

# SIMS Importing the MFS Fileset

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**EDUCATION DIGITAL  
SERVICES**

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# 1 Downloading the MFS Fileset

**Please Note:** Windows permissions may not allow all users to save to the C: drive. Users may need to download the MFS fileset to the desktop or another accessible location and extract from there. Upon importing into SIMS, please ensure to navigate to the correct location.

New SIMS filesets are released periodically to eliminate various errors when completing the Census. It is advisable to import the latest fileset into SIMS as soon as it is made available and re-validate any Census returns that have already been created.

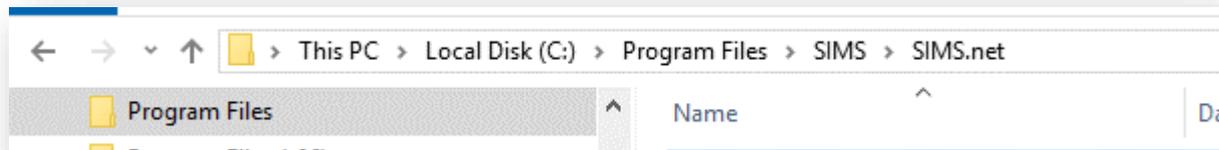
The latest MFS Filesets are located on the [LCC Education Digital Services website](#) under **Support | SIMS Support | All DfE Statutory Returns | School Census**.

**Please Note:** The fileset number used in this document may differ from the current fileset number but the process is always the same.



To download the fileset, right-click on the latest fileset link and choose **Save Target As** or **Save Link As**. This option may differ depending on the web browser being used.

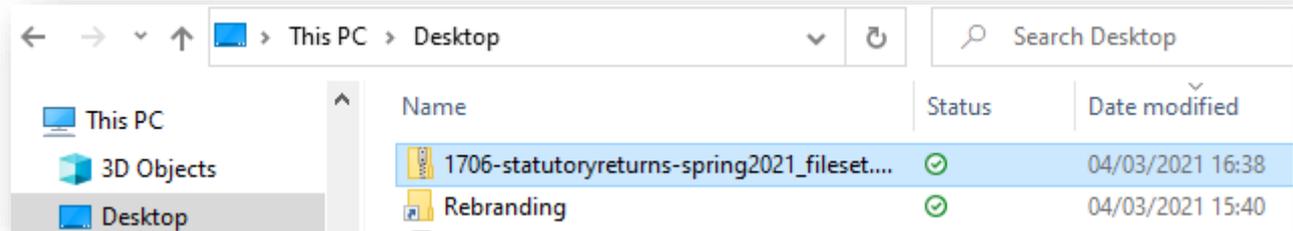
When the file download screen appears, navigate to **C:\Program Files\SIMS\SIMS .net** and click **Save**.



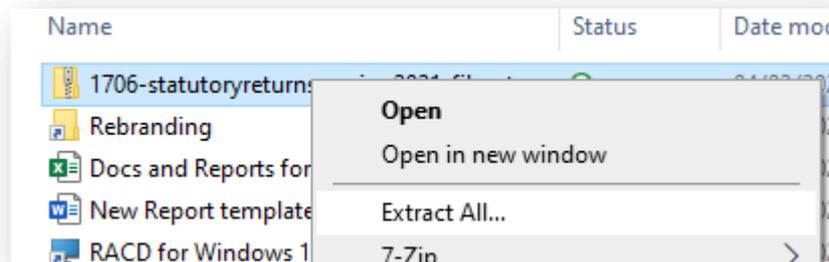
If the path in the above screenshot is not accessible, choose an alternative destination to save the fileset, such as the **Desktop**, the **Downloads** folder, or a network drive.

