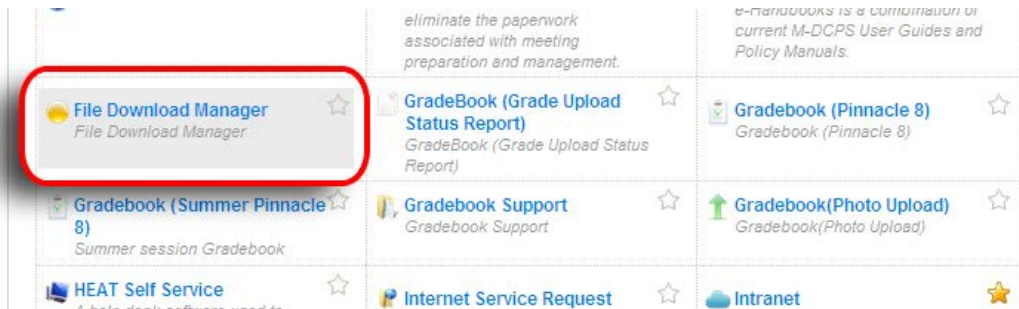


## Loading the schedule into Mobile PIMS from Dadeschools

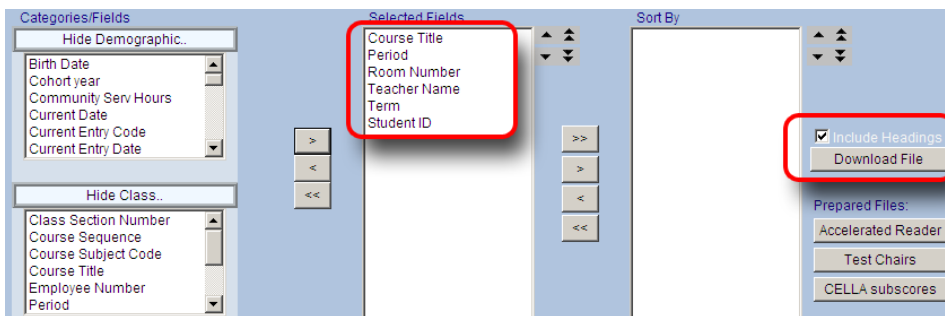
1. Log into the employee portal, and click on “Apps | Services | Sites”



2. Select the “File Download Manager” App.

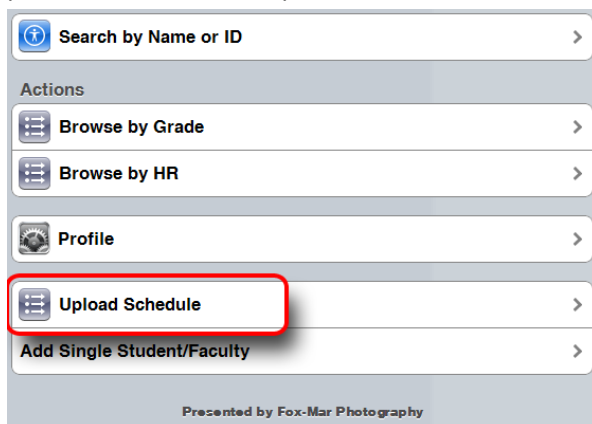


3. From the Demographic Section, choose Student ID. From the Class Section, choose Course Title, Room Number, Teacher Name, Term and Period.

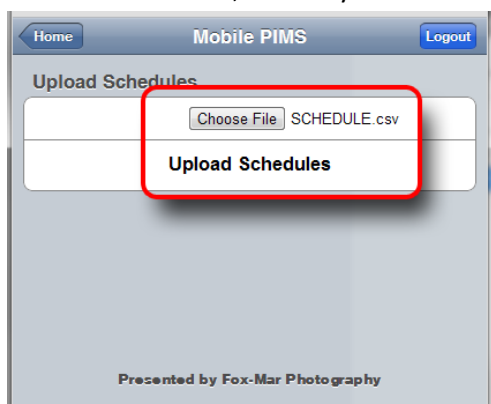


4. Turn on “Include Headings” and press the “Download File” Button. When prompted, say OK, and Save the file to your desktop. **DO NOT open the file, just save it.** If you open the file, Excel will remove the leading zeros.

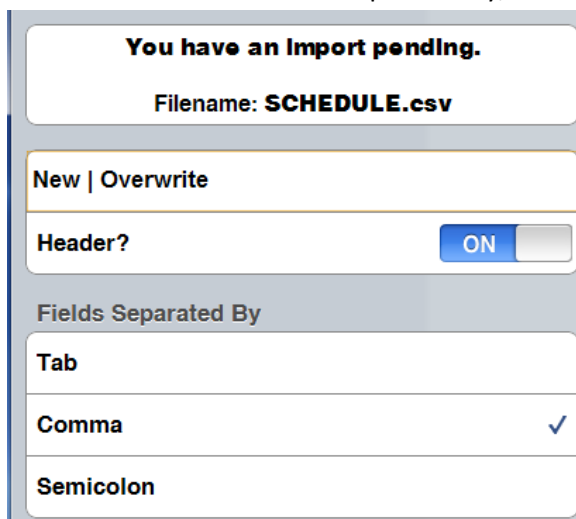
5. Log into Mobile PIMS from your desktop (<http://www.pims.mobi>) with your username and password. Click the “Upload Schedule” Button/Link.



6. On the next screen, choose your Schedule File, and click “Upload Schedules.”



7. On the next page, choose “NEW | Overwrite” for the Import Mode. Click the Header “On.” Choose “Comma” for Fields Separated By, and Press Next.



8. Match the fields as shown in the example below, and press “Process.”

**You have an Import pending.**

Filename: **SCHEDULE.csv**

Course Title is the Course Name	
Period is the Period	
Room Number is the Room Number	
Teacher Name is the Teacher Name	
Term is -IGNORED-	
Student ID is the Student ID	

**Process**

**Start Over**

**Delete**

9. Once you press PROCESS, it goes through each record and updates the schedule for each student. **This process can take a while. Sometimes up to 5 minutes. Do not leave the page until it is done.** When it is done, it goes back to the upload schedules page. You can press Home button to find a student and check the schedule.

**Home** Mobile PIMS **Logout**

**Upload Schedules**

**Choose File** No file chosen

**Upload Schedules**

**You are all done!**