

Please check <http://www.discoverysoftware.com/sis/cims.php> for an updated Discovery Report Reader for CIMS User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Report Reader for CIMS Version 1.0.2

Installation and User Guide

Revised: August 15<sup>th</sup>, 2008

Copyright © 2004-2008 Discovery Software Ltd.

[www.discoverysoftware.com](http://www.discoverysoftware.com)

---

# Table of Contents

- Chapter 1 – Preparing CIMS ..... 3**
  - Requirements .....3**
  - Selecting CIMS Reports .....3**
    - STU.565 Report.....3
    - STU.570 Report.....4
    - SCH.555 Report .....5
    - STU.595 Report (Optional) .....6
    - GRD.560 Report (Optional) .....7
    - GRD.510 Report (Optional) .....8
    - ATT.515D Report (Optional) .....9
    - ATT.525D Report (Optional) .....10
  
- Chapter 2 – Configuring Your System ..... 11**
  - Installing the Bridge .....11**
  - Adjusting the Configuration File.....11**
  - Licensing.....11**
  
- Chapter 3 – Transferring Information from CIMS..... 12**
  - Extracting Data from CIMS .....12**
  - Running the CIMS Report Reader .....12**
  - Import Data into Connect .....12**
  - Importing Student Photos.....12**
  - Import files into Connect .....13**
  
- Chapter 5 – Customizing CIMS Export ..... 14**
  - What Can I Customize? .....14**
  
- Chapter 6 – Uninstall..... 15**

---

# Chapter 1 – Preparing CIMS

## Requirements

This version of the Discovery Report Reader for CIMS supports eight (8) different reports that can be generated from CIMS. You will need to be able to generate these reports to use this bridge. If you cannot generate these reports, please contact Discovery Support at [support@discoverysoftware.com](mailto:support@discoverysoftware.com).

## Selecting CIMS Reports

The Report Reader will automatically identify the following eight bridges. The reports are identified using the Report number. You must select at least one Student Demographic report (STU.565, STU.570, or STU.555) as a base report. The other reports in this document can be added to include additional information into Connect (grade, attendance and conduct information).

You must select at least one Student Demographic report (STU.565, STU.570, or STU.555) as a base report. The other reports in this document can be added to include additional information into Connect (grade, attendance and conduct information).

## STU.565 Report

Student Demographic Report that can be used as the base report for the student information that you import into Connect. This report does not contain student schedules so STU.570 is preferred.

Ref: STU.565	PRINICPALM SCHOOL DISTRICT				
Date: 11/15/06	27	PRINCIPALM ELEMENTARY SCHOOL	Page	1	
Time: 12:06:04		Student Profile	Class: KA		
-----					
CONIETE, DELION D.		Student No.	617104	File Id	000617104
BASIC STUDENT INFORMATION					
Birth Date	2/12/01	Place ST.	JONES	MI	Sex M Ethnic 4
CURRENT	Dist HSD School 11	Class KA	NEXT YEAR	Dist HSD School 11	Class 01
TELEPHONE	Area (555)	Unlisted? N	Social Security #		
FAMILY PHONE	555-5555	Area (555)	Unlisted? N		
-----					
HOME ADDRESS		1111 HOLDON CRANE DR			
City State Zip		GLODANNCES MI 11011			
CITY CODE	Map				
MAILING ADDRESS		4325 HOLDON CRANE DR			
City State Zip		GLODANNCES MI 11011			
-----					
PRIMARY	DEAANNA S. CONIETE	Employer	TRUE BLUE HEALTH SERVICES		
	Phone (555)555-5511 Ext.	Federal Employee? N			
SECONDARY		Employer			
	Phone ( ) Ext.	Federal Employee? N			
-----					
EMERGENCY INFORMATION					
Call Title	Name	Relationship	Area	Phone	Ext
1	DEAANNA S. CONIETE	MOTHER	555	555-5512	
2			555	555-5516	
-----					
REGISTRATION-INFORMATION					
Locker	Counselor	REUTHT	Room K4A	Teacher	LEANDJ
BUS INFORMATION					
88	7:51 AM	LINDBERGH BLVD & HOLDON CRANE DR			
ENROLLMENT INFORMATION					
Date	Dis Sch	Reg Load Code	Description	Comment	
8/14/06	HSD 11	KA4M 3 E0	E0 OTHER PPR	ENROLLED	

### STU.570 Report

Student Demographic Report that can be used as the base report for the student information that you import into Connect. This is the preferred student demographic report because it contains student, contact and schedule information.

