

AOS.595 CIMS Download File Utility Instructions

We now have a program available that will allow you to create a comma-delimited file and receive that file as an email attachment. This process involves the creation of a "format", very similar to a CIMS Report Writer format, where you select and sequence which fields you want in the file. The big advantage to this program is the ability for you to get a comma-delimited file when you want it without any intervention by MAISD staff.

In order for this process to occur, you must first have your email address defined to the AS/400. Basically, this is just adding you to the "address book" of the AS/400. Contact the MAISD Help Desk at (231) 767-0414 to have this set up for you. You will need to know the user name you use to sign on to the AS/400 as well as your email address (limited to 30 characters).

After that has been done, simply follow these instructions and you can generate a file whenever you need one.

A. To create a format, go to AOS.595 and type in an "A" to add a definition for your download. If you have district-wide access and you want data from more than one building, you can leave the school field blank; otherwise fill in school as needed. Then press Enter.

B. On the second page, you will need to enter a description. This is what will show on the AOS.595 menu screen. You can choose to create a header record and print a list of field names or you can leave either or both of those at No. Select download option #3 to automatically email the file. (Ignore the last line where it says c:\download\cimskids.txt.) Press Enter.

C. On the third page you can select how you want your file sorted and also specify any limitations you want to be included in your format. Press enter.

D. The last screen is where you will select and order the fields you would like to have included in your file. You can use your PageDown key to see other available fields. Press Enter and you can see all fields in the order you specified; you can leave them as is or make any changes at this point. Press Enter again and you will be returned to the AOS.595 Format Menu.

In order to Run your request, simply put an "R" in the Opt field in front of the Download Definition you want to run. Press Enter and you will see a CIMS Submittal prompt. Press Enter again and the next screen will have your user name in the first position of the TO Lines. (You can send this file to other people who have a sign-in to the AS/400 AND AN ENTRY INTO THE ADDRESS BOOK as mentioned above.) If you want a subject line and/or a small message to be included with your file, you would enter that here; press Enter.

These generally don't take that long, so in a few minutes you should receive a message from yourself with the text file included as an attachment.

Since this is a comma-delimited text file you will need to save the attachment to a location on your computer where you can import the data into another application according to the instructions for that particular software.