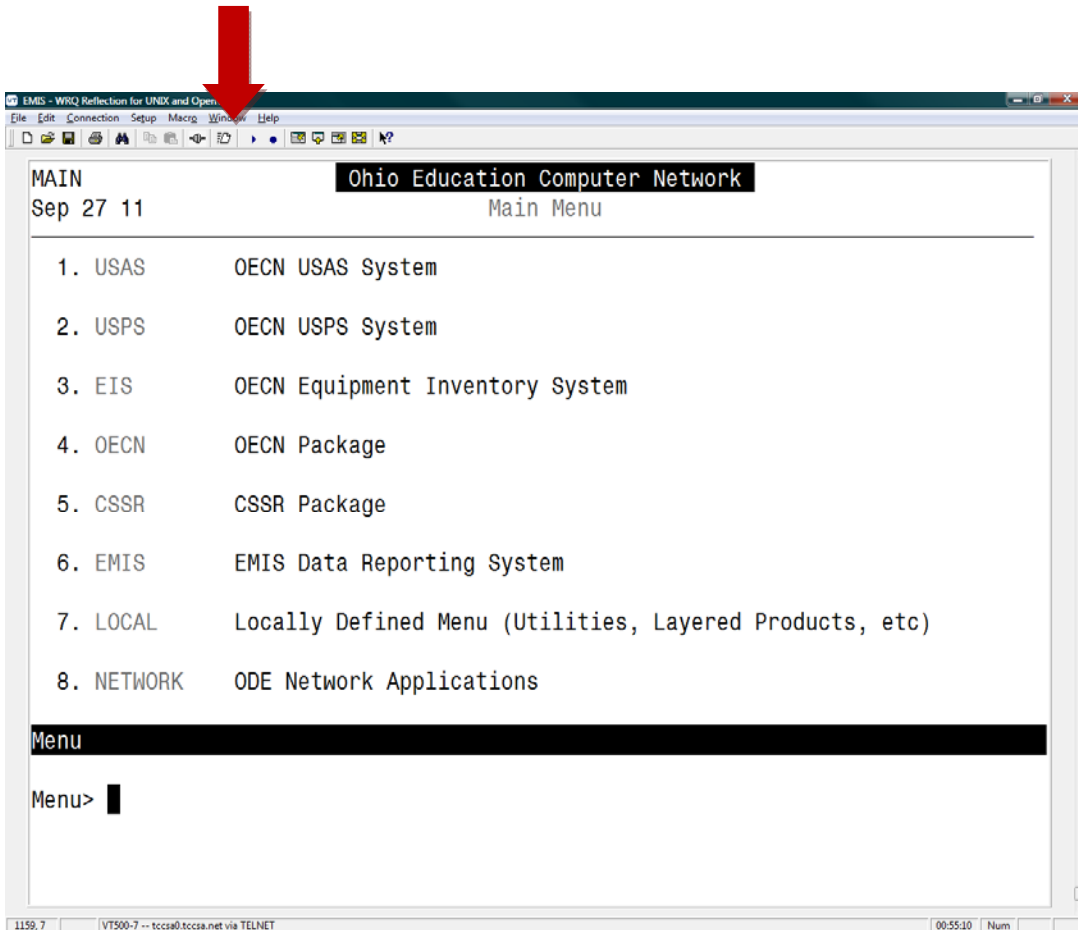
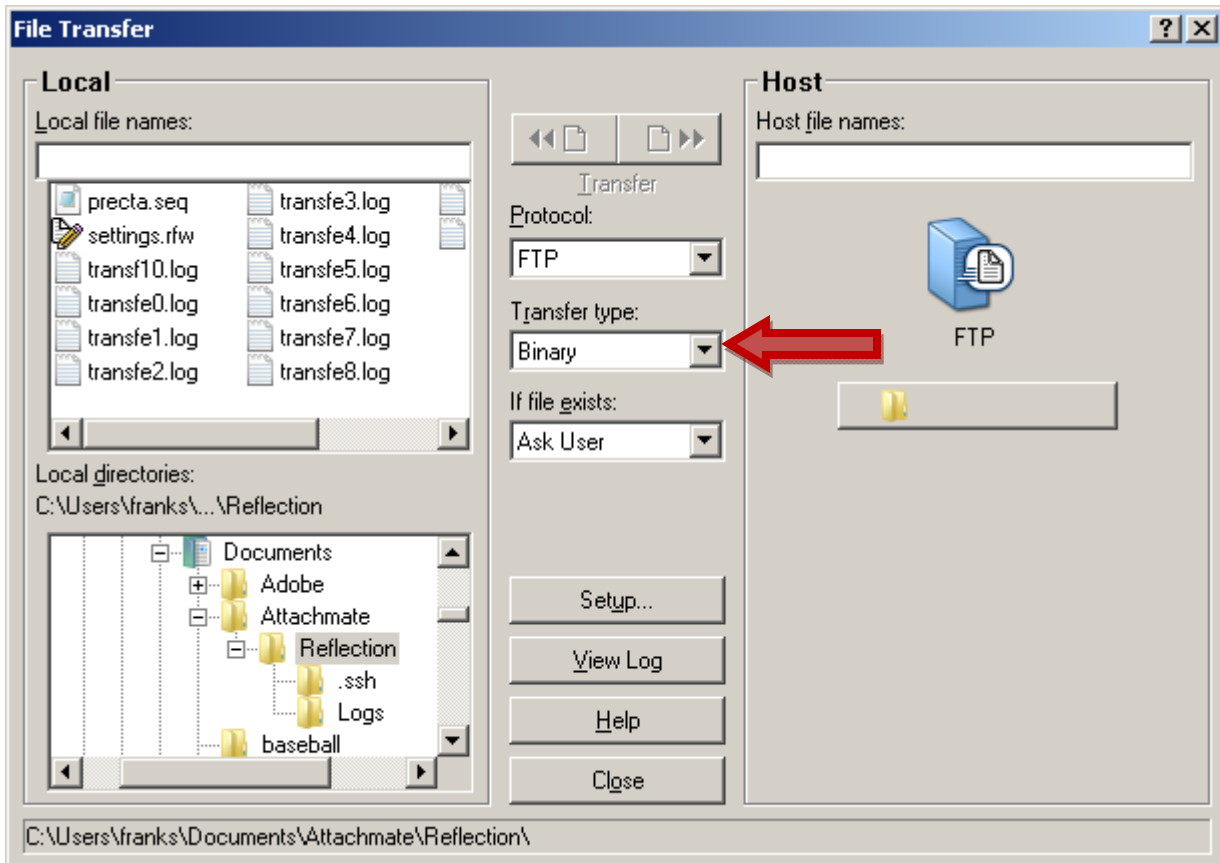