Student Locator for: ARNOTT, GREGORY		File Id 0001234567
CURRENT Dist HSD School 01 Class 09	Birth Date 11/14/89	Sex M
Native Language EN Ethnic 4	Social Security #	
-----		
TELEPHONE ( ) 355-5887	Unlisted? N	
FAMILY PHONE ( ) 355-5887	Unlisted? N	
HOME ADDRESS	1661 HEIGHTS LN	
City State Zip	Bigtown MO 61234	
CITY CODE	Map	
MAILING ADDRESS	1661 HEIGHTS LN	
City State Zip	Bigtown MO 61234	
-----		
PRIMARY GREGORY ARNOTT	Employer US POSTAL SERVICE	
Phone (123)456-7890	Ext. Federal Employee? N	
SECONDARY SUSAN ARNOTT	Employer JAMES BAY INC	
Phone ( )	Ext. Federal Employee? N	
-----		
EMERGENCY INFORMATION		
Call Title	Name	Relationship Area Phone Ext
1	GREGORY ARNOTT	PARENT 123 456-7890
2	SUSAN ARNOTT	PARENT 123-4567
6	AMRIE ARNOTT	GRANDMOTHER 123 345-6789
-----		
Locker 123	Room 123	Teacher JONES B
Enrolled 8/16/04	Register 094	Counselor LANE D
-----		
Period	Subject	Instructor Room Days Term Course Sec
01	PHY SYSTEMS	SCHUTZENHOFER B 107 MTWRF SEM 1 40100 8
02	COMP CONSTR	ORLANDO C 221 MTWRF SEM 1 61600 1
L1	ENGLISH 9	MOORE K 3115 MTWRF SEM 1 10100 9
L2	LUNCH SEM.1	MTWRF SEM 1 89300 2
L3	ENGLISH 9	MOORE K 3115 MTWRF SEM 1 10100 9
L4	GOVERNMENT	NEIGHBORS B 3201 MTWRF SEM 1 22000 15
L5	GOVERNMENT	NEIGHBORS B 3201 MTWRF SEM 1 22000 15
05	REQ PE 9M	SOBOL M GYM-B MTWRF SEM 1 70100 4
06	ALG ESS A	SHANNON S 3306 MTWRF SEM 1 30300 4
BUS NO.	TIME	STOP LOCATION
10	7:49 AM	ROSEDALE DR & ROSECREST LANE
10	2:57 PM	ROSEDALE DR & ROSECREST LANE
Date: 6/16/05	SAMPLE B HIGH SCHOOL	ID 1234567
Time: 10:07:05	SAMPLE B SCHOOL DISTRICT	Ref: STU.570

### SCH.555 Report

Student Demographic Report that can be used as the base report for the student information that you import into Connect.

