

## Foundation Stage Profile Phoenix Gold export of Pupil Data to eProfile using XML format

- In Phoenix Gold, select System Management from the Main menu, then choose Data Management > Data Exchange
- From the right hand window, highlight **Export pupils in Common Transfer XML**

Click on a lie	
	t to select the required option. begin importing or exporting data.
Data Exchange C:\Phoenix\DataExch\	
Import files	Export files
Generic import/export from/to file	AGS Export
Import Common Transfer XML Import D.C.C. Data	Alice Library System Alternate Beaver export from SAS
Import East Lothian Scet Data	Beaver account information from SAS
Import Phoenix Gold Profile Marks/grades from DRS recording package	DeBell file transfer Export Phoenix Gold Profile
New intake from PAMPERS	Export pupils in Common Transfer XML
Pupil Transfer: Import new intake	Seport to Photo Company
SIMS	Feeder school types Feeder schools
	Fees Ledger information
	Heritage Library System Leaver records to Old Scholars
	PASS Accounting System (WCBS)
	Pupil Transfer: Export leavers
	Set names to DRS recording package
	<u>×</u>

- Click Continue —
- Click Year\_until the Reception year pupils appear at top and Highlight Reception year.

Name WRIGHT Bradley Paul	<u>Year</u>
WATERHOUSE Sam	R
WARD Gideon Henry	B
WALL Thomas Samuel	R
WALKER Ellie-Rose	R
UDBERG Francesca May	R
TOVEY Freya Eve	R
THORNE Claire	R
SYDER Chloe Lorraine	R
STIMPSON Louis Jake	R
STEARMAN Georgina Rose SPINKS Joshua David Charles	R
Hold down the Ctrl key to select more	e than one line.
Select all	tinue Cance

• Click Continue.

- Select CTF destination ? × Click This School. This school For transfering data to another CTF complient software package An associated school
  Select a school from Gold Associated Schools C A known LEA school Select a destination school from all English state schools C This LEA File is for the current LEA C Another LEA File is for another LEA C Unknown school in this LEA Pupils are leaving for an unknown school in this LEA O Unknown school in another LEA Pupils are leaving for an unknown school in another LEA Unknown destination
  No destination known for this file C Out of scope i.e. Independant or not England or Wales C Other Manually enter destination code Click Continue. Current Destination 926-9876 : Helpdesk Infant and Nursery Continue
- This message will appear whilst creating CTF file.
- This message may appear at end of creating the CTF file, click Continue.

5	TOP	CTF transfer data for Helpdesk Infant and Nursery has been collated with :
		120 Errors and 0 Warnings.
		Ignore these and create the export file?
		View Details Cancel Continue

- Your XML file will be in your data exchange Folder and will be called 926xxxx\_CTF\_926xxxx\_nnn.xml where xxxx is your 4 digit DfES number and nnn is a number between 001 and 999.
  - Note the name of the XML file.

Export Complete Exported to C. VPhoenix/LD at a Exch/9269876\_CTF\_9269876\_007.XML

• Click OK.

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