

Steps for a typical Data Collection and Submission

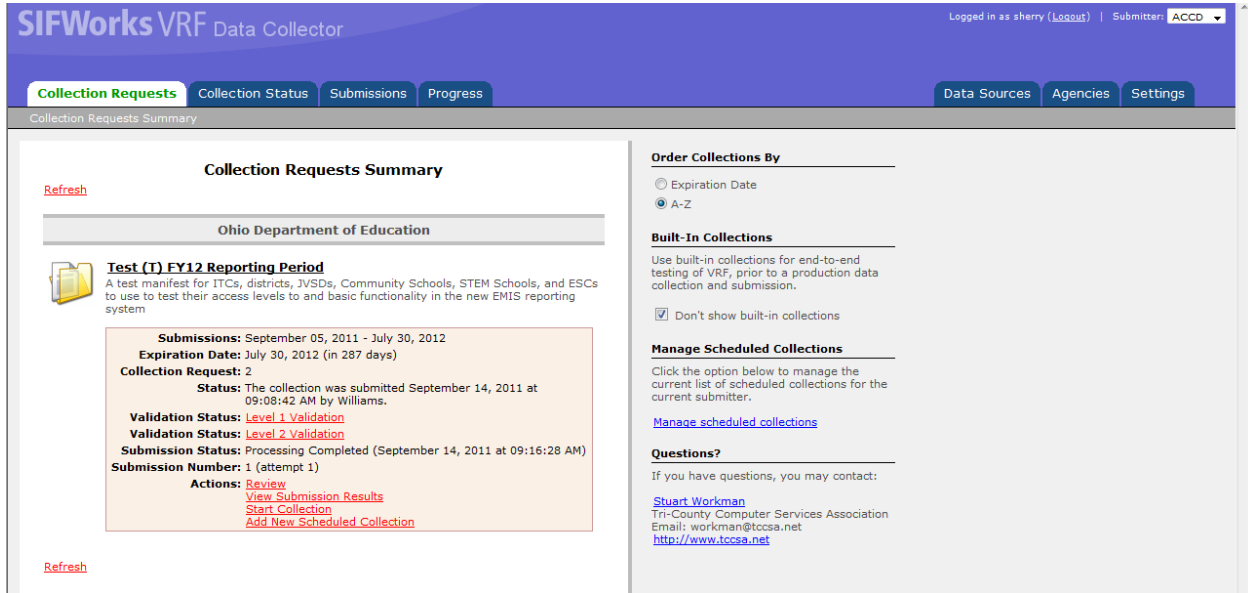
This example is using the Test (T) FY12 Reporting Period, you would select the appropriate manifest you are working with.

1. Verify flat files are there.
 - a. Log in to the EMISr program
 - b. Select the **Data Sources** tab
 - c. Click on the **Other Data Sources** link
 - d. Click on the **Manage** link under Actions

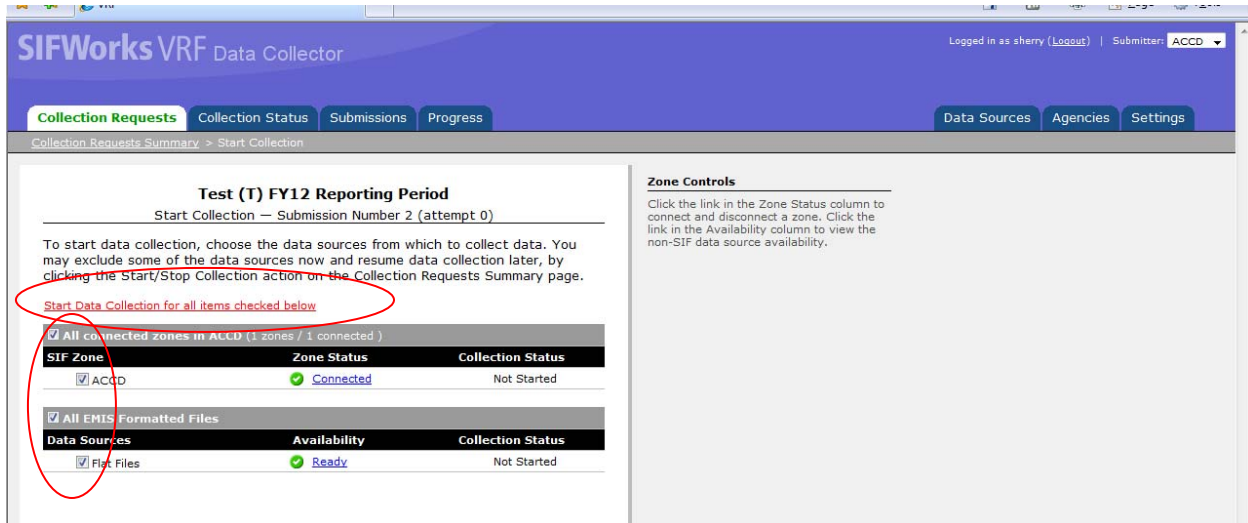
The screenshot shows the SIFWorks VRF Data Collector interface. The top navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The 'Data Sources' tab is active, and the 'Other Data Sources' link is selected. The 'Manage Files' page is displayed, showing a table of currently uploaded files. The first file, 'test_manifest_data_file_1_with_error_correction_instructions.txt', is circled in red.