# FY13 P Reporting Instructions

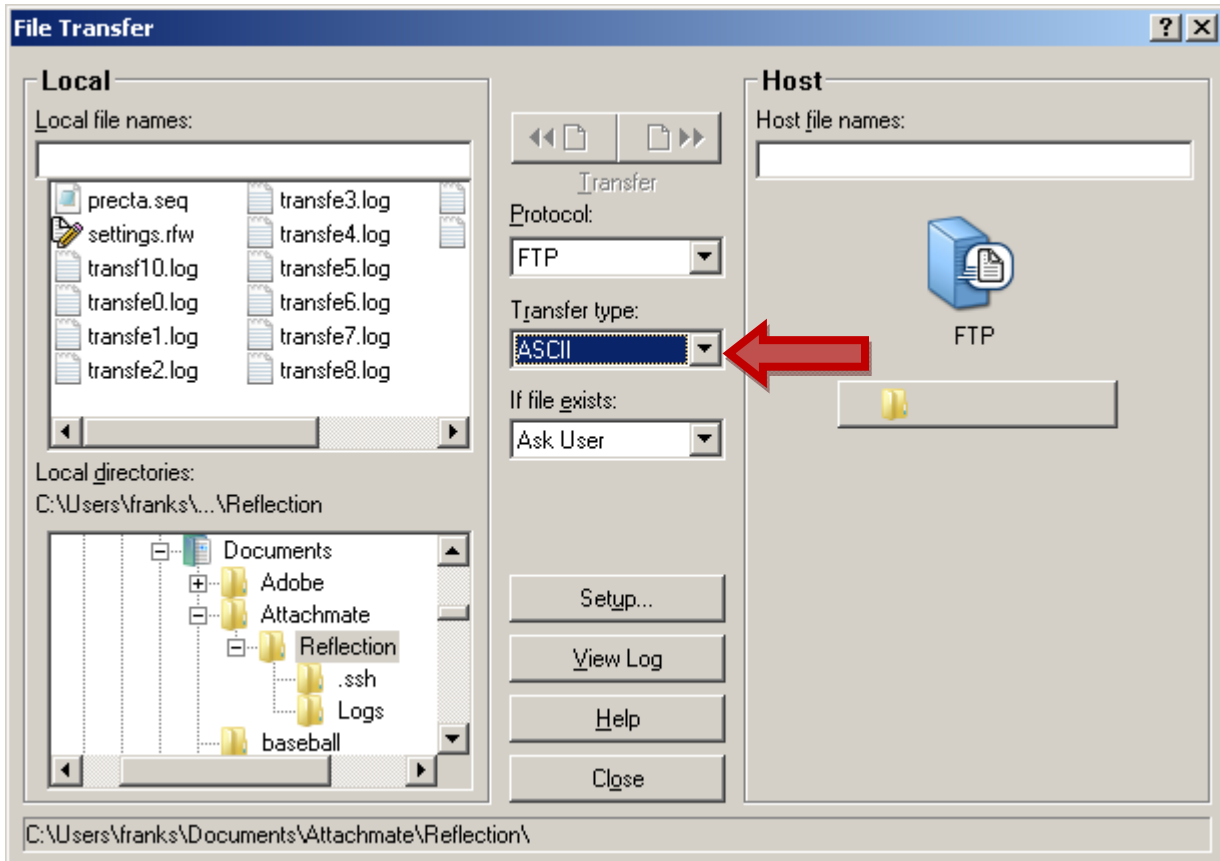
## Part 1

- 1) Save your board approved FYF spreadsheet as a CSV file on your desktop (you will want to name it something short but descriptive, like blrv\_mm.csv, where mm=the month submitted, ie; blrv\_10.csv)
- 2) Logon to Reflections
- 3) Press the File button (upper left corner) and select Transfer

