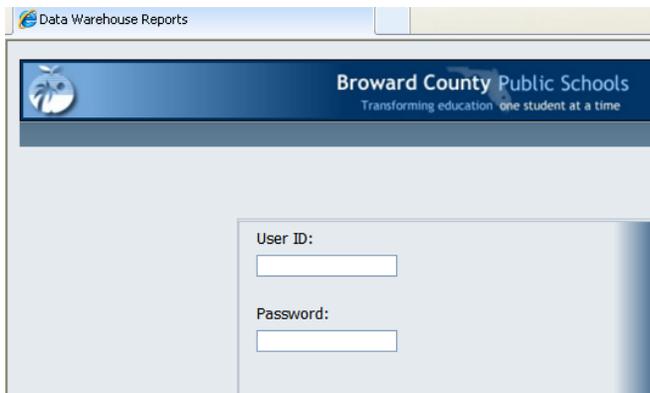


To Load Schedule into Mobile PIMS from Broward Schools Data Warehouse

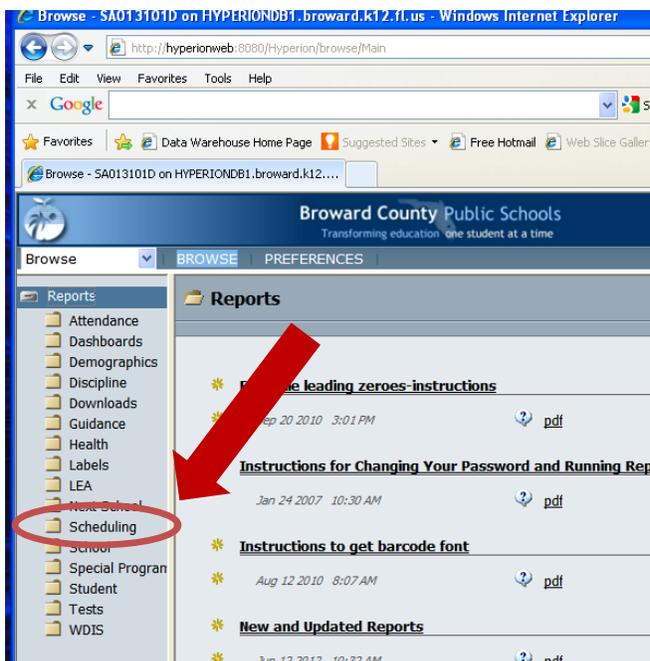
1. Go to the Data Warehouse page and Click **“School Reports Menu”**



2. Login with your User ID and Password.



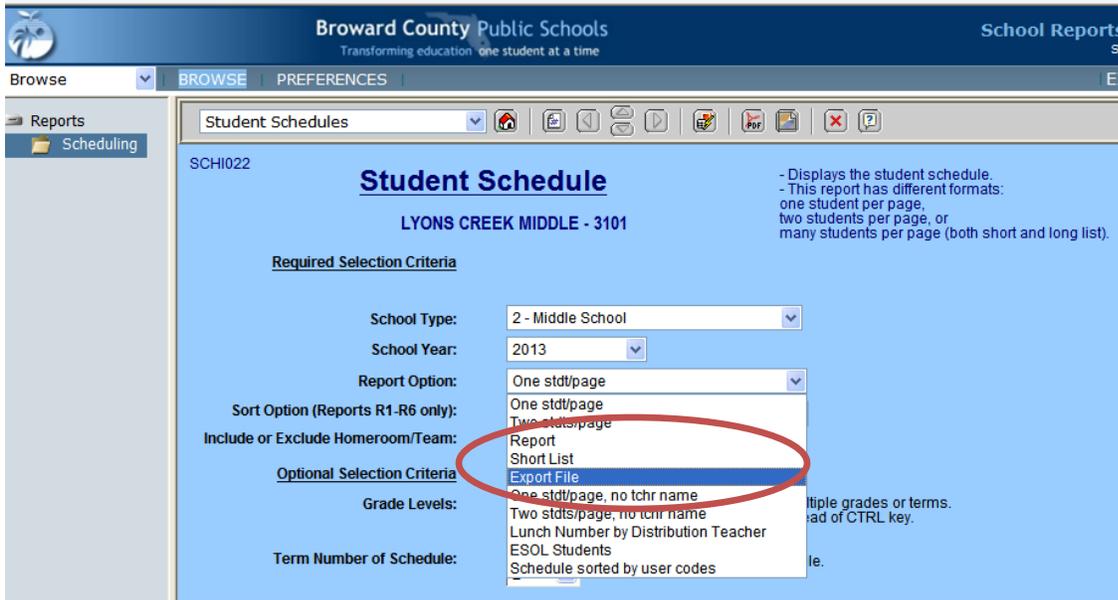
3. On the left side of the page, once you login, click on **“Scheduling”**



