
Importing records into WorkExpo

What to do	Notes
1. Export the data from CASES/CASES21/COMPASS or any other school database computer system.	WorkExpo can only import two different data file types: * CSV (Comma separated Values) OR * XLS (Microsoft 2003 Excel file format) Excel file type XLSX is not supported
2. WorkExpo fields as headers in row1 of the spreadsheet. Note: Do not include any empty rows. The first student record should appear in row 2.	<ul style="list-style-type: none">• FirstName• LastName• DateOfBirth (Australian date format - dd/MM/yyyy)• Form• Homegroup• Street• Suburb• PostalCode• Phone• ParentName• ParentPhone <p>Note that the ORDER of the columns in the spreadsheet is not important. Fields can appear in any order in the spreadsheet.</p> <p>Also note that the first three fields:</p> <ol style="list-style-type: none">1. FirstName2. LastName3. DateOfBirth <p>are the only compulsory fields. All other fields are optional.</p> <p>A full list of import fields for WorkExpo is available here: http://www.infoplan.com.au/workexpo/document/WorkExpo_STUDENT_fields.pdf</p>
3. Name the exported file and save it.	e.g. <i>Year9_2020.csv</i> or <i>Year9_2020.xls</i>
4. In WorExpo import the file	From the FILE menu in WorkExpo choose IMPORT STUDENT RECORDS. This starts the Import Wizard. Please follow the prompts. It is recommended that the checkbox 'Update Import' is checked on the last page of the Import Wizard. This avoids duplicates.