## 2 Extracting the MFS Fileset

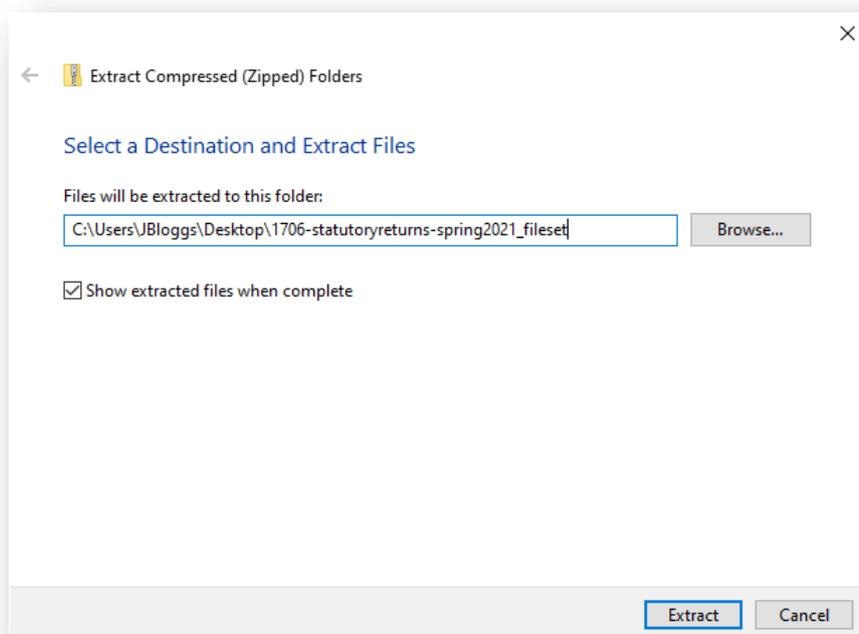
Once the steps in the previous section have been completed, a screen will appear displaying the downloaded file, similar to the screenshot below:



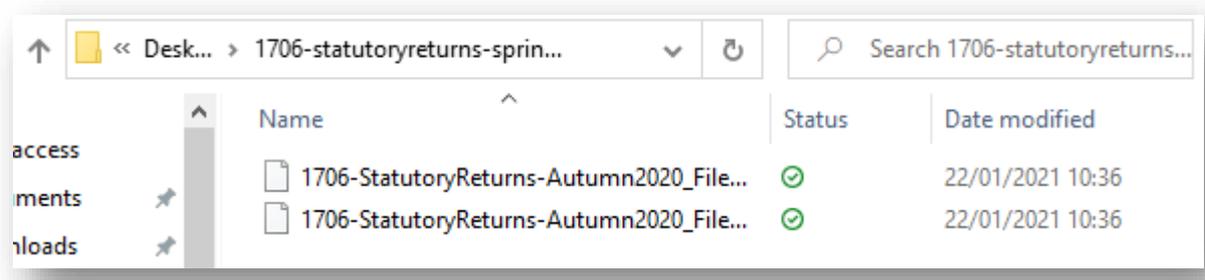
Locate the fileset ZIP file. Right-click on the file and choose **Extract All**.



The **Extract Compressed (Zipped) folders** wizard will display. Click **Extract**.