Re: BARNABY, BROOKE N.	To: MARK L. BARNABY						
ID 001234567	1111 ORANGE HARVEST DR						
Class 07	GLENDALE, WA 99999						
Home Room F220	Enrolled 8/26/04 Phone 555-5555						
-----							
Counselor DALE LEAH	Homeroom Teacher	HOWARD DEBBIE	Lckr				
-----							
Period	Subject	Instructor	Room	Days	Term	Course	Sec
-----							
HR	HOMEROOM 7	HOWARD DEBBIE	F220	MTWRF	SEM1	78057	705
01	DEVLP READ 7	HOWARD DEBBIE	F220	MTWRF	SEM1	40100	8
02	BASE 7	ZIP LINDA	B118	MTWRF	SEM1	61600	1
02	EXPLOR TECH7	CLARK DON	C115	MTWRF	SEM1	10100	9
02	GEN CMPT AP7	DALE LEAH	A124	MTWRF	SEM1	28480	701
02	ART 7	CHAN TERRY	B123	MTWRF	SEM1	89300	2
02	CRTV WRIT 7	CARN DEANE	G234	MTWRF	SEM1	402270	703
02	FLEX 7	MILLER ANGELA	A123	MTWRF	SEM1	56070	705
03	WRLD GEO 7	GOOD ANDREW	A176	MTWRF	SEM1	70072	705
04	PREALG/GEOM	MONEY DAVI	F217	MTWRF	SEM1	30072	705
05	VOC ENS 7	POLE ANGELA	B114	MTWRF	SEM1	22000	15
05	LRN SK/CORE7	HOWARD DEBBIE	F220	MTWRF	SEM1	70100	4
06	CATS 7	DAVIE JAMIE	G242	MTWRF	SEM1	60072	705
07	ENG LA 7	WALTON STEPHAN	G234	MTWRF	SEM1	40072	705
08	CHRL MUSIC 7	MILLER ANGELA	B114	T R	SEM1	30300	4
08	PHYS ED 7	CANBY PEGGY	LL102	M W F	SEM1	66070	72
08	HEALTH 7	COUNTRY M	LL122	M W F	SEM2	69070	72
SAMPLE MIDDLE SCHOOL				13:47:40	Student No.	50025445	
SAMPLE COUNTY SCHOOLS				3/15/05	FY: 05	Ref: SCH.555	

### STU.595 Report (Optional)

Student Conduct Report that can be used to add discipline incidents and outcomes.

Inc Date	Time	Student	Cur	Sch Offense	Location	Date
5/07/07		381925 EMILY A. DADE	11	JG3 DISRUPTIVE BEHAVIOR	11	
Admin:		Teacher: REIDEL R	Action	ASD AFTER SCHOOL DETENTION		5/08/07
Class: 07 Primary:		LAYLA ABDALLAH	Phone:	438-1489 Eth: 5 Sex: F		
4/12/07		381925 EMILY A. DADE	11	JG3 DISRUPTIVE BEHAVIOR	11	
Admin: HINDRICH B		Teacher: HEGER R	Action	SD2 SATURDAY DETENTION 2 HOUR		4/20/07
Class: 07 Primary:		LAYLA ABDALLAH	Phone:	438-1489 Eth: 5 Sex: F		
12/21/06		381925 EMILY A. DADE	11	JGB OBSENITIES/INAPPROPRIATE LANGUAGE	11	
Admin:		Teacher: ARNOLD J	Action	ASD AFTER SCHOOL DETENTION		1/09/07
Class: 07 Primary:		LAYLA ABDALLAH	Phone:	438-1489 Eth: 5 Sex: F		
11/03/06		381925 EMILY A. DADE	11	JE2 TRUANCY	(JED 11	
Admin:		Teacher: ARNOLD J	Action	ASD AFTER SCHOOL DETENTION		11/06/06
Class: 07 Primary:		LAYLA ABDALLAH	Phone:	438-1489 Eth: 5 Sex: F		
5/16/07		401631 QUINN ADAMS	11	JE1 TARDY	(JED 11	
Admin:		Teacher: FENTON D	Action	SD2 SATURDAY DETENTION 2 HOUR		5/18/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
5/16/07		401631 QUINN ADAMS	11	JE2 TRUANCY	(JED 11	
Admin: EDWARDS N		Teacher: HAYESA	Action	ISS IN-SCHOOL SUSPENSION		5/24/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
5/15/07		401631 QUINN ADAMS	11	JE2 TRUANCE	(JED 11	
Admin: EDWARDS N		Teacher: MANGIAPENALLO N	Action	ISS IN-SCHOOL SUSPENSION		5/21/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
5/11/07		401631 QUINN ADAMS	11	JD3 DISRUPTIVE BEHAVIOR	11	
Admin:		Teacher: FENTON D	Action	SD2 SATURDAY DETENTION 2 HOUR		5/18/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
5/08/07		401631 QUINN ADAMS	11	JG6 INSUBORDINATION	11	
Admin:		Teacher: HAYESA	Action	WAR WARNING/REPRIMAND		0/00/00
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
4/24/07		401631 QUINN ADAMS	11	JG7 MISSED DETENTION	11	
Admin:		Teacher: FENTON D	Action	SD2 SATURDAY DETENTION 2 HOUR		5/04/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
4/20/07		401631 QUINN ADAMS	11	JG3 DISRUPTIVE BEHAVIOR	11	
Admin:		Teacher: FENTON D	Action	ASD AFTER SCHOOL DETENTION		4/24/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
4/19/07		401631 QUINN ADAMS	11	JG3 DISRUPTIVE BEHAVIOR	11	
Admin:		Teacher: MEUERE	Action	ASD AFTER SCHOOL DETENTION		4/23/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		
4/16/07		401631 QUINN ADAMS	11	JG7 MISSED DETENTION	11	
Admin:		Teacher: ANKNEY C	Action	SD2 SATURDAY DETENTION 2 HOUR		4/27/07
Class: 07 Primary:		TONIA ADAMS	Phone:	838-9374 Eth: 4 Sex: M		