File Name	Upload Date	Size
<input type="checkbox"/> test_manifest_data_file_1_with_error_correction_instructions.txt	September 14, 2011 09:01:44 AM	(472 bytes)
<input type="checkbox"/> EMISR_009971_R2D.SEQ	January 25, 2011 10:06:18 AM	(919892 bytes)

2. Start your Data Collection
 - a. Click on the **Collection Requests** tab
 - b. Click on the **Start Collection** link

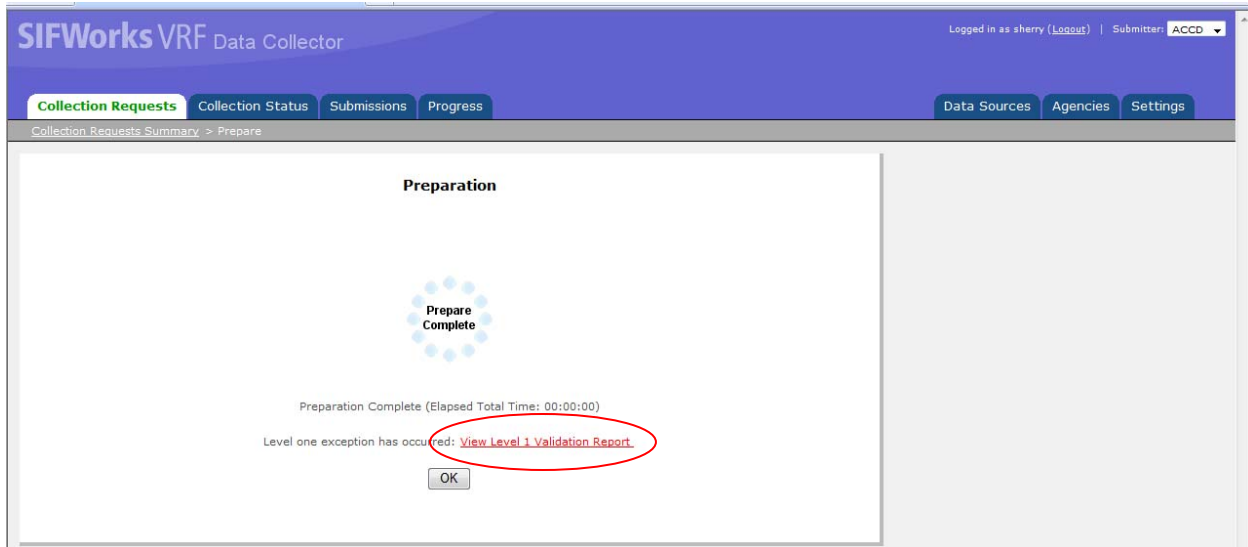


- c. From this screen, click on the All connected zones box and All EMIS Formatted Files
- d. Click on the **Start Data Collection for all items checked below** link



This will take you back to the main screen, watch for the **Prepare** option to become available. If this is a real reporting period it may take a few minutes, you can click on the **Collection Status** tab to see how things are going and when it finishes there. (You will also receive an email with the Subject titled: [EMIS] Collection Completed)

3. Prepare your files
 - a. Click on the **Prepare** link from the **Collection Requests** tab
 - b. This will take you to the Preparation screen and let you know if you have any Level 1 errors.
 - c. Click on the **[View Level 1 Validation Report](#)** link and review any errors



Notes: Red Fatals – these items are fatal errors and the data associated with it will not be going to ODE when you do the submission. Please correct the errors in the appropriate places, DASL or USPS. If DASL, please re-transfer your files to the Data Collector and Start a new collection. If USPS corrections, then when you do the Start Collection option, by re-choosing the Zones option, you will get data pulled from USPS automatically. (If you are still working with an un-submitted collection, you only need to re-collect the part that you have made your corrections on?)

Other errors may show up and be informational or items you may wish to correct. Please refer to the FY12 October Report Crosswalk document to see what reports have been replaced with the Level 1 errors you may see.

4. Preview your data
 - a. Click on the **Preview** link from the **Collection Requests** tab
 - b. Choose CSV or HTML and click on the **Generate Preview** link

SIFWorks VRF Data Collector | Logged in as sherry (Logout) | Submitter: ACCD

Collection Requests | Collection Status | Submissions | Progress | Data Sources | Agencies | Settings

Collection Requests Summary > Preview

Test (T) FY12 Reporting Period

Submission Number 2 (attempt 1)

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 01:56:58 PM

Preview Types

- Detail
- Missing

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: CSV HTML

[Generate Preview](#)

File	Valid	Invalid	Total
Building_General_Info_February.csv	2	3	5
Missing_Buildings.csv		3	3
Selected_GEN_MISSING_Percents.csv		1	1
Total counts:	2	3	9

