



## J CSP Library Project Digital Library

### Extract Student Data from Facility / ePortal

The easiest way to export this data is to set up a custom report in Facility.

See separate document for details on setting up the Report.

Once the report has been built, run it as follows:

When you start Facility, make sure you are extracting data for the correct academic year.

The filename should always be your three letter school code and the file type should be .txt. EG LIB.TXT

In Facility go to **Reports**

Select **Scooter Students** from the list

Press **Generate**

On the next screen (Scope of Reports), press **OK** without making any changes

On the next screen (Sorting and Page Breaks), press **OK** without making any changes

You will then see a list of students and the information we need.

**Right click** anywhere in the list of names

Select the term **Exporting** from the menu

Select **Settings** from the menu

Set the **Delimiter** to be **Comma**

Press **OK**

**Right click** anywhere in the list of names

Select the term **Exporting** from the menu

Select **Export** from the menu

Enter the **path and the filename** (eg c:\temp\XXX.txt)

Press **Save (Export)**

Once you have the information extracted from Facility, it will need to be loaded to the eBooks system.

Email the file you have extracted to [support@interleaf.ie](mailto:support@interleaf.ie)

Please include the following details in the email:

School Name

Which class groups are JCSP (if relevant)

Which year group each class belongs to (If not obvious from the class name)