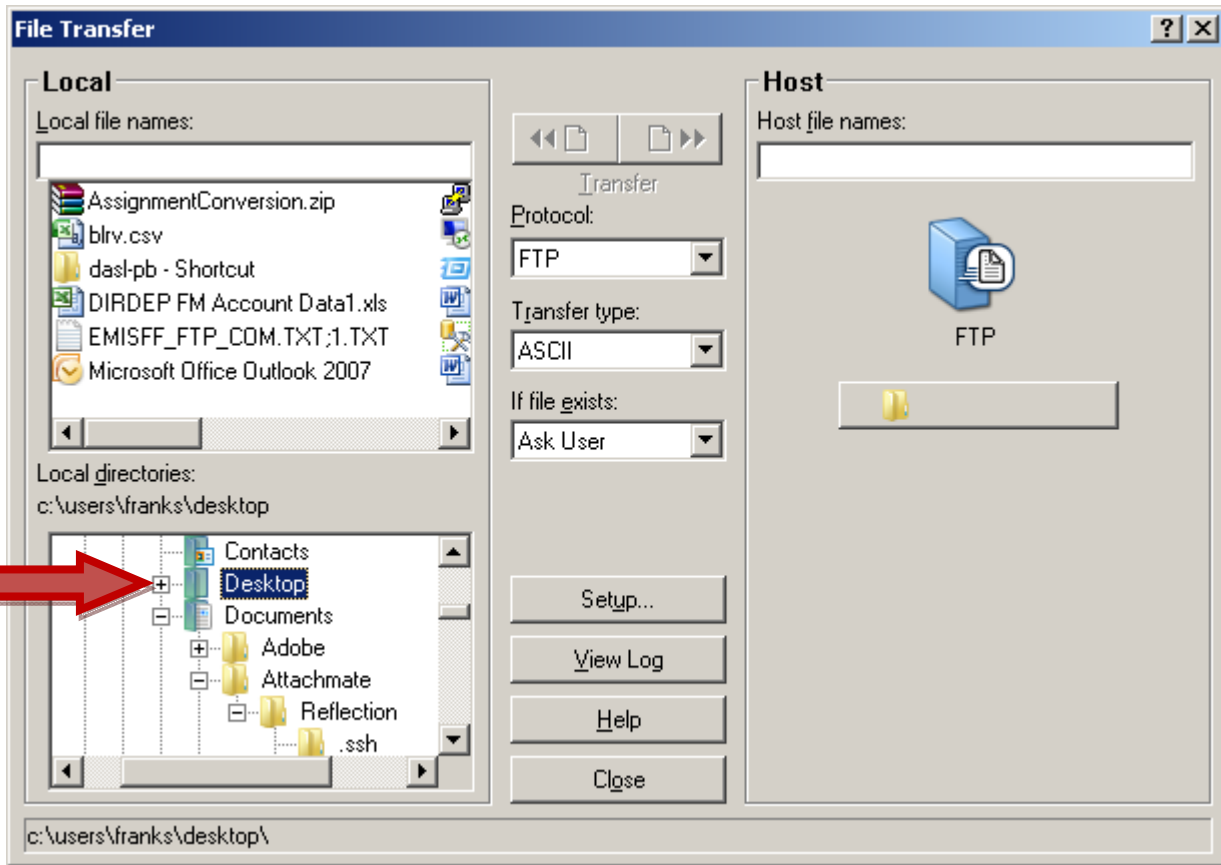




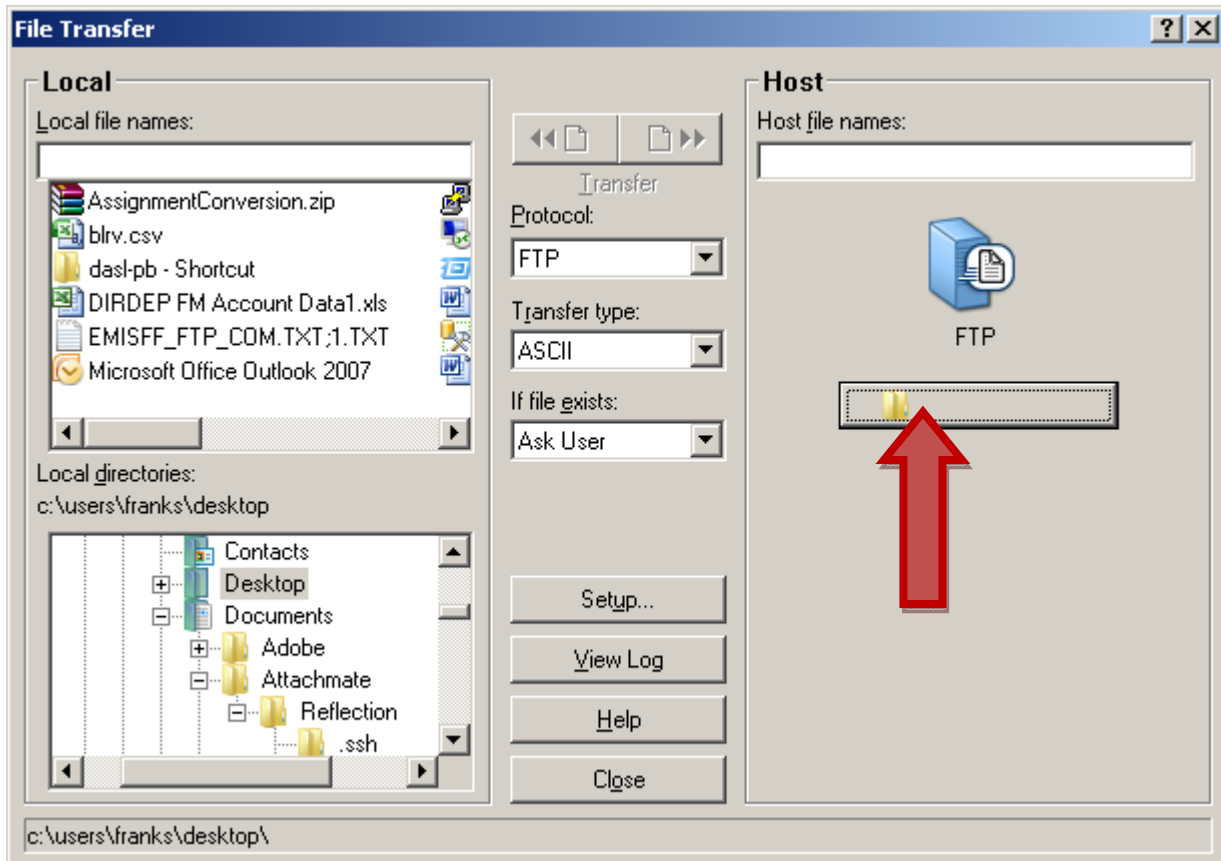
4) Change Transfer Type to ASCII