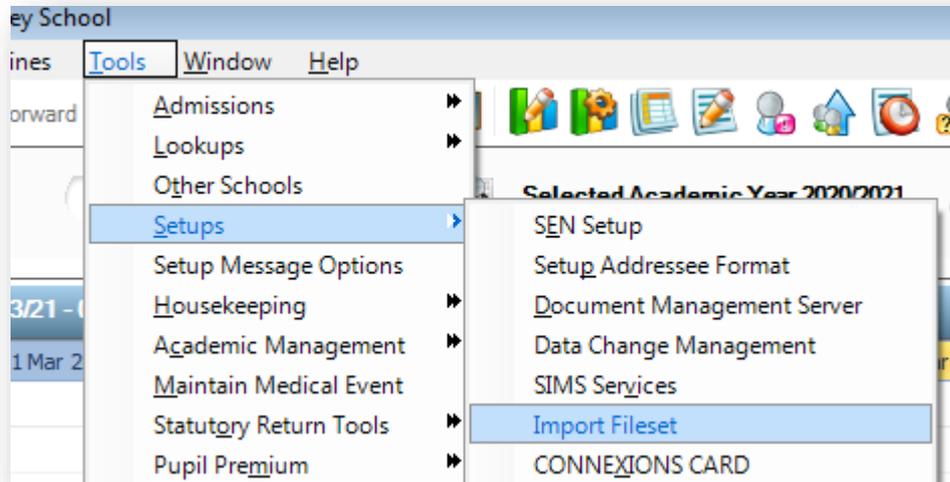


The ZIP file will be extracted. The extracted files contained within the ZIP file will be available in a new folder in the same location where the ZIP file was originally downloaded. The files will usually appear in a new window similar to the screenshot below.

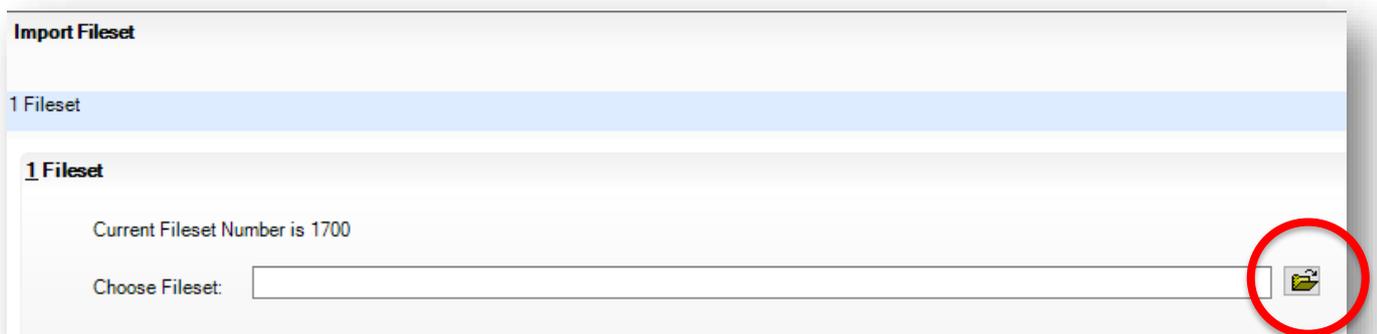


### 3 Importing the MFS Fileset

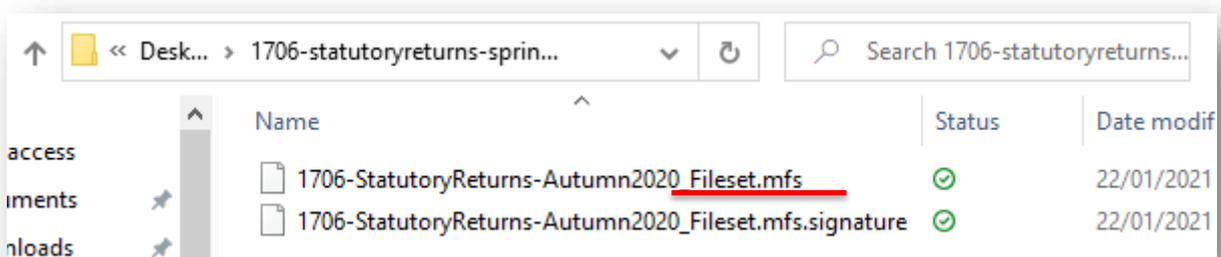
Log in to SIMS and navigate to **Tools | Setups | Import Fileset**.



