**Transportation Data Mining Report**

WS\ST\DM

You can import the text file into data mining so you do not have to recreate this report.

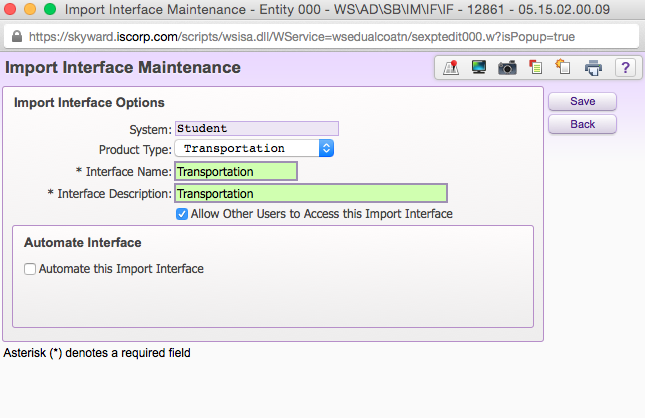
Once in the data mining report change the range of the start date to the first day of school. (See attached .txt file)

Then run data mining report as an excel worksheet and update information.

Save as .CSV to desktop.

**Transportation Skybuild Import**

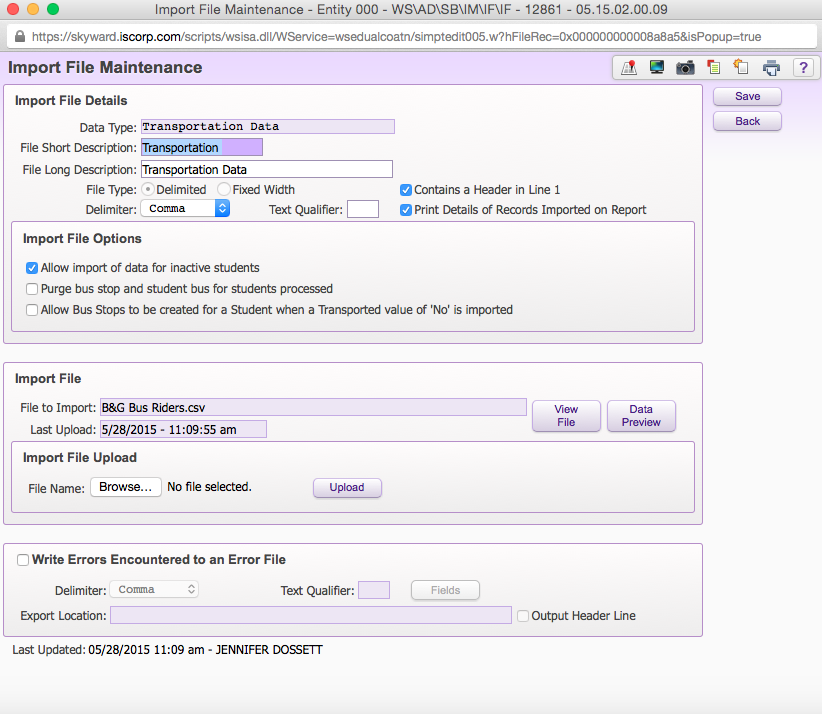
WS\AD\SB\IM\IF\IF

Add new file builder

Select Transportation as Product Type, Name File, and allow others to use if you choose.