**GRD.510 Report (Optional)**

Student Grade Report that contains the letter grade for your grading periods. The report may contain different labels for the grading periods because the bridge will automatically read the column headers and export the data using the appropriate labels.

Ref: GRD.510			PRINCIPALM SCHOOLS		
Date: 11/20/06		555	PRINCIPALM HIGH SCHOOL		Page 1
Time: 8:54:38			Grading Worksheet		
School 502			GRADES FOR FIRST NINE WEEKS		BROWN, JOHN
Course 61653			8/28/06 Thru 10/31/06		FORENSIC SCI
Section 101					Period 05
<b>Number</b>	<b>Student</b>	<b>Absent</b>	<b>QT1</b>	<b>C1A</b>	<b>C1B</b>
40040107	HARKING, JIM		A		
	GRADING ABSENCES	EXCUSED	---	---	---
		UNEXCUSED	---		
40022387	JONES, CHRISTINA		C		
	GRADING ABSENCES	EXCUSED	---	---	---
		UNEXCUSED	---		
40014391	KIMBLE, JESS		A		
	GRADING ABSENCES	EXCUSED	---	---	---
		UNEXCUSED	---		
40042621	LONNIE, ALEX		B		
	GRADING ABSENCES	EXCUSED	---	---	---
		UNEXCUSED	---		
40027163	LOWRIE, PETER		A		
	GRADING ABSENCES	EXCUSED	---	---	---
		UNEXCUSED	---		
40014212	FINCH, MARY		A		
	GRADING ABSENCES	EXCUSED	---	---	---
		UNEXCUSED	---		

**ATT.515D Report (Optional)**

A Student Attendance report that contains attendance values for each period and date that the student has an attendance violation. A Daily reason is also provided. The period labels in the report header will be read by the bridge and used when exporting the attendance codes so they may differ from the ones listed in this report.

