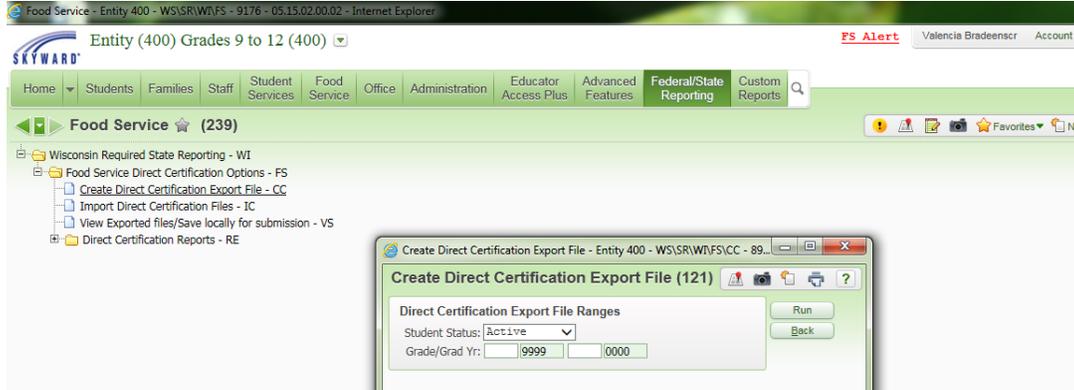


# Wisconsin

## **Direct Certification Skyward User Guide**

## Direct Certification Processes for Skyward Software: Exporting your file

- Run the Direct Certification Export File process:



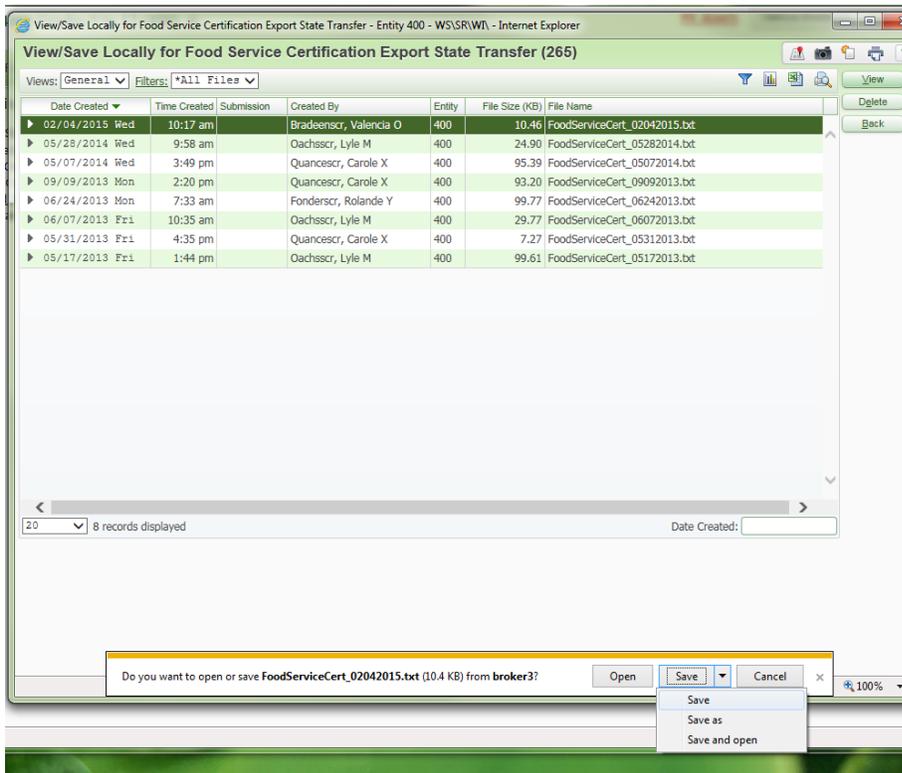
- Once the file has run through the Print Queue, click on View Exported files/Save Locally for submission.