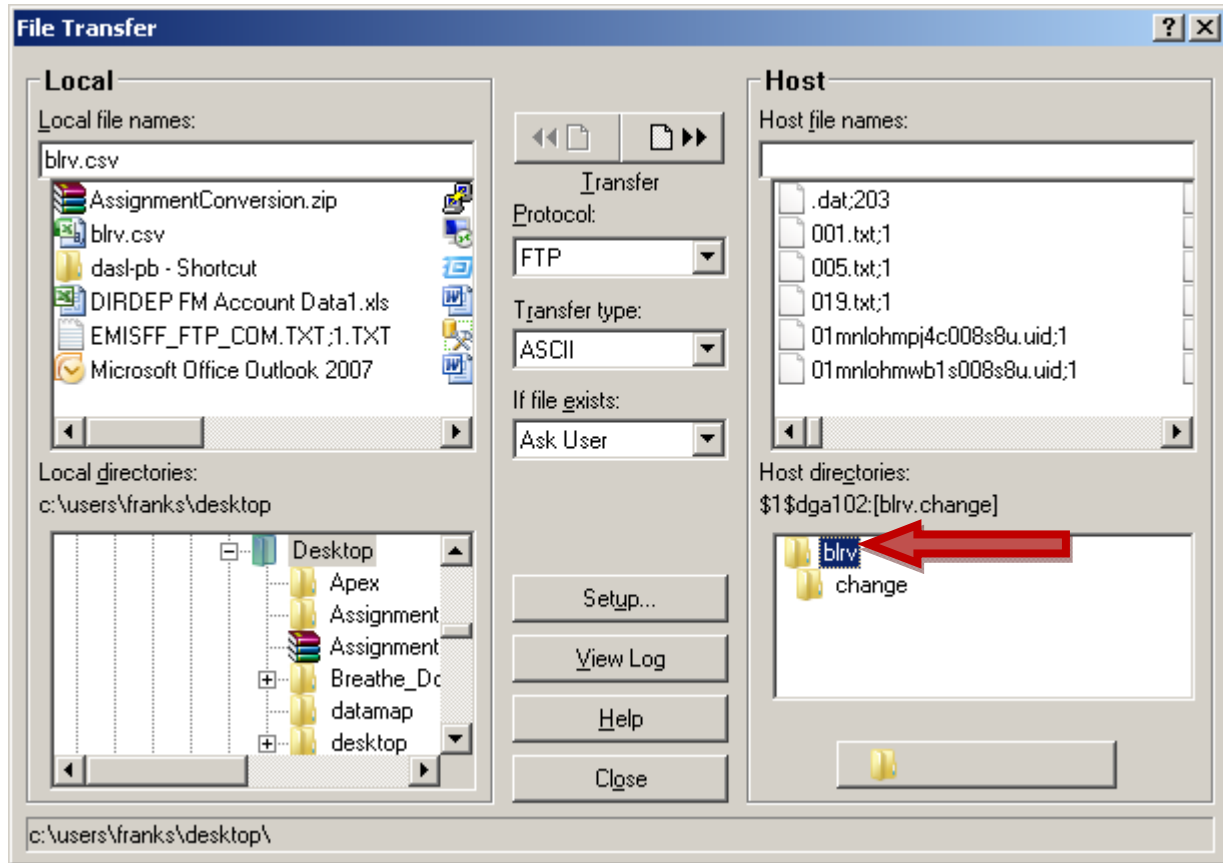
5) Change Local Directory (on left side) to DeskTop



