



WISEstaff

# Copying Contract Files from Last Year



January 2016



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

# Copy Files

WISEid WISEstaff Help

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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 Contracts** button to select and download the contract file.

**Note: Years of Experience and School Year will automatically increase by 1.**

# Upload File

The screenshot shows the WISEstaff / Upload interface. On the left sidebar, the 'File Tasks' menu is expanded, and 'Upload' is highlighted with a red box. The main content area is titled 'WISEstaff / Upload' and contains the following elements:

- A blue arrow pointing right with the text: 'Choose which upload type to either upload data for that upload or to download the matching upload template file.'
- A 'Request Type' dropdown menu with 'Contract' selected, highlighted with a red box.
- A blue arrow pointing right with the text: 'Would you like to download the sample Contract template?'
- An 'Upload CSV File' section with the text: 'Choose Data File:' and a 'Choose File' button next to 'No file chosen'.
- A blue 'Upload' button with a red arrow pointing to it.

At the bottom left is a logo showing two stylized figures, and at the bottom right is the WISEExplore logo with the tagline 'Data Navigation and Inquiry'.

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 Contract.

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 how to copy contract files from last year in WISEstaff.