



WISEstaff

Copying Assignment Files from Last Year



January 2016



This 1 minute video will walk you through the process of copying assignment files from last year WISEstaff.

Copy Files

WISEid WISEstaff Help

- Person
 - Search/Edit
 - Report duplicates
- File Tasks
 - Upload
 - Results
- Reports / Validations
 - Staff Download by Local Person ID
 - Staff list
 - Manage Staff Data**
 - Validate Staff Data

Copy Forward Files: These files are to be used to copy data forward from previous years.

2014 - 2015

Download Contracts

2014 - 2015

Download Assignments

For the 2015-2016 school year:

- Select and Download the 2014-2015 contract file (Years of Experience and School Year will automatically increase by 1.)
- Select and Download the 2014-2015 assignment file.
- Make any changes for this school year including adding or deleting staff.
- Upload files to populate the new 2015-2016 data collection.



Files from previous school years may be copied to ensure data consistency. Use **Copy Forward Files** to begin working on the upcoming school year data.

From the WISEid Home page, click on **Manage Staff Data** under the **Reports/Validations** menu.

Press the **Download Assignments** button to select and download the assignment file.

Make any changes for this school year (adding or deleting staff).

Upload files to populate the new school year data collection.

Upload File

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Sign off or Certification
All Staff Report
Salary Report
FTE Summary Report

Admin menu
Update contact info
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WISEstaff / Upload

Choose which upload type to either upload data for that upload or to download the matching upload template file.

Request Type
Assignment

Would you like to download the sample Assignment template?

Upload CSV File

Choose Data File:
Choose File No file chosen

Upload

Once the file has been saved to your local machine, it can then be uploaded.

From the WISEid Home page, click on **File Upload** under the **File Tasks** menu.

Set the request type drop down to Assignment.

Browse and locate the saved file that was previously downloaded.

Click the upload button.



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Thank you for watching this video on the process of copying assignment files from last year in WISEstaff.