

Instructions on the import spreadsheet and the mapping

Please download the Universal Import Export Utility and install first. The web page for the download is www.inters-dwd.com/inters

1. Open the link <http://www.in.gov/dwd/2892.htm> and click on Templates for Universal Import.
2. Download the spreadsheet and the XML version to your desktop. You will want the DOC version.
3. For the XML version, which is the mapping, follow these steps to place it in the appropriate place.
4. Go to My computer and click on it.
5. Click on the C: drive
6. Click on the folder Program files
7. Click on the folder that says inters package
8. Click on the folder InTERS 2004
9. Click on the folder INTERS Application
10. Click on the folder Universal Import Export
11. Click on the folder Templates
12. Once this folder is open then drag and drop the XML file into the folder. Once you have done this you can close this out and return to your desktop.
13. Now you are ready to begin exporting or typing in the required data. **DO NOT CHANGE THE COLUMN HEADERS OR THE FORMAT OF THE EXCEL SPREADSHEET.**
14. After all your data is in the spreadsheet you will need to delete any rows that have been auto filled by DWD. To do this you will click on the row number, this should highlight the whole row. Hold down the shift key and click page down to highlight the remaining rows until you reach 1,000. In the highlighted area you will want to right click and click delete. This will leave only your data.
15. Open up the import tool.
16. Once import is open you will want to work from top left to the right.
17. Entity will always be students.
18. Click on excel button, choose desktop, select your excel file.
19. Move to the top right of the page where it says Template, select the template that you placed in there (DOC template).
20. Now on the top right click on Refresh Translations. A box will pop up in the middle of the screen if you need to translate anything that InTERS does not recognize, if you do not need to translate anything then the box will not appear. Once all translations are correct then the box will go away.
21. Double check your school year to make sure that the students are going into the correct school year.
22. Now push the transfer button.
23. Once the import is complete click on the button in the middle of the page that states Show logs, this is where your errors are going to be in RED. These errors will need to be fixed before they import into InTERS.

The reason for doing this is that your spreadsheet and the mapping are already done for you, and you can use these year after year. If you have any trouble please feel free to give me a call @ 1-317-234-4278.