DSL's Manual Extract Installation and User Guide
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http://apps.discoverysoftware.com/support/bridges/manualextract.html

Developed by:

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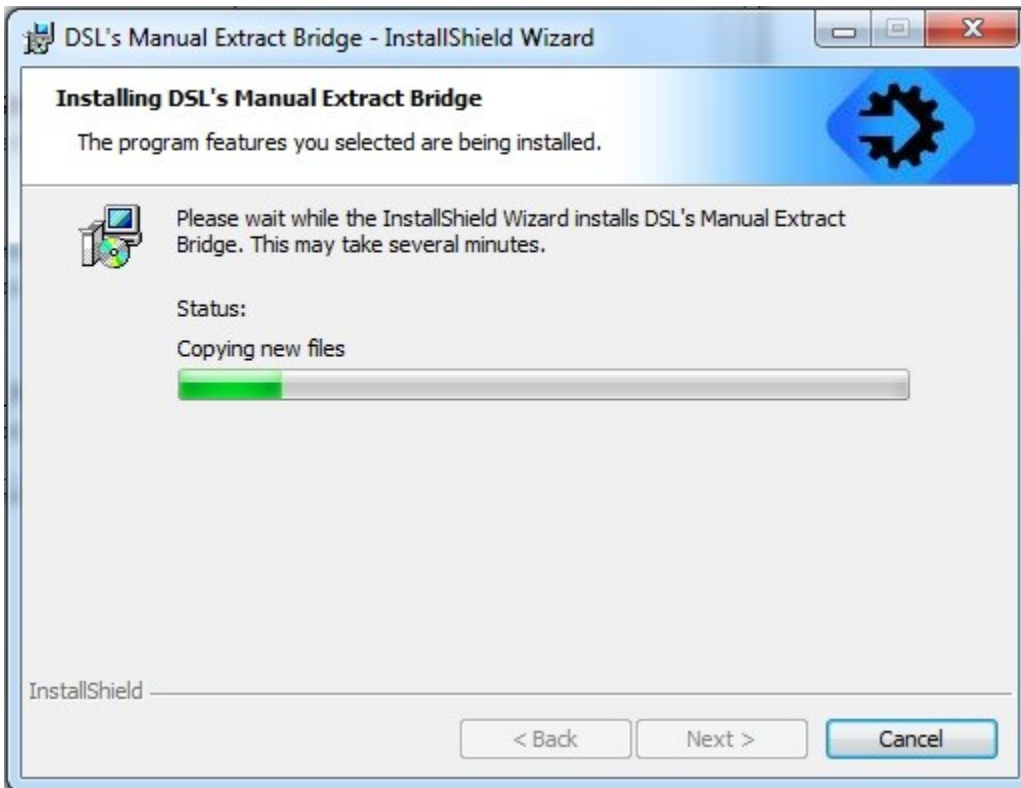
Installation

