SIMS Importing the MFS Fileset

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2.0 September 2021 Allison Thomson



EDUCATION DIGITAL SERVICES

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Downloading the MFS Fileset 1

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.

Filesets	l
 SIMS Importing the MFS Fileset Guidance Statutory Returns - Summer 2021_Fileset.Zip 	

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.

←	\rightarrow	÷	1	>	This PC	> 1	Local Dis	k (C:) →	Pro	gram Files 🔉	sims ⇒	SIMS.net	
		Prog	ram F	iles					^	Name		^	D
1120/001				-	0.0			5-05-200-04-05-001					

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.

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Extracting the MFS Fileset 2

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

🗲 🔿 👻 🛧 🛄 > Thi	s PC > Desktop v	ē	,⊂ Sea	arch Desktop
💻 This PC	^ Name	5	Status	Date modified
🧊 3D Objects	1706-statutoryreturns-spring2021_files	set (9	04/03/2021 16:38
📃 Desktop	Rebranding	0	9	04/03/2021 15:40

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

Name		Status	Date mod		
1706-statutoryreturns	·				
Rebranding	Open				
Docs and Reports for	Open in new window				
New Report template	Extract All		V.		
RACD for Windows 1	7-7in		> 1		

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

and the second s	Extract Compressed (Zipped) Folders	
S	elect a Destination and Extract Files	
Fi	es will be extracted to this folder:	
C	:\Users\JBloggs\Desktop\1706-statutoryreturns-spring2021_fileset	Browse

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.

↑ - ≪	Desk →	1706-statutoryreturns-sprin v Ō	,	h 1706-statutoryreturns
	^	Name	Status	Date modified
ments	*	1706-StatutoryReturns-Autumn2020_File 1706-StatutoryReturns-Autumn2020_File	0	22/01/2021 10:36 22/01/2021 10:36
nloads	*		_	



3 Importing the MFS Fileset

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



Click the Browse button:

\sim

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

↑ 📙	« Desk »	→ 1706-statutoryreturns-sprin 🗸 👌 🔎 Searc	:h 1706-statu	utoryreturns
	^	Name	Status	Date modif
access		1706-StatutoryReturns-Autumn2020_Fileset.mfs	\odot	22/01/2021
nloads	*	1706-StatutoryReturns-Autumn2020_Fileset.mfs.signature	\odot	22/01/2021

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.

Choose Fileset:	C:\User	s\training\Desktop\	1706-StatutoryRetur	ns-Autumn20)20_Fileset.mfs
Selected Fileset					
Number:	1706	Release Date	22/01/2021	Title:	Install files required for the Spring 2021 Statutory Returns
Purpose:	Fileset	containing all files r	equired to produce	the returns i	ncluded in the Autumn 2020 release.
	Ready to	o import			Import Fileset

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

SIMS .net import complete	×
Import successful. Please close SIMS .net and re-open it	
ОК]

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.

Census Return for Spring 2021 Term [Fileset ID: 1706]									
New 📄	📸 Search 📂 Open 💥 Delete	Browse - Next Previou	s 📄 Сору	- 1					
Term	Spring 2021	Census Folder	S:\sims\Star\ASCout						
Consti				_					

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