

Texas Skyward User Group Conference

Skybuild: Steps to Import Data

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Skybuild: Import – Where to Start



Administration > Skybuild >
Imports > Import File Builder

Does what you want to import already exist?

Import File Builder

Views: General Filters: *Skyward Default

Interface ▲	Description	System	Product Type
▶ DMAC-PGP	DMAC PGP Info - FHSP Endorsemen	Student	Other
▶ eSPED 2 SW LPAC	eSPED to SW LPAC Data	Student	Other
▶ eSPED Bus#	AM PM Bus #s from eSPED	Student	Transportation
▶ NK to SW Codes	Edit File, Browse, Upload, Save, Imp	Student	Food Service
▶ Stu Email	Stu Email	Student	Other

Buttons: Import, Add, Edit, Delete, Clone, Import Interface, Back

Click this button to see what fields can be written to via an import file.
Skyward limits the fields you can import data into.



Skybuild: Import – Template / Data Type



Setting up Template / Data Type

Import Interface Maintenance

Import Interface Options

System:

* Interface Name:

* Interface Description:

Product Type:

Allow Other Users to Access this Import Interface

Automate Interface

Automate this Import Interface

Import File Details

Data Type:

File Short Description:

File Long Description:

File Type: Delimited Fixed Width

Delimiter: Text Qualifier:

Contains a Header in Line 1

Print Details of Records Imported on Report

Import File

Import File Type: UNC FTP Upload

File to Import:

Last Upload:

Import File Upload

File Name: No file selected.

Skybuild: Import – Field Links



Edit Field Links

Fields Areas are dependent on your selected product and data types.

Field Selection/Maintenance

Search:

Save Back

Field Areas Field Areas Field Areas Field Areas Field Areas

Food Service
Student Links

Selected Field

Area: Description: Heading: Length: Format:

Add Field: After Selected Field To The Bottom To The Top

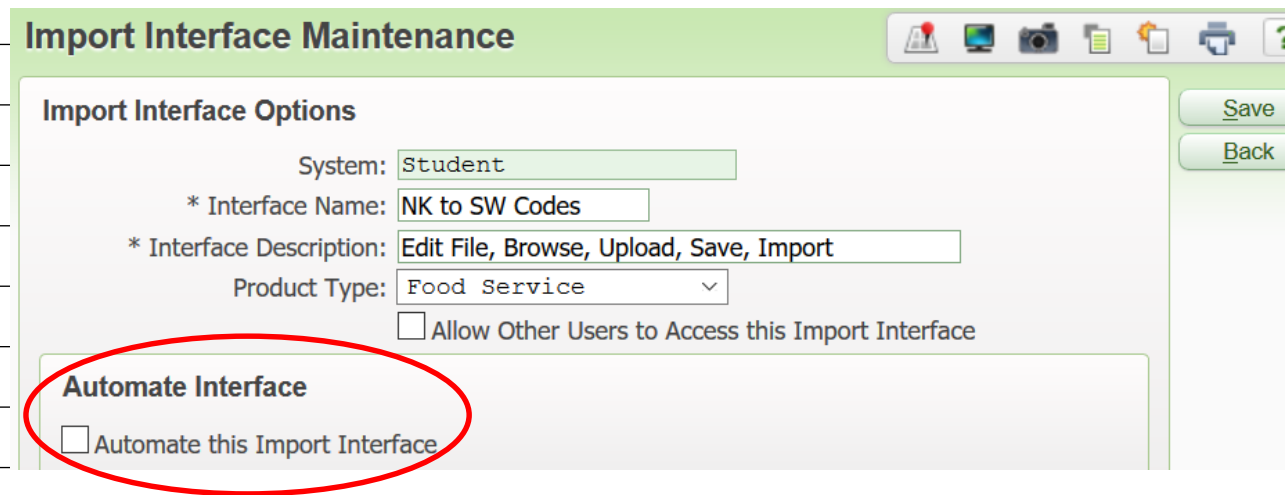
Fields to Import

Move	Position	Area	Description	Length	Format	Data Source	Overwrite	Delete
	1	Stu Links	Other ID	5	X(5)	Import File		Delete
	6	Gap		7				Delete
	13	Food Sen	Lunch Code	1	X(1)	Import File		Delete
	14	Gap		1				Delete
	15	Food Sen	Effective Date	10	MM/DD/YYYY	Import File		Delete

Fields to import come from your import file, or can be static options available for the data type.

Skybuild: Import – Automating

Automating Imports



Import Interface Maintenance

Import Interface Options

System:

* Interface Name:

* Interface Description:

Product Type:

Allow Other Users to Access this Import Interface

Automate Interface

Automate this Import Interface

[Save](#)
[Back](#)

If choosing to automate this task, you will enter the Scheduled Task Maintenance window to determine when it will run, and if/who to notify by email and/or the notification widget.