By this point you should have already completed your SIS Bridge manual extracts with access to a folder containing your datasets. This data will be used with **DSL's SIS Liberty**, the purpose of running SIS Liberty updates with the **DSL's Manual Extract Bridge** is to make your datasets available to the products that will be using that dataset *(ie: Principalm, Teacherpalm, Third-Party product)* Locate and download the Manual Extractor Bridge from:
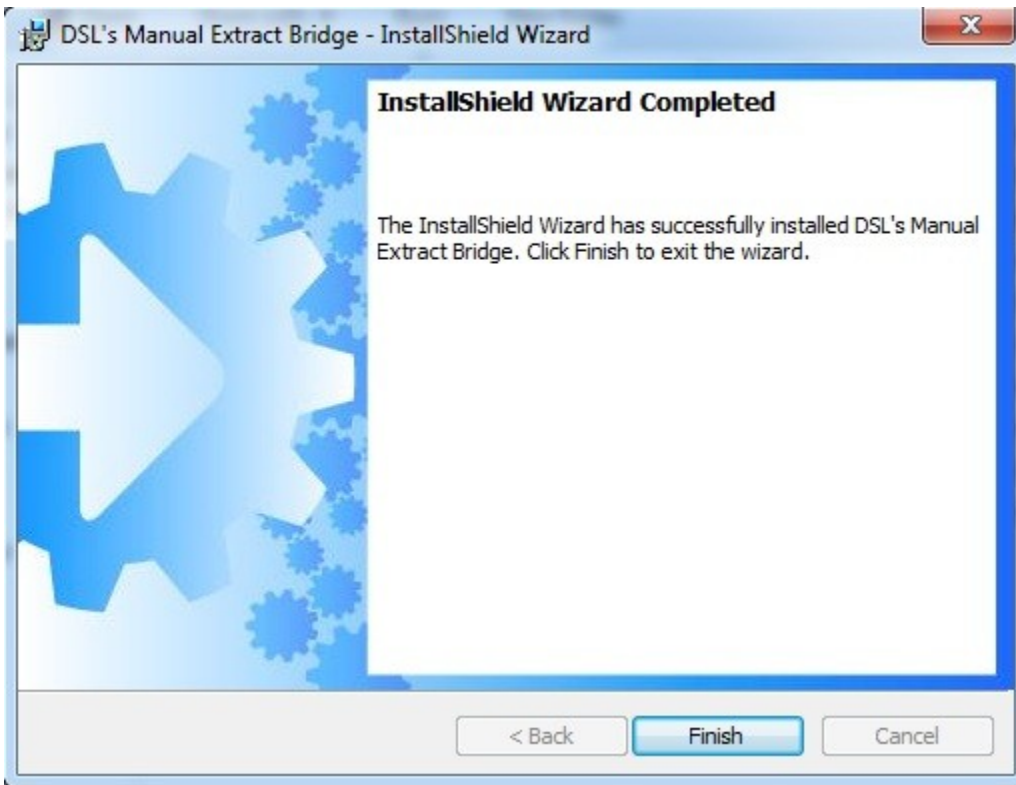http://apps.discoverysoftware.com/support/bridges/manualextract.html

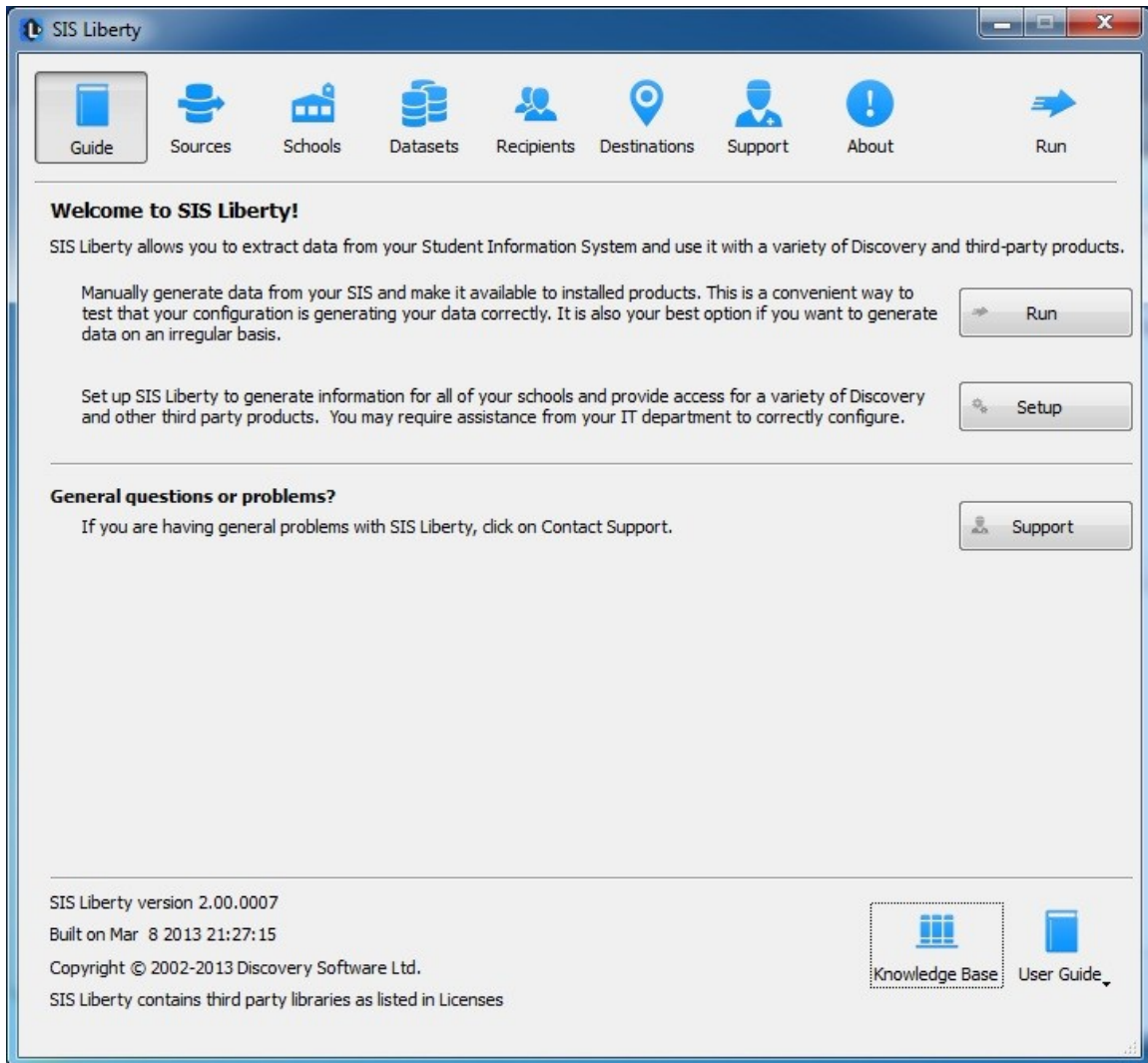Click Next to begin the Manual Extract installation wizard

