	<b>ODL 5.0 - Sub 3 extract OnData</b>
2) Entity	Sub 1
2) Entity	Sub 1 - only 30090 recs
2) Entity	Sub 3 ext 10050 10070 50030
2) Entity	Sub 3 ext 50300 for 001 005
2) Entity	Sub 3 extract all (PDF)
2) Entity	Sub 3 only 10010

Print ? Add Edit Clone Delete Scheduled Tasks (1) Monitoring Tasks (0) Back

## Process PEIMS Data



### Template Settings

- \* Template Description:
- ☒ Share with other users in entity 000
- ☐ Print Greenbar

This template is used by a scheduled or monitored task. Changing this template will affect the task.

Save

Save and Print

Back

### Report Ranges

- \* School Year:  Submission Period:
- Report Type:  Print Rules:
- ☒ Process as Excel Document ☐ Print Errors Only

### Entity Selection

001 - BELTON HIGH SCHOOL  
005 - BELTON NEW TECH HIGH SCHOOL  
006 - BELL CO J J A E P  
010 - LAKE BELTON HIGH SCHOOL

Entities

### Student Ranges

Campus of Disciplinary Assignment:

Select All

Deselect All

### Education Organization Category

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> (10010) District / LEA   | <input checked="" type="checkbox"/> (10020) Campus / School |
| <input checked="" type="checkbox"/> (10040) Class Period     | <input checked="" type="checkbox"/> (10050) Master Schedule |
| <input checked="" type="checkbox"/> (10070) Course           | <input checked="" type="checkbox"/> (10200) Calendar Date   |
| <input checked="" type="checkbox"/> (10200) Reporting Period |   |

### Student Category

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> (40100) Basic Information          | <input checked="" type="checkbox"/> (40110) Student Program              |
| <input checked="" type="checkbox"/> (40110) Student School Association | <input checked="" type="checkbox"/> (40110) Student Section              |
| <input checked="" type="checkbox"/> (41163) Special Education Program  | <input checked="" type="checkbox"/> (41169) Career and Technical Program |
| <input checked="" type="checkbox"/> (41461) Title I, Part A Program    | <input checked="" type="checkbox"/> (42600) Student Truancy              |
| <input checked="" type="checkbox"/> (43415) Course Completion          | <input checked="" type="checkbox"/> (44425) Disciplinary Action          |
| <input checked="" type="checkbox"/> (45435) Restraint Event            | <input checked="" type="checkbox"/> (48011) Student Graduation Program   |

### Campus Course Section Category

- ☒ (50300) Course Section

Asterisk (\*) denotes a required field

Make a note of how long it takes for this to complete

(60 minutes for us)

# Step 5 – Export the XML files

**KYWARD** BELTON ISD (000) Clint York Account Preferences

Student Management Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports

**TSDS PEIMS** TS DS PEIMS ☆

- TSDS PEIMS
  - TSDS PEIMS Data Processing - TP
  - Process Individual Students Data - PI
  - Process Individual Staff Data - PS
  - Import Staff Data - ID
  - Staff and 30305 Record Comparison Removal
  - Maintain Extracted TSDS PEIMS Data - ME
  - Export TSDS PEIMS Data - ET**
  - View Exported TSDS Files - VE

WS\SRTX\TS\TP\ET - Create TSDS PEIMS XML Files - Entity 000 - 31201 - 05.21.02.00.02 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsdubeltonisdtx/qrpbrws001.w?BrwsTitle=Create%20TSDS%20PEIMS%20XML%20Files&RptProg=student/1ssredfi0...

### Create TSDS PEIMS XML Files

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

#### Create TSDS PEIMS XML Files Templates

Template Type	Description	Created By
1) User	Sub 3 all files NO HS data	YORK, CLINT W.
1) User	sub 3 ECDS KG BOY	YORK, CLINT W.
1) User	Sub 3 REsub	YORK, CLINT W.
1) User	sub 3 staff assoc	YORK, CLINT W.
1) User	Sub 3 zip file for OnData	YORK, CLINT W.
1) User	uceda tds peims	YORK, CLINT W.
2) Entity	2019 Sub 3 ELEM (ALL FILES)	YORK, CLINT W.
2) Entity	2019 Sub1REsub fixes 14JAN2019	YORK, CLINT W.
2) Entity	crisis	YORK, CLINT W.
2) Entity	<b>ODL 6.0 - Sub 3 to UNC</b>	YORK, CLINT W.
2) Entity	OnData Sub 3 for manual load	YORK, CLINT W.
2) Entity	REsub 3 ALL FILES ALL ENTITIES	YORK, CLINT W.
2) Entity	Sub 3 ALL files ALL entities	YORK, CLINT W.
2) Entity	sub 4	YORK, CLINT W.