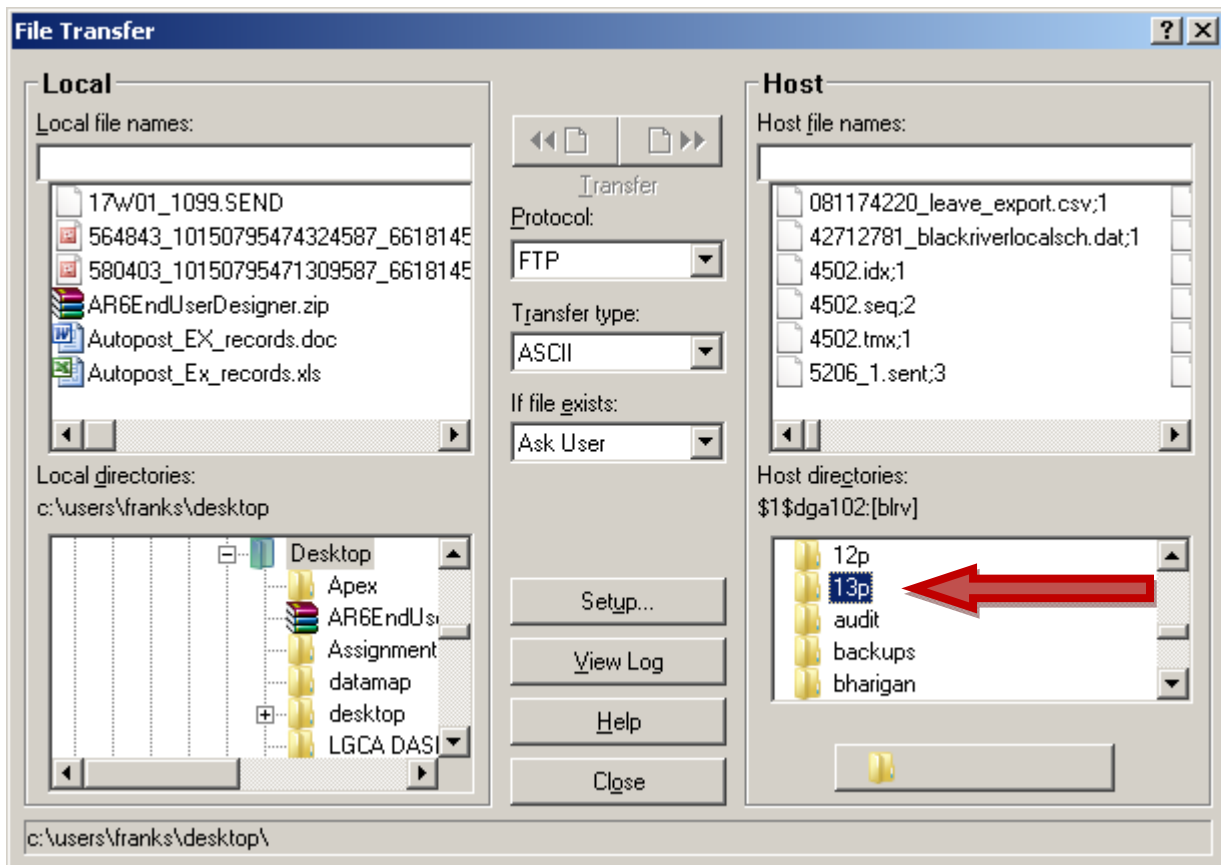
6) Connect to 'VMS' Server by clicking on the right side folder button