Need to make changes?
If you are not satisfied with this data, return to the Collection Requests Summary page and use the Start/Stop Collections command to re-request information from data sources. You can then Prepare and Preview the collection again.
[Start/Stop Collection...](#)

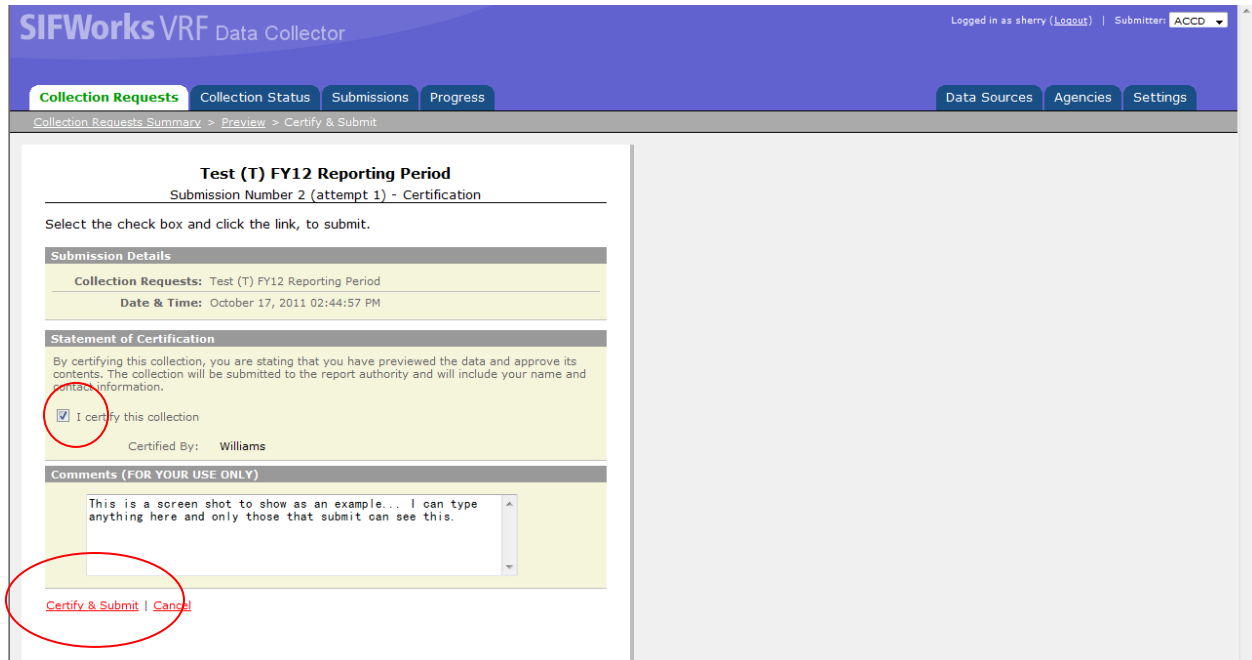
Certification / Submission
Once you have previewed the collection and are satisfied with its contents, click the link below to certify it and submit it to Ohio Department of Education.
[Certify & Submit...](#)

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You will see listed all the files that are included in this collection. The column titled Invalid should tie to any of your Level 1 errors that have not been corrected.

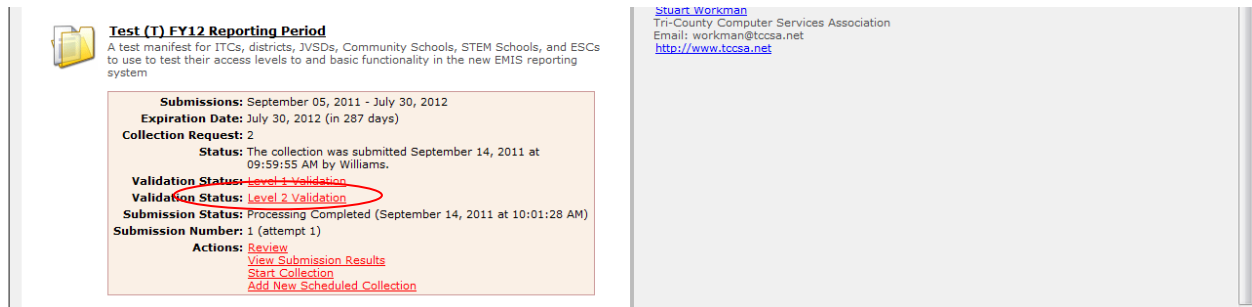
5. Certify and Submit to ODE

- a. From either the screen shown above or the Collection Requests screen you can choose the **Certify & Submit** link
- b. Click on the 'I certify this collection' box, may enter comments, and then click on the **Certify & Submit** link at the bottom of the screen.



Should receive an email titled: [EMIS] Submission Received once ODE has received the file.

Notes – Please try to only submit once per day at most. ODE will process daily at 1:00pm the files they have received at that time. This process will create any Level 2 errors. If you submit after 1:00pm, that file will not be processed until the next day at 1:00pm.



You may receive updated Level 2 errors even if you have not submitted recently, as another district's submission may affect your district's Level 2 errors on students you share.