46 records displayed

Print Add Edit Clone Delete Scheduled Tasks (0) Monitoring Tasks (0) Back



Make a note of how long it takes for this to complete

(30 minutes for us)

Note that your file sizes will grow as the year goes on so if you are loading Sub 3 data in October those files will be much bigger in March/April/May and will take longer to export

WS\SR\TX\TS\TP\ET - Export TSDS PEIMS Data - Entity 000 - 31201 - 05.21.02.00.04 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsdubeltonisdtx/ssredfiedit001.w?isPopup=true

### Export TSDS PEIMS Data

**Template Settings**  
\* Template Description:   
☒ Share with other users in entity 000  
☐ Print Greenbar  

This template is used by a scheduled or monitored task. Changing this template will affect the task.

Buttons: Save, Save and Print, Back

**Ranges**  
\* School Year:   
\* Submission:   
\* Collection:   
☐ Use Individual Student Selection

**Entity Selection**  

001 - BELTON HIGH SCHOOL  
005 - BNTHS@W PROGRAM OF BELTON HS  
006 - BELL CO J J A E P  
010 - LAKE BELTON HIGH SCHOOL

Entities

**Interchanges to Extract for Texas Student Data System**  
☒ EducationOrganization  
☒ EducationOrgCalendar  
☒ MasterSchedule  
☒ StaffAssociation  
☒ Student  
☒ StudentAttendance  
☒ StudentDiscipline  
☒ StudentEnrollment  
☒ StudentProgram  
☒ StudentRestraintEvent  
☒ StudentTranscript

**Output Options**  
☐ Zip XML Files  
☒ Save Exported XML Files to Specified Path  
UNC Path:

Asterisk (\*) denotes a required field

*Speech bubble:* This is the magic sauce ... you'll need to get with Technology team/person to know what to enter here



Once you have all these templates set up and working properly.

THEN it is time to set them up as SCHEDULED TASKS in Skyward.

Show WORD doc summarizing my steps and live demo the schedule task process.

## **RECOMMENDATION**

Create a document similar to this to organize what all you need to do, have template names, run times, etc. all in one place

My document you see to the right is available to download

Steps to AUTO load OnData with EOY PEIMS data (attendance, discipline, course completion)

1. clear "maintain" by running DELETE (ODL 1.0 - approx 30m clock time)
2. when step 1 is complete ... (but you don't have to wait for step 1 to complete)
  - run pass/fail indicators (ODL 2.0 - approx 20m)
  - From 000, run utility "Set Pass/Fail Credit Indicators"
  - found in Students > Setup > Utilities > Texas Mass Change folder
  - Check for blank pass/fail indicators ... hidden grades? Or some other issue?
  - ODL 3.001, ODL 3.005, and ODL 3.010 (approx. 12m for our largest HS)  
Running the utility "Calculate Vocational Education Contact Hours" doesn't work under 000. So, to update student V codes run it under each entity.
3. When all of steps 1 and 2 have completed, run the Daily Register (ODL 4.0 - 30m) for the entire year up thru your cutoff date (you can leave cutoff date empty if you are using a cutoff that is the last day of a six weeks reporting period)
4. When the Daily Register has completed, run the Sub 3 PEIMS extract (ODL 5.0)
5. ODL 6.0 export your XML Files to a network folder that your FTP process knows about
6. Your FTP process picks up your files and sends them to OnData ... that night OnData will pick up your files and process them.
7. The next morning ...
  - Check your FTP process results, I get an email
  - verify the files were transmitted successfully to OnData
  - Log into OnData and check File Center to see if your files were processed
  - While in OnData check for "reasonableness" of the data ... basically does the dashboard info look correct?
  - If all went well, go ahead and change the date of your Daily Register template (ODL 4.0) to the next Friday (or whatever date you want)
8. Email your OnData users that OnData has been updated

SchTasks	Start Time	RUN Time	End by	Step Description
1	3:30 p.m.	40 mins	4:10 p.m.	ODL 1.0 clear maintain
2	4:00 p.m.	20 mins	4:30 p.m.	ODL 2.0 pass/fail indicators
3	4:00 p.m.	15 mins	4:30 p.m.	ODL 3.001 contact hours for entity 001
3	4:00 p.m.	5 mins	4:30 p.m.	ODL 3.005 contact hours for entity 005
3	4:00 p.m.	10 mins	4:30 p.m.	ODL 3.010 contact hours for entity 010
4	4:30 p.m.	20 mins	5:00 p.m.	ODL 4.0 can start when ODL 2.0, 3.001 and 3.005 have all completed
5	5:00 p.m.	90 mins	6:30 p.m.	ODL 5.0 Extract Sub 3 data to maintain
6	6:30 p.m.	30 mins	7:00 p.m.	ODL 6.0 Export Sub 3 XML file set
7	7:00 p.m.	10 mins	7:10 p.m.	File sweeper / copy for FTP (SFT next step)
8	7:20 p.m.	20 mins	8:00 p.m.	SFT to <u>OnData</u>
9	8:00 p.m.	? hours?	Next a.m.	<u>OnData</u> loads our files into their database

Any ...

questions ?

comments?

wonderings?

THANK YOU

Yall be safe out there!