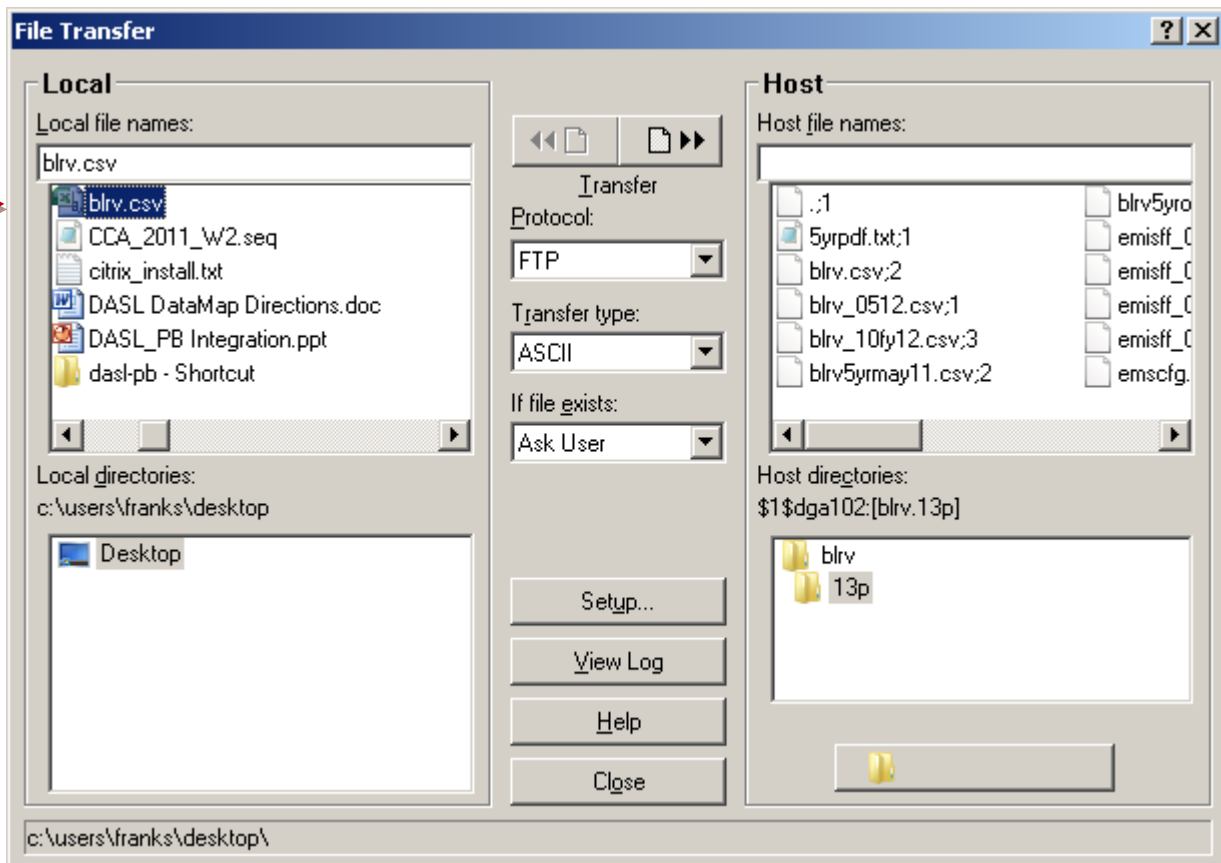
- 7) Enter Reflections Username/Password
- 8) Double click the district folder under Host directories



