

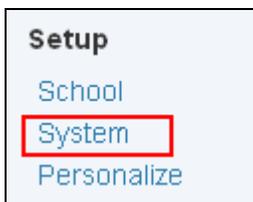
AutoSend Setup

This document can be used to assist users in completing the setup of a scheduled extract using the AutoSend functionality.

Important: All extracts must be created using SFTP (Managed Connections).

Navigation: Start Page > Setup > System > AutoSend

1. On the Start Page click **System** under **Setup**.



2. On the **System Administrator** screen click **AutoSend Setup**.

System Administrator	
Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.

3. On the **AutoSend Setup** screen click **New**.



AutoSend Setup

4. On the **AutoSend Record** screen enter the information needed for the scheduled extract.
 - a. **Name** = enter desired name of the extract
 - b. **Data to Send** = select from the dropdown
 - c. **When to Execute** = time of day to send the extract
 - d. **Days to Execute** = enter days of the week to create the extract. Use the following abbreviations: **MTWHFSU**
 - e. **Turn Execution Off** = check the box to discontinue automatically exporting the data.
 - f. **Send Output to** = MUST be set to **Managed Connection** for SFTP.
 - i. Choose a managed connection from the second dropdown field that appears.

Note: **Managed Connections** only appears in the pop-up if configured and download capability is enabled. Go to **System > System Settings > Plugin Management > Remote Connection Manager** to enable the Remote Connection Manager.

- g. **Field Delimiter** = select from the dropdown
- h. **Record Delimiter** = select from the dropdown
- i. **Sort Order** = Enter the order for this record to display on the AutoSend Setup page. If left blank, the order will be alphabetical by the name of the AutoSend record.
- j. **First record of file is "number_of_records="*** = check
- k. **Include "upload_type="**** = if checked the first or second record will include the text upload_type=, followed by the upload type.
- l. **Attendance Specific Settings:** = if Attendance is selected in the Data to Send field, select the option for which attendance data to include in the export.
- m. **Student Specific Settings** = if Students is selected in the Data to Send field all students currently enrolled in the school will be included in the extract.
- n. **Email complete report to** = enter the desired email address(es) of those for to be emailed a completion report each time the system exports this file. Multiple email addresses can be entered. Be sure to separate with a comma.
- o. **Fields to export** = users can copy and paste the fields that have been predefined using the template.
- p. **Duplicate this AutoSend record to all schools on this server (only use when creating a new AutoSend record)** = check the box to make this extract available to all schools within the LEA.
- q. **Duplicate this AutoSend record to district office (only valid for Student and Teacher tables; use only when creating a new AutoSend record)** = check the box to make the record available to the district office.

Note: This option is only for the Students or Teacher tables.

AutoSend Setup

AutoSend Record

Field	Value
Name	Connect Ed Extract
Data to Send	Students
When to Execute	02:00 AM
Days to Execute	MTWHF (MTWHFSU)
Turn Execution Off	<input type="checkbox"/>
Send Output to	Managed Connection
Path	
Field Delimiter	Tab
Record Delimiter	CRLF
Sort Order	
First record of file is "number_of_records=" *	<input type="checkbox"/>
Include "upload_type=" **	<input type="checkbox"/>
Attendance-Specific Settings:	<input checked="" type="radio"/> Send any attendance modified in last 24 hrs <input type="radio"/> Send attendance modified since last upload <input type="radio"/> Send attendance modified between these dates From <input type="text"/> To <input type="text"/> (MM/DD/YYYY) <input type="radio"/> Send all attendance to date
Student-Specific Settings:	All current students at the school are automatically sent.

E-Mail completion report to (Separate multiple addresses with commas)

Fields to export: Attendance Field list

student_number
 first_name
 last_name
 grade_level
 S_NC_GUARDIAN_LANGUAGE_WRITTEN
 gender
 Home_Phone
 Home_home_phone
 mother_home_phone
 mother_cellphone
 PARENT_EMAIL
 PARENT_CELLPHONE_1

Duplicate this AutoSend record to all schools on this server (use only when creating a new AutoSend record)
 Duplicate this AutoSend record to LEA office (Only valid for Student and Teacher tables; use only when creating a new AutoSend record)

* The first record of the export will be the text "number_of_records=" followed by the number of records to be exported.
 ** The first or second record of the export will be the text "upload_type=" followed by the upload type.

Submit

Legend

Page Icons: - Time Entry | - Date Entry |

5. Click **Submit**.

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