Ref: ATT.515D		PRINCIPALM SCHOOL DISTRICT															Page	1
Date: 6/23/05		03	PRINCIPALM EAST HIGH SCHOOL															
Time: 15:15:58		Student Absences from 8/16/04 to 5/27/05		Absence Types: (Au) (Ae) (E) (T)														
Student #	Student Name	Homeroom Cl	Teacher	Homeroom Number	00	01	02	L1	L2	L3	L4	L5	05	06	MS	Daily Reason	Date	
1234567	ARNOTT, GREGORY	09				E	E									AC	8/17/04	
					A	A	A			A			A	A		AC	8/20/04	
							T									IM	8/23/04	
					A	A	A										8/24/04	
					A	A	A			A			A	A		SO	8/25/04	
					A	A	A						A	A		SO	8/26/04	
					A	A	A			A			A	A		SO	8/27/04	
							T										8/31/04	
							T										9/07/04	
											T						9/13/04	
								T									9/16/04	
																	9/22/04	
														T			9/30/04	
																	10/01/04	
											A		A	A		SH	10/04/04	
					A	A	A				A		A	A		IM	10/05/04	
					A	A	A				A		A	A		IM	10/06/04	
					A	A	A				A		A	A		IM	10/07/04	
					A	A	A				A		A	A		DA	10/08/04	
					A	A	T									DA	10/12/04	
								T									10/20/04	
																	10/21/04	
											T						10/27/04	
																	10/28/04	
					A	A										IM	11/04/04	
														A		TR	12/01/04	
						T											12/06/04	
																	1/03/05	
																	1/06/05	
																	1/07/05	
					E											PB	1/11/05	
					A											TR	1/18/05	
																	1/19/05	
					A	A	A						T			DA	1/20/05	
					T												1/21/05	
					T												1/24/05	
					A		T									TR	1/31/05	
											A					TR	2/03/05	
																	2/04/05	
					A	A	A				A		A	A		IM	2/10/05	
																	3/10/05	
																	3/17/05	
					A		T									TR	4/25/05	
					T												4/26/05	
											A		A	A		SH	4/27/05	
													A			TR	5/11/05	

**ATT.525D Report (Optional)**

Student Attendance report that lists the class and period when the student has an attendance violation. Daily and Period reasons are also provided. The period labels in the report will be read by the bridge and used when exporting the attendance codes so they may differ from the ones listed in this report.

Ref: ATT.525D	011	PRINCIPALM PUBLIC SCHOOLS - DISTRICT 205						Page 1	
Date: 1/25/07		PRINCIPALM HIGH SCHOOL							
Time: 16:32:49		Course Attendance Detail Report	1/24/07 - 1/25/07						
Student # Name	Class Subject	Teacher	Course	Sec	Period	Date	Type	Period Reason	Daily Reason
111962 ABRAM, JIM W.	10 INTRO TECH	WHITE MATTHEW	2802	101	01	1/24/07	A	I	I
	ENGLISH 4	OHIO SARA	0123	203	02		A	I	I
	P E 10	MCDONALD MIKE	0908	343	03		A	I	I
	CHEMISTRY 2	PARKS JOHN	0554	679	06		A	I	I
	SPANISH 4	HOWARD COLLEEN	0259	903	09		A	I	I
169100 ALBERT, JOHN E.	10 INTRO TECH	WHITE MATTHEW	2802	101	01	1/25/07	A		D
	CONC CHEM 2	CHOW CINDY	0550	344	03	1/24/07	A		D
	PE1112/DRED2	BAKKER JANE	0914	101	01	1/25/07	A		D
	GEOMETRY 2	SARDINE CRYSTAL	0447	107	02		A		D
	CONC CHEM 2	CHOW CINDY	0550	344	03		A		D
170548 ACTIVE, ROGER *.	ENGLISH 4	LOWRY KATHY	0123	566	05		A		D
	BIOLOGY 2	CHOW CINDY	0517	802	08		A		D
	12 CHEMISTRY 2	BALDERS NATHAN	0554	102	01	1/24/07	A	G	
135695 ADONIS, JEWEL N.	09 P E 9	CHIN DON	0900	104	01	1/24/07	A		D
	P E 9	CHIN DON	0900	104	01	1/25/07	A		D
	HEALTH 9	JONES GEORGE	0980	803	08		A		D
116951 AERI, MARCKUS	ENGLISH 2	JONES CHAD	0108	203	09		A		D
	10 P E 9	WILLIAMS, BARRY	0900	902	09	1/24/07	A		D
	CHEMISTRY 2	BALDERS NATHAN	0554	102	01	1/25/07	A	E	
	CU CONSFTW2	FOX PAT	2642	672	02		A	E	
	GEOMETRY 2	SARDINES CRYSTAL	0447	911	04		A		D
159368 ALMARRA, JOHN M.	10 P E 9	WILLIAMS, BARRY	0900	902	09		A		D
121188 ALMOND, ALANIA	10 P E 12	MITZEL JIM	0920	205	02	1/24/07	A		D
139990 ALLIE, MARTIN S.	12 COLL ALG 2	HUNTER ARNOLD	0467	562	08	1/24/07	A		D
	09 ENGLISH 4	OHIO SARA	0123	101	01	1/24/07	A		D
	GEOMETRY 1	FINN DARYL	0446	2	02		A		D
	P E 10	MITZEL JIM	0908	343	03		A		D
	ART FUNDMNTL	JONES MICHEALE	0702	564	06		A		D
	BIOLOGY 2	SMITH FRED	0517	802	08		A		D