9) Double click the 13p folder under Host directories: (you will have to scroll through previous EMIS periods)

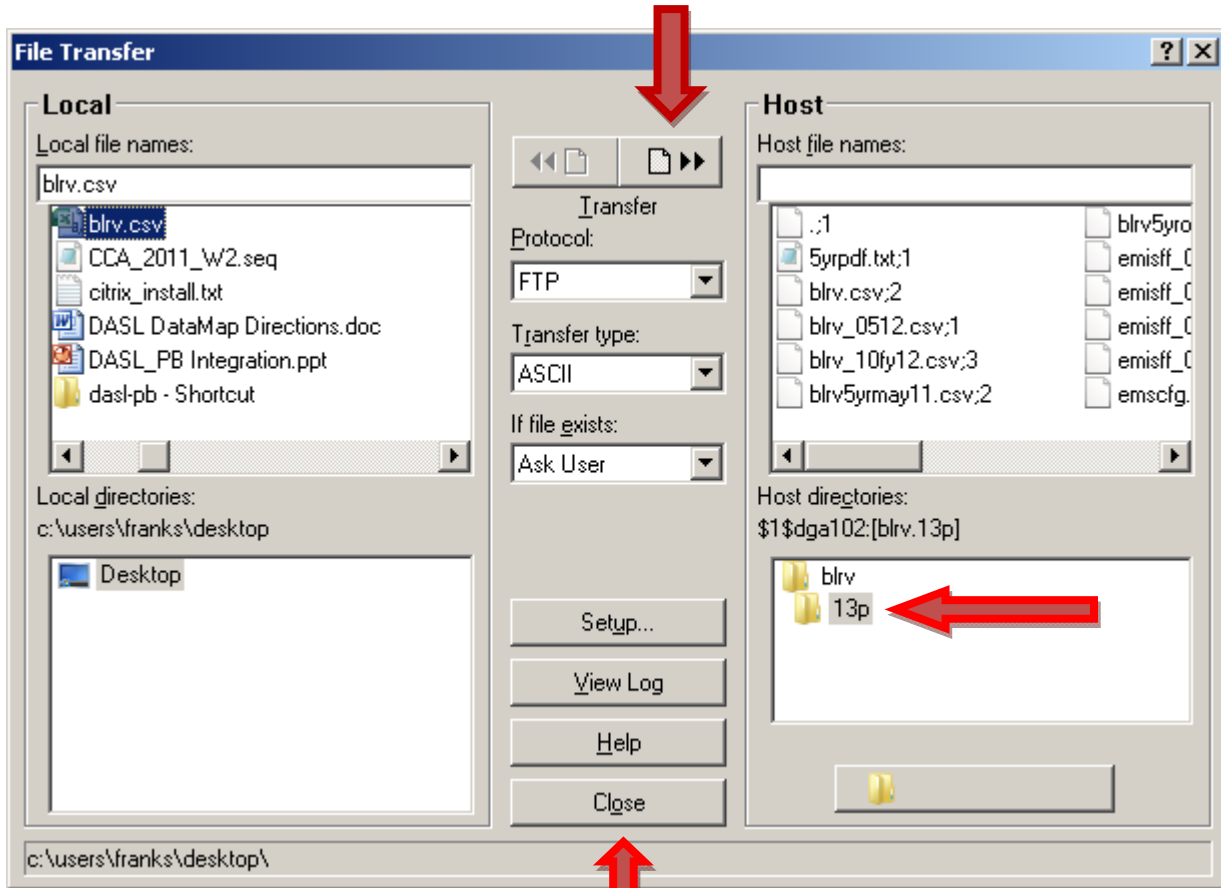


10) Select the .csv file you saved previously to your desktop from the Local file names on the left side