Click Save

Drop down arrow next to file

Click on Edit File

Select Data Type

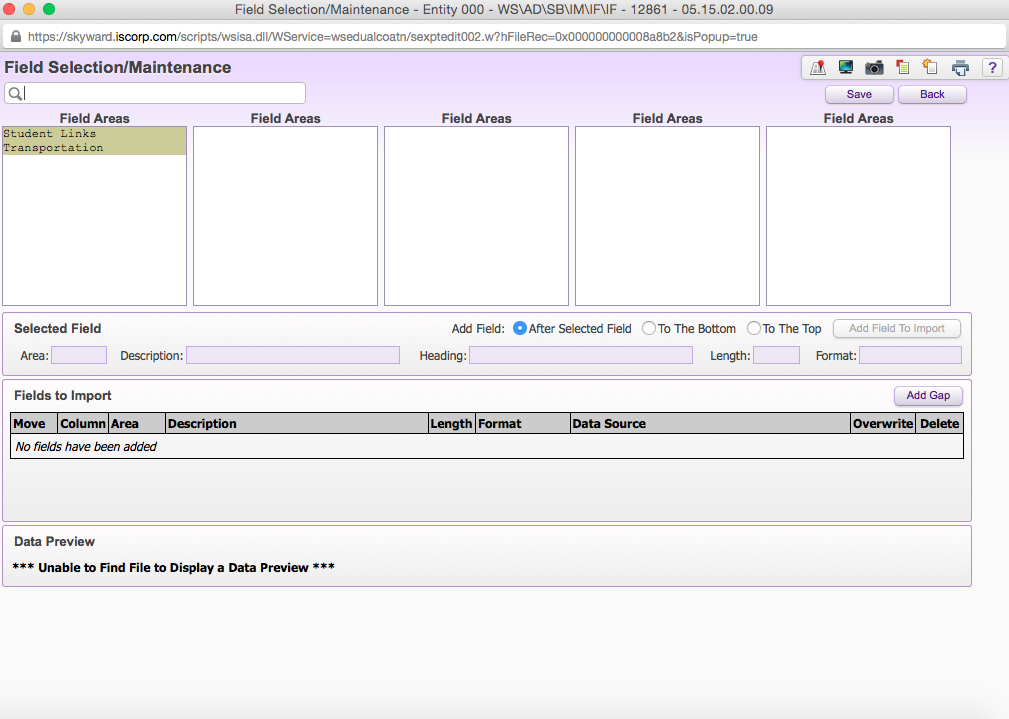
Check Contains a Header in Line 1

Check Print Details of Records Imported on Report

Choose your Transportation Data Mining report from you desktop and upload.

Click Save

Expand All

Edit Selected Fields

Use the search field and add each of the following fields:

Other ID

Student Frist Name

Student Last Name

Start Date

Transported

Miles Transported

AM Bus Number

PM Bus Number

Optional: Check to Overwrite for the following (this gives you the option to update exiting information):

Transported

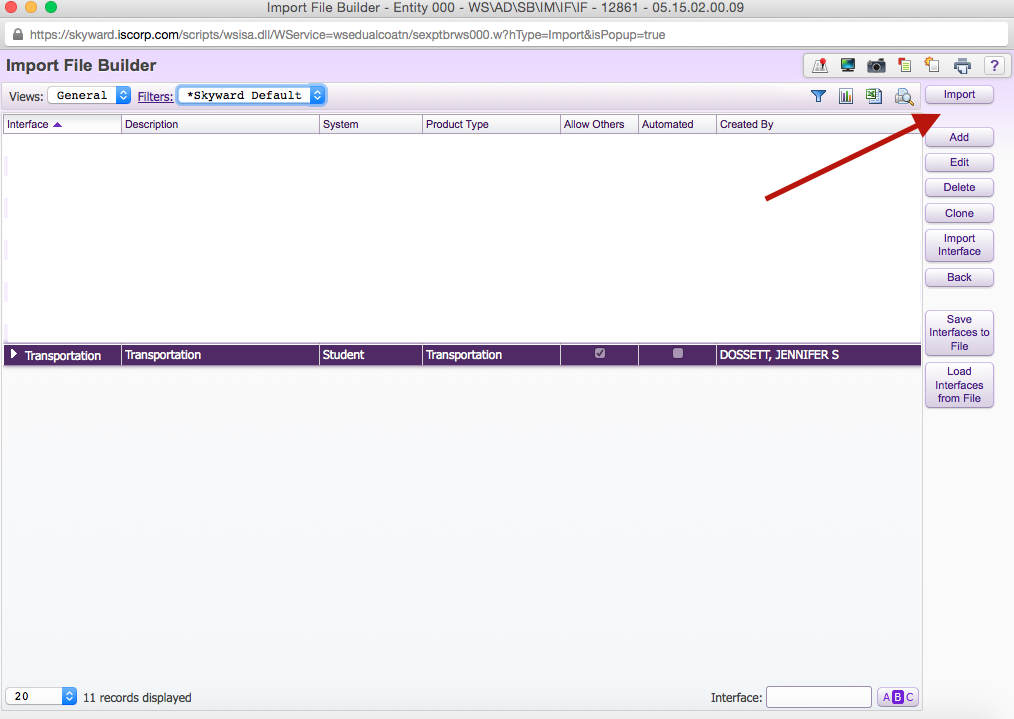
Miles Transported

AM Bus Number

PM Bus Number

Click Save

Click Import



View report in print queue. This will show Errors, Created, and Updated student records.