Click Finish to complete the Manual Extract installation

Launch SIS Liberty and complete the following Manual Extract setup.

Introduction to SIS Liberty

When SIS Liberty is launched you will be welcomed to the Guide tab:

SIS Liberty enables your school to extract data from your Student Information System to be used with Discovery and third party products.

Follow the tabs above to configure your data sources, schools and users then update to a directory retrievable by each recipient.
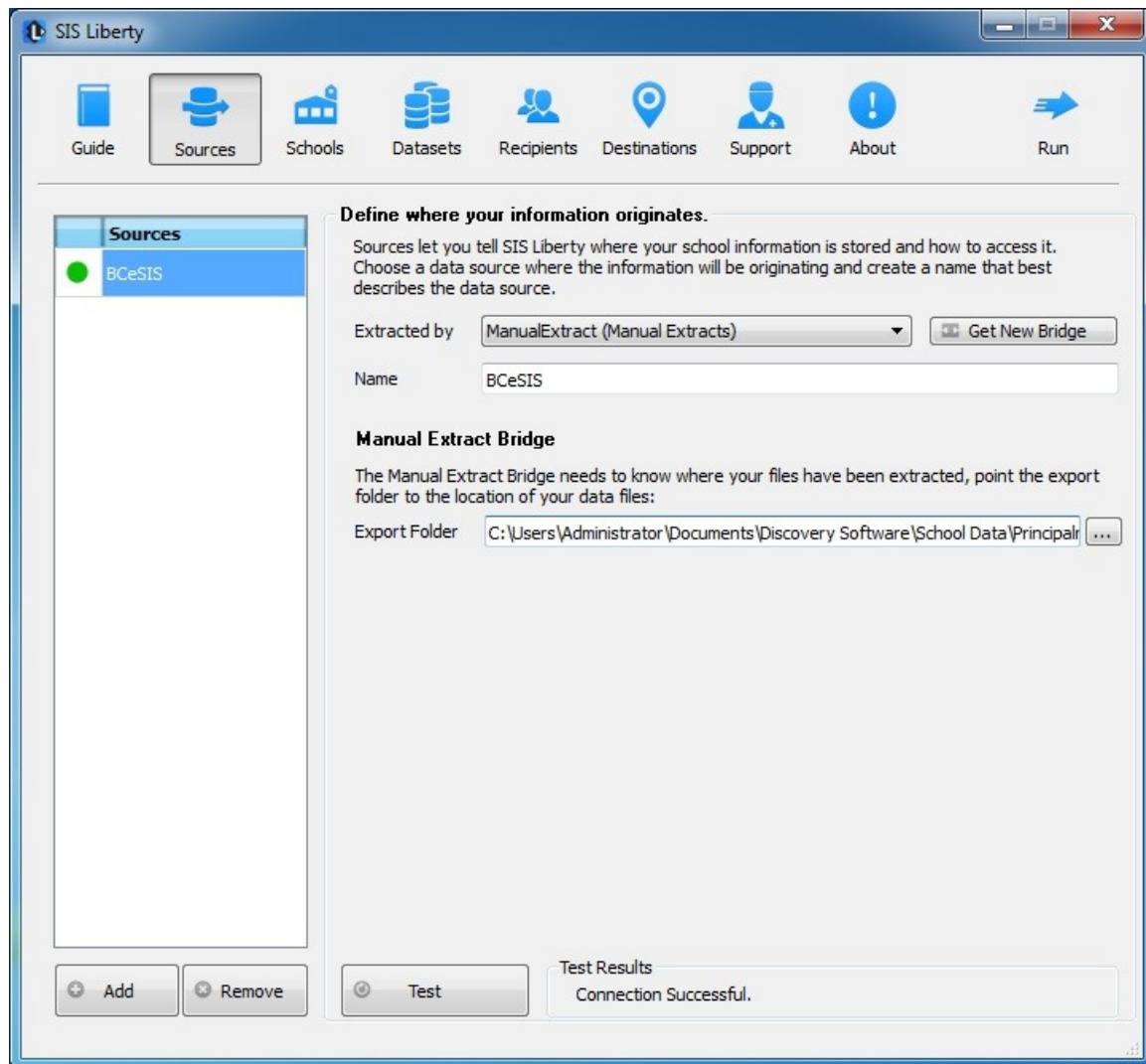
Configuring the Sources Connection