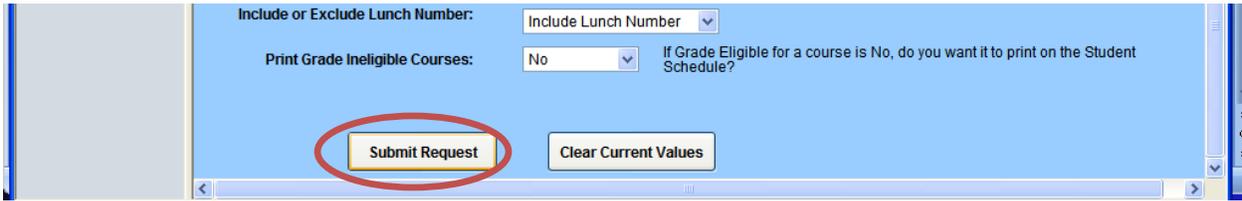
4. Scroll down and find the report titled **“SCH1022 – Student Schedule.”** And click on it.



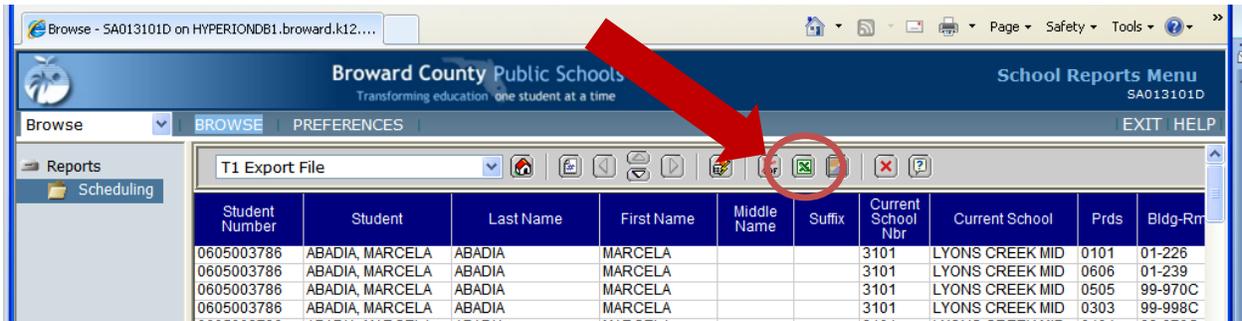
5. Then, you only have to make 1 change on the Selection Criteria Page. Change **Report Option** to **“Export File”**



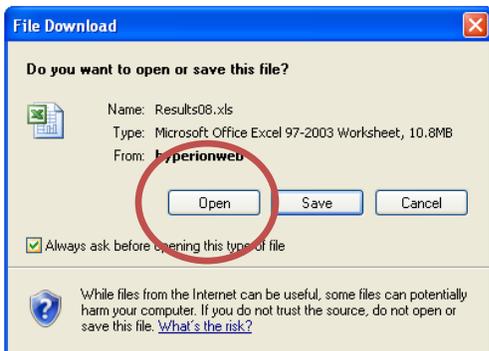
6. Scroll Down and Press **“Submit Request.”** This process takes a few minutes, so allow some time.



7. The Report will display for you, and then you have to export it to an Excel File. By pressing the Green Excel Icon on the top.



8. When prompted, click Open



9. You can delete all columns except for the following:

Student Number Prds Bldg-Rm Course Title Teacher Name

*To delete columns in Excel, Right click on the letter above the column, and then press then click delete.

10. **Save the file as a CSV File in Excel**, by Choosing File → Save As → Change the Save as Type to CSV. Note where you saved the file because you will have to upload that file.

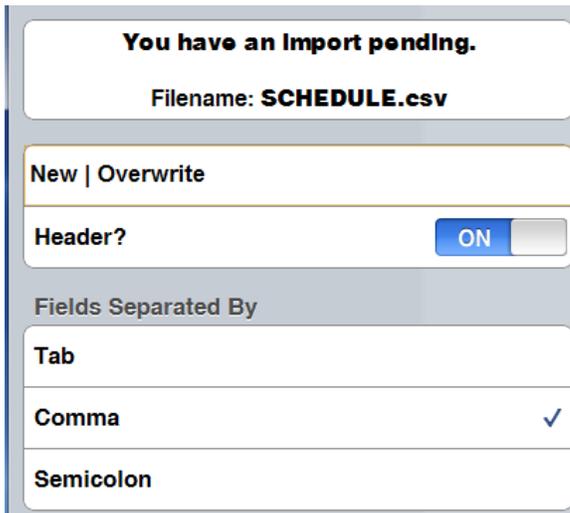
11. Log into Mobile PIMS from your desktop (<http://www.pims.mobi>) with your username and password. Click the “Upload Schedule” Button/Link.



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



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



14. Match the relevant fields as shown in the example below, and press “Process.” **There may be a lot of fields that you will have to mark as “Ignore” because this report has a lot of extra information if you did not delete the unnecessary columns in the above steps.**

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

15. 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!