Click the **Browse** button:

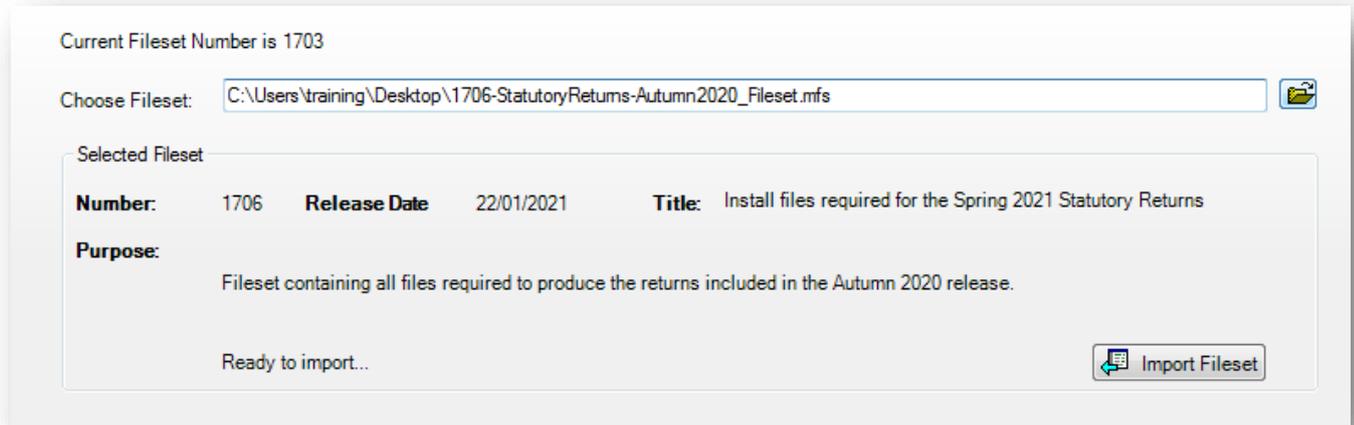


Navigate to the extracted folder where the fileset files are saved.

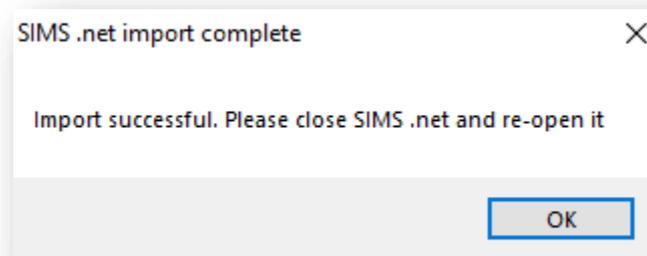


Highlight the file which ends in **.mfs** (NOT the file ending in **.signature**) and click **Open**.

The Fileset details will be displayed similar to the screenshot below.

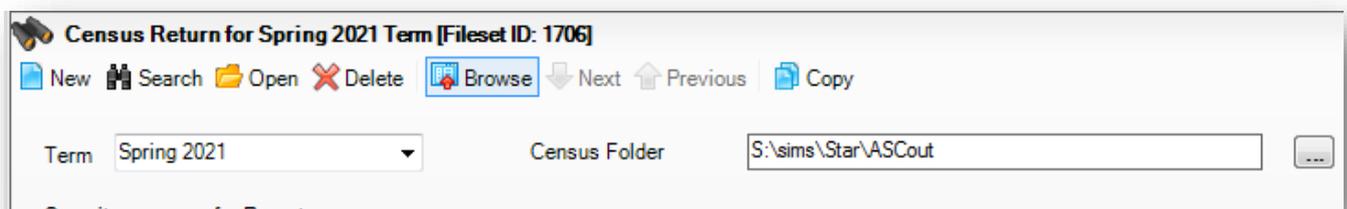


Click **Import Fileset**. Once the import has completed, a dialog box will appear confirming this. Click **OK**.



Close SIMS, re-open and log in. SIMS should now be updated to the latest Fileset version. This can be confirmed within SIMS via the route **Routines | Statutory Returns | School Census**.

The Census Return window will now display a new number in **Fileset ID**.



**Please note:** If a Census Return has already been created, this must be opened and the **Create** and **Validate** option chosen.