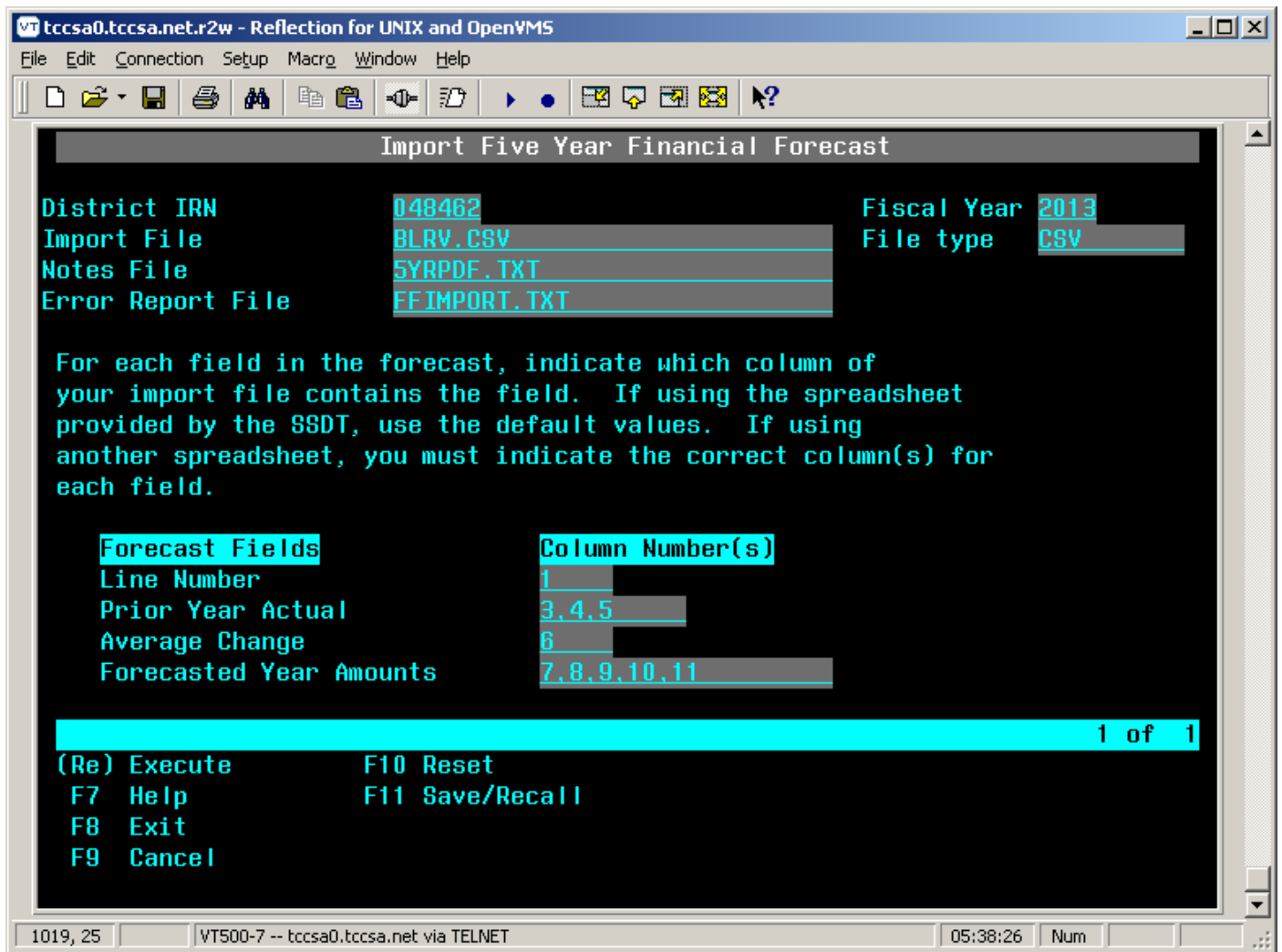
11) Press the right pointing arrows above Transfer. A popup will display quickly showing the file transfer.

12) Confirm the file transfer has occurred by double clicking on the 13p folder under Host directories:



13) Press the Close button to exit the File Transfer

14) Type EMISFF at your Menu> prompt and press enter



15) Verify the Import File filename with what you copied earlier (if you upload your Notes to ODE directly leave the **SYRPDF.TXT** as your Notes File filename).

16) Verify the column numbers with your actual FYF spreadsheet (1 would be Column A in Excel, 3 would be Column C, etc...)

17) Press Enter to Execute

Pressing the Enter key will load your file, convert the data to the appropriate format and FTP the extract file to the EMISR data collector for the 'actual' EMIS processing/submission. Continue on with, or notify staff who need to do, FY13 P Reporting Instructions Part 2.