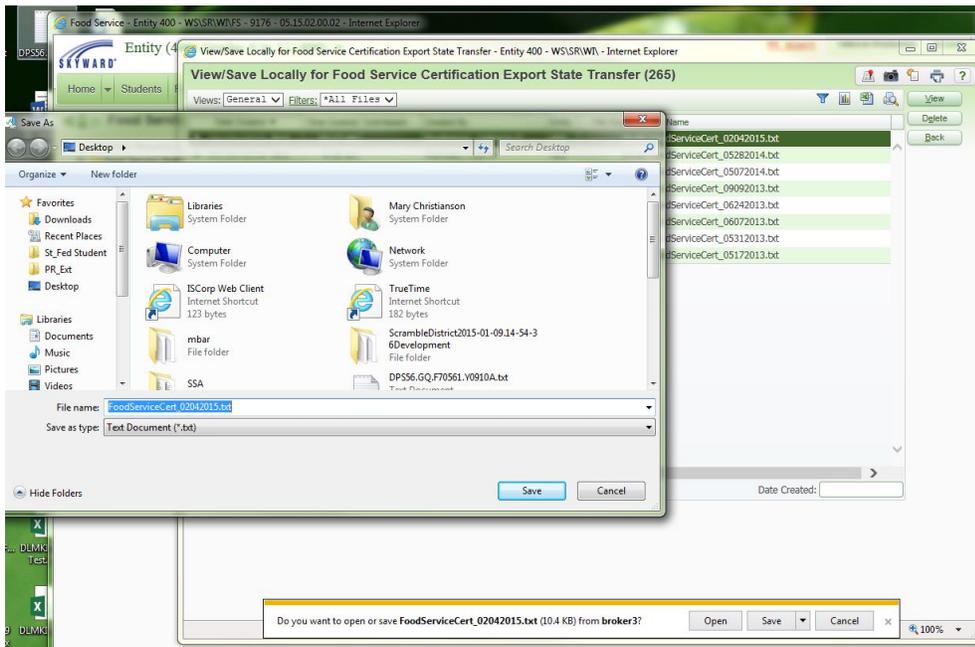
- Highlight the file that you want and click on the View button on the right.



- Depending on how your computer is set up, you may get the dialogue box below. To specify where to save the file, click on Save As.



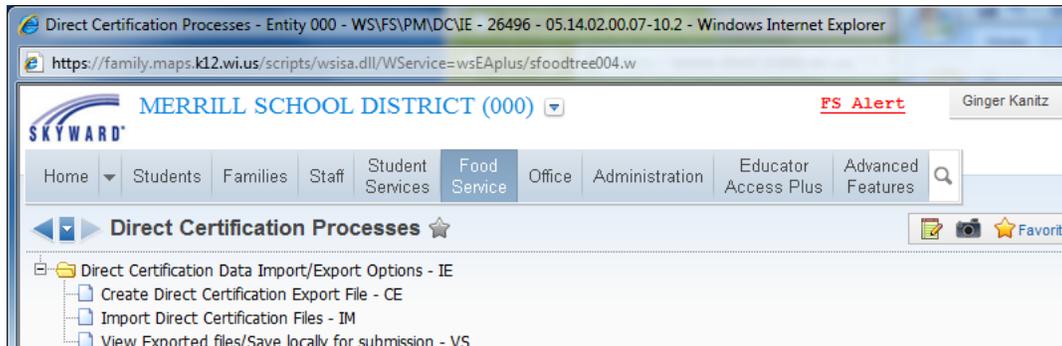
- You will now be able to save the file to where ever you want to. Do not change the Save as Type.



- Other systems may not get the Save Dialogue option. In this case the file is being automatically saved in your Documents/Downloads. The file will be ready to send. Do not make any changes to the file, just browse for the file like you would any other time.

## Direct Certification Processes for Skyward Software: Importing your file

- Go Back to Skyward – Import Direct Certification Files



- Remove attachment
  - Upload new file
  - Lunch Code: D – Direct
  - Run
- Preview Date to Process
  - Report
  - View Report
  - Back – Run the Update – OK
  - Save this Report
  - Food Service – Print Application Letters
    - Direct Certification
    - Edit
    - Application Range

### Application Ranges

	Low	High
Payor Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Application Number:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Case Number:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>
Annual Income:	<input type="text" value="0.00"/>	<input type="text" value="9,999,999.99"/>
Application Date:	<input type="text" value="04/17/2014"/>	<input type="text" value="04/29/2014"/>
Effective Date:	<input type="text" value="04/17/2014"/>	<input type="text" value="04/29/2014"/>
Payor Status:	<input type="text" value="Active"/>	
Student Status:	<input type="text" value="Active"/>	
Application Status:	<input type="text" value="Active"/>	
Letter Sent:	<input type="text" value="No"/>	<input checked="" type="checkbox"/> Only Send Free Letters if Eligibility Changed
Application Denied:	<input type="text" value="No"/>	
Application Type:	<input type="text" value="Electronic"/>	
	<input type="checkbox"/> Select All Default Entities	<input type="button" value="Entities"/>
	<input type="checkbox"/> Select All Lunch Codes	<input type="button" value="Lunch Codes"/>
	<input checked="" type="checkbox"/> Only Print Most Recent Application for Payor	
	<input checked="" type="checkbox"/> Include ALL students for Payor if one falls within the Default Entity Range	