

pathways 9 :: data import service

✔ What is Data Importing?

A number of our Pathways clients operate within a school environment and have access to the internal student management software. As such, we are often asked if it is possible to import that student data into Pathways to save the data entry process, or to in the least reduce it somewhat.

We operate an overnight data-import service that provides the ability to import external student or employer data into Pathways on a normally overnight basis.

To process the import we usually need your current Pathways data file (named "PathData9.mdb") along with the file containing the new data to be imported.

✔ What fields and file format do I need?

To allow a successful import process, you should as provide us with a file in one of the following formats (in order of preference):

- Microsoft Excel (any version)
- Microsoft Access format
- CSV Text File (Comma Separated Value)
- TSV Text File (Tab Separated Value)
- Dbase File

Within this file you should have the following fields to be imported if possible – the more the better:

Student Last Name	Mandatory
Student First Name	Mandatory
Student Year Level	Mandatory
Student Graduation Year (if possible)	Recommended
Student Birthdate	Mandatory
Student Address	Mandatory
Student Suburb	Mandatory
Student State	Mandatory
Student Postcode	Mandatory
Student Phone (or Home Phone)	Mandatory
Student Second Language (if possible)	Recommended
Guardian Title/Prefix	Recommended
Guardian Last Name	Recommended
Guardian First Name	Recommended
Guardian Phone	Recommended
Guardian Phone Type/Description	Recommended
Guardian Relationship to Student	Optional
Student Form/Class/Clan/Tutor Group	Optional

Simply email the import file (as outlined above) along with your PathData8.mdb file (usually located in the Pathways folder on your C-Drive) to our helpdesk and the file will be processed and returned via email as soon as possible.

Helpdesk email: care@activ8.com.au