Exporting Student Data from SIMS
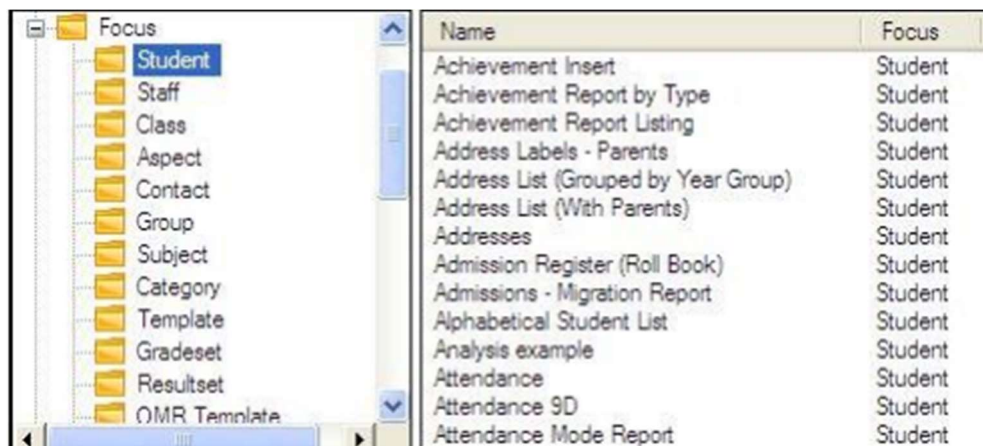
Please follow the six easy steps below to export your student data from your SIMS system.

We regret that we do not have access to SIMS ourselves so we cannot provide telephone assistance for this process.
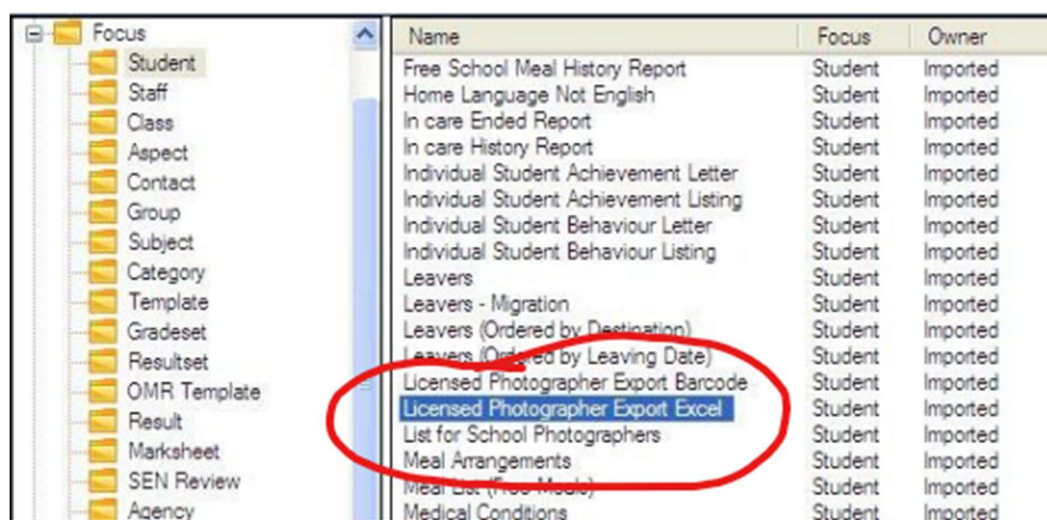
Step 1: Select '**Reports**' and '**Run Report**' from the main menu bar.

Step 2: In the left hand '**Report Browse**' window, click '**Focus**' and select '**Student**'.


Step 3: Scroll down to '**Licensed Photographer Export Excel'** in the list of reports, select it and then click '**Run**'. This can take a few moments.

Step 4: Supply an effective date. **Leave as today's date.**

Step 5: If a security warning appears, or if a bar appears at the top of **Excel** warning about **macros**, please **enable them**. If your spreadsheet appears blank, please contact your **IT department** for them to grant you access to **macros in Excel**.
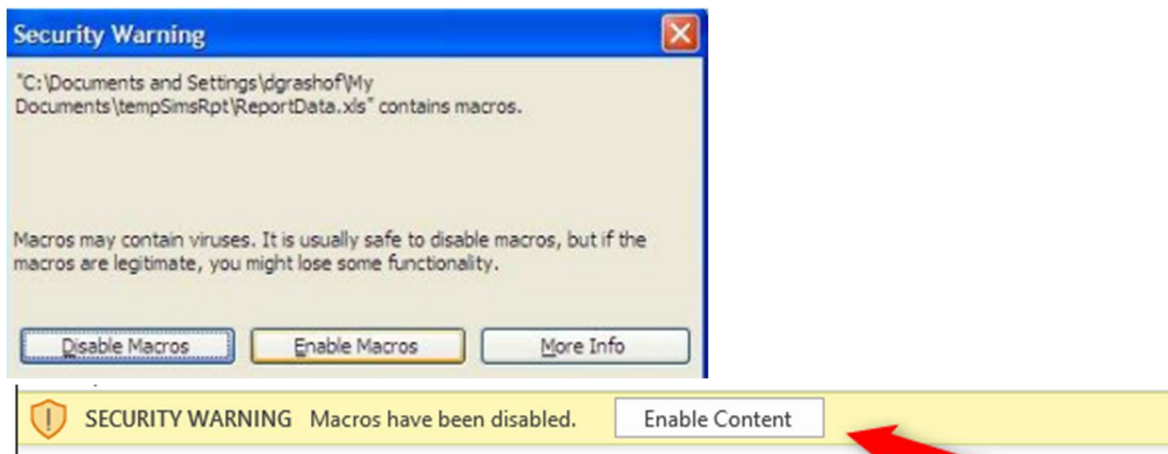
Step 6: Now that the **Excel** file is exported, please save this somewhere on your PC that you can access, and use either the **secure uploader** mentioned in the **data request email**, or send us a **password protected spreadsheet**.

We cannot process PDF or Word documents, so please ensure that this is in Excel format.

If your system can only export to PDF or Word, please contact your **IT department** or your **SIMS administrator**.

TIP: If the export just won't work for you, please email studentdata@colorfoto.net and we will make alternative arrangements for you. **We are unable to provide support over the telephone.**