

# MA SIF Record Updater (Massachusetts)

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Tool Search: MA SIF Record Updater

The MA SIF Record Updater allows users to resend SIF records from Campus to the State for a specific student/staff member or set of students/staff. This tool was designed to update a handful of records at a time. If you would like to send a large amount of records to the State, please use the [MA SIF Publish Tool](#).

MA SIF Record Updater ☆
System Settings > Data Interchange Administration > MA SIF Record Updater

MA SIF Record Updater

Select one of the options to update record(s). This tool is only meant to be run when needing to update a few records at a time. When more than one PersonID or Refid is entered, separate the IDs with a line break, comma or space. For mass updates, run the MA SIF Publish Tool.

When the Student option is selected, the following objects get resent for the record:  
 DisciplineIncident, StudentPersonal, StudentSchoolEnrollment, StudentSectionEnrollment, StudentSectionMarks

When the Staff option is selected, the following objects get resent for the record:  
 EmploymentRecord, StaffAssignment, StaffEvaluation, StaffPersonal, StaffSectionAssignment

School Year\*

SIF Agent\*

SIF Zone\*

Select Type of Person to Update  
 Student  Staff

Select One of the following options:  
 PersonIDs  
 Refids (StudentPersonal or StaffPersonal Refid should be used)

Ad Hoc Filter

Please insert PersonIDs/RefIDs below:

MA SIF Record Updater

- Read** - Access and send records.
- Write** - Provides no function for this tool
- Add** - Provides no function for this tool
- Delete** - Provides no function for this tool

For more information about Tool Rights and how they function, see [this Tool Rights article](#).

## Prerequisites

- The [SIF Agent](#) must be installed and properly configured prior to using this tool.

- [SIF Zone Options](#) should be established
- [Data Access Rights](#) are configured for the Zone and Agent selected in the editor.

## Updating SIF Records

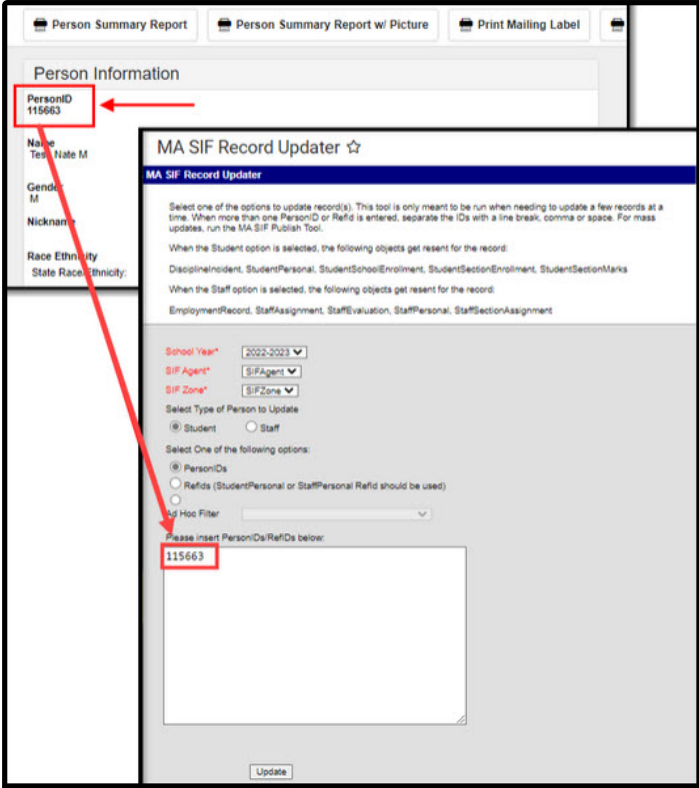
The process for updating individual SIF records is simple and intuitive.

The screenshot shows the 'MA SIF Record Updater' web application. The interface includes a title bar, a blue header, and a main content area with instructions and form fields. The instructions explain that the tool is for updating a few records at a time and that IDs should be separated by line breaks, commas, or spaces. It lists the objects that are resent for the record based on the selected person type (Student or Staff). The form fields include 'School Year' (2022-2023), 'SIF Agent' (SIFAgent), and 'SIF Zone' (SIFZone). There are radio buttons for 'Student' and 'Staff' to select the person type, and another set of radio buttons for 'PersonIDs' and 'Refids'. An 'Ad Hoc Filter' dropdown is also present. A text area for 'Please insert PersonIDs/RefIDs below:' contains the value '115663'. An 'Update' button is located at the bottom of the form.

### To Update a Record:

1. Select the **School Year** of the record(s) being updated.
2. Select the **SIF Agent**. If only one Agent exists, this field will default to this value.
3. Select the **SIF Zone**. If only one Zone exists, this field will default to this value.
4. Select the type of person to update: **Student** or **Staff**
5. Select how the student or staff member will be identified by the system for submission to the state:

Option	Description
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Option	Description
<p><b>Person IDs</b></p>	<p>are found on a person's <a href="#">Summary</a> tool listed in the Person ID field (see image below).</p>  <p style="text-align: center;"><i>Person IDs</i></p>

Option	Description
<b>Ref IDs</b>	<p>Ref IDs are found in the SIF XML message generated by Campus or the State.</p> <p><i>Ref IDs</i></p>
<b>Ad Hoc Filter</b>	<p>Mark this radio button and select an a filter from the dropdown list. Only students or staff members which meet the criteria entered in the Ad hoc filter will send SIF records to the State.</p> <p>Ad hoc filters are created and managed in the <a href="#">Filter Designer</a> tool.</p>

6. If **Person IDs** or **Ref IDs** is selected, enter their Person ID or Ref ID in the available text box.

Multiple Person IDs or Ref IDs must be separated by a comma.

7. Click the **Update** button. SIF records matching the Person ID/Ref ID(s) entered will be sent from Campus to the State.

## What Information is Sent to the State?

Different SIF objects are sent to the state based on the type of person sending the update.

Students	Staff
<p>The following SIF objects are resent for students:</p> <ul style="list-style-type: none"> <li>• DisciplineIncident</li> <li>• StudentPersonal</li> <li>• StudentSchoolEnrollment</li> <li>• StudentSectionEnrollment</li> <li>• StudentSectionMarks</li> </ul>	<p>The following SIF objects are resent for staff members:</p> <ul style="list-style-type: none"> <li>• EmploymentRecord</li> <li>• StaffAssignment</li> <li>• Staff Evaluation</li> <li>• StaffPersonal</li> <li>• StaffSectionAssignment.</li> </ul>

# Reviewing SIF Data Sent to the State

If you need to review or audit SIF data sent to the state, use the [MA SIF Sent Object Search](#) tool. This tool will allow you to view sent SIF data based on a defined date range, SIF object, and/or keywords. You can also view data for all SIF objects sent as well as all errors which occurred during a defined date range.

MA SIF Sent Object Search ☆
Reporting > MA State Reporting > MA SIF Sent Object Search

MA SIF Sent Object Search

This tool will generate a report with the selected SIF objects and search criteria in XML format that have been sent to the state. To view the report, save the file and open with an XML editor.

**Extract Options**

School Year\*

Start Date\*

End Date\*

SIF Agent\*

SIF Zone\*

SIF Object\*

RefID(s)

Person ID(s)

Course ID(s)

Section ID(s)

Show top 50 tasks submitted between  and

Batch Queue List			
Queued Time	Report Title	Status	Download

*MA SIF Sent Object Search*

## Related Tools

The following SIF-related tools are also available:

- [SIF Publish Tool](#)
- [SIF Zone Options](#)
- [SIF \(Massachusetts\)](#)