Here you will set up, configure and define where your information originates.

Click **Add** to add your first source.

Data Source: Choose the "Manual Extract" bridge from the drop down
Name: Create a name for your data source (ie: sis name)
Export Folder: Enter the directory of your manually extracted data files

Click Add again to add additional data sources and repeat steps if needed
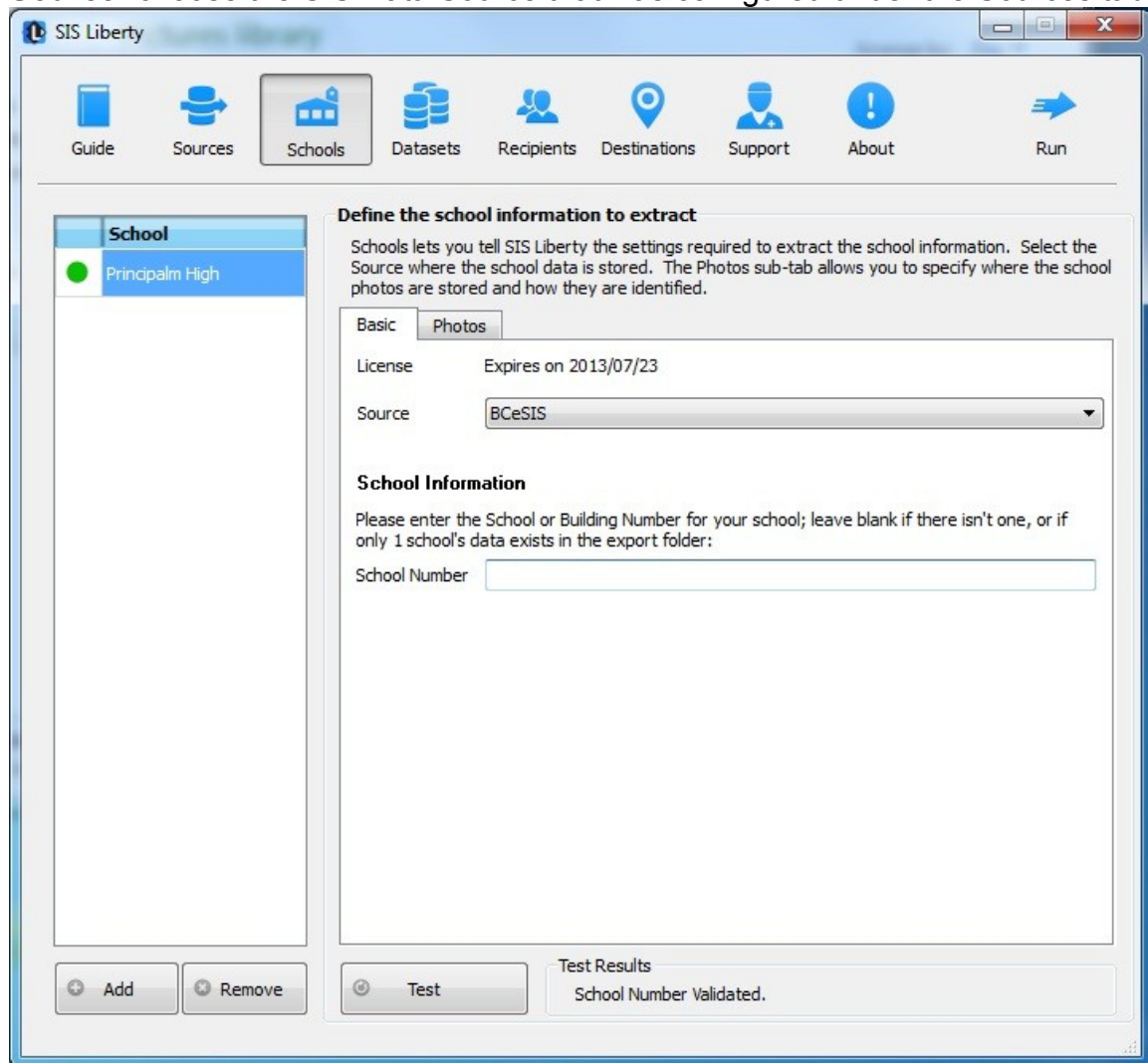Click **Test** to test your settings.

Setting up a School

Click **Add** to import one or more Discovery Licenses (.PAF) that was provided to you by Discovery Customer Care (ie: School Name.paf). School license will appear under the Schools panel.
Note: Any Discovery Licenses that exist in the License folder at *\Documents\Discovery Software\Licenses* will automatically be added into the Schools list.

Source: choose the SIS Data Source that was configured under the Sources tab.

School Number:
If multiple schools are grouped into your dataset, then a "school number" field should be used to filter one particular school. Enter this school ID number into the School Number field to filter it. If school number is not used or you only have one school listed in your datasets then leave this field blank.

Click **Add** to add additional School Licenses and repeat steps if needed.
Click **Test** to test your settings.

Removing Schools

To remove a school:

- Select the school you wish to remove from the Schools list.

- Click on the Remove button

- Confirm you want to remove the School by clicking on the "Yes" button.

For more information on importing photos, setting up datasets and recipients to be delivered to your product/app, as well as troubleshooting/support, please refer to **DSL's SIS Liberty User Guide** packaged with your provider installation or available online:
http://downloads.discoverysoftware.com/sislib/SISLibertyGuide.pdf

Using Windows Scheduled Tasks

You can turn on automatic updates so that the data extractor is run on a periodic basis. By selecting the check box *Update destination data automatically* in SIS Liberty/Destinations, this will create a scheduled task that runs in the middle of the night. If you select the check box *This computer is turned off at night* then the scheduled task will run at log on. This step is only useful if you plan to automate your SIS manual extracts.

If you make changes/updates in SIS Liberty, the batch file will automatically be updated to reflect the new settings

To modify the Schedule task that is created by SIS Liberty:

- Select **Programs/Accessories/System Tools/Task Scheduler**. The **Scheduled Task** control panel appears.

- Select Scheduled Task Library to view all tasks

- Double-click your task to modify it

SIS Liberty creates and saves all batch files to **\Documents\Discovery Software\Configuration**, by default *ScheduleAll.bat* is the batch file that runs all tasks from start to finish. You may also schedule separate batch files manually, however please do not modify batch files if you are unsure of what to do