---

## Chapter 2 – Configuring Your System

### *Installing the Bridge*

Unzip the zip file that contains these instructions into a folder on your computer.

### *Adjusting the Configuration File*

Once you have selected the reports to generate you should look at the values found in the student demographic report to determine the configuration values for the config.txt file. The config.txt file tells Connect information that cannot be determined by the reports generated from CIMS. The config.txt file is located in the PDE folder. It contains detailed instructions on what the values mean and what values they should be set to. Please contact Discovery support at [support@discoverysoft.com](mailto:support@discoverysoft.com) if you are unsure what values to set.

### *Licensing*

The CIMS Report Reader needs to be licensed before it will generate data for all students found in your reports. To license the bridge simply place your paf file in the same folder as the cims.exe file (The folder created in Installing the Bridge above. If the bridge is unlicensed, it will run in demo mode and be marked as (Unlicensed) on the first line of the command window.

---

## Chapter 3 – Transferring Information from CIMS

This section describes the process for manually transferring data from CIMS to Connect..

There are three steps involved:

- Extracting data from CIMS
- Run the CIMS Report Reader
- Importing the data into Connect

### **Extracting Data from CIMS**

In *Selecting CIMS Reports* in Chapter 1, you chose the reports that you will use to transfer your student information from CIMS to Connect. For each of those report do the following:

1. Run the program that generates the report and put the print job on hold.
2. Install Operations/Iseries Navigator on your desktop computer.
3. Start the program, go to Basic >Operations, then printer output.
4. Point to the print job and drag to your desktop. This will copy it to the desktop and convert it to a text file.
5. Copy the report file into the bridges reports folder as a unique name for that report. eg STU570.txt Each report should be saved under the same filename every time you generate them to update the information.

### **Running the CIMS Report Reader**

Once you have saved all the reports you wish to use in the reports folder, double click on the cims.bat file. This will run the bridge and generate the data used by Connect.

### **Import Data into Connect**

Follow the instructions in the Connect User Guide to import the extracted data into Connect. Point Connect to the PDE folder inside the bridge folder.

### **Importing Student Photos**

Your photos will need to be exported from your photo providers CD as jpg files.

The extractor uses the following CIMS fields to link students to their photos:

“Photos are identified by” setting in Connect	CIMS Location
Student Number	Student ID found in the demographic report.
State ID	Not Supported
Photo ID	Not Supported
SSN	No longer supported

---

The extractor uses the following CIMS fields to link staff to their photos:

“Photos are identified by” setting in Connect	CIMS Location
Staff Number	Not supported
State ID	Not supported
Photo ID	Not supported
SSN	No longer supported

The photos must be in jpg format and the value found in the CIMS location should be the file name (or the value should be referenced using a mapping file). See the Connect User Guide for more information.

### ***Import files into Connect***

Follow the instructions in the Connect User Guide to import the converted data into Connect.

---

## Chapter 5 – Customizing CIMS Export

### *What Can I Customize?*

Currently, there are no customizable fields available for CIMS.

We are continuously working to expand Connect's capabilities, so if you don't see what you want here, please contact us.

---

## **Chapter 6 – Uninstall**

To uninstall the Discovery Report Reader for CIMS from your system, follow these steps:

1. Delete the folder and associated files that make up the bridge from your system.