

### **Account/PIN Import**

Last Modified on 10/21/2024 8:20 am CDT

Before You Begin | Template Download & File Upload | Error Report | Data Matching | Test and Final Import

To ensure a successful upload process, it is recommended that users complete the import one to two weeks before the Food Service accounts will be utilized and before the first transactions, including deposits, are made. This lead time will give you enough time to contact Campus support if you have any issues.

The Account/PIN Import tool uploads and matches data for the initial import of student and staff Food Service/POS accounts. Users are finished when all four steps are completed.

Once the import is completed and Food Service accounts have been created, this tool cannot be used again.

		100030	
Before You Begin	Template Download & File Upload	Data Matching	Test and Final Import
nstructions			
This import tool is intended to wa accounts. Once the import is com	Ik the user through the upload and data matchir pleted, this tool cannot be used again.	ng for the initial import of student a	and staff food service/point of sale
Answer the questions below to de Support for assistance.	termine if you can use this tool. If a district is n	ot able to use this import tool base	ed on the questions below, contact
Setup			
Does the legacy food service system h	ave Family/Household Accounts? *		
O No			
<ul> <li>Yes - This tool can only conve</li> </ul>	rt individual accounts; contact Support for assis	stance	
Existing Food Service accounts in the	nfinite Campus SIS		
Existing Food Service accounts in the I There are no existing accounts	nfinite Campus SIS in Infinite Campus; data conversion can procee	d.	
Existing Food Service accounts in the l There are no existing accounts The following preferences must be und	nfinite Campus SIS in Infinite Campus; data conversion can procee :hecked before proceeding with Food Service data com	d. version.	
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data co	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com proversion is complete	d. version.	
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data co PREFERENCE	nfinite Campus SIS in Infinite Campus; data conversion can procee :hecked before proceeding with Food Service data com onversion is complete	d. version. CURREN	IT STATE
Existing Food Service accounts in the I There are no existing accounts The following preferences must be une All can be rechecked once data co PREFERENCE Auto Creation of Account with	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com proversion is complete New Enrollment	d. version. CURREN © OK 1	T STATE
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data co PREFERENCE Auto Creation of Account with Auto Creation of PIN with New	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com poversion is complete New Enrollment Enrollment	d. version. CURREN © OK 1 © OK 1	to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data co PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com poversion is complete New Enrollment Enrollment	d. version. CURREN © OK 1 © OK 1	to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be une All can be rechecked once data co PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com proversion is complete New Enrollment Enrollment	d. version. CURREN © OK 1 © OK 1	to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data co PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN NNS	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com onversion is complete New Enrollment Enrollment	d. version. © OK 1 © OK 1 © OK 1	to proceed to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data ca PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN PINS Are PINS being imported? *	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com onversion is complete New Enrollment Enrollment	d. version. ② OK 1 ③ OK 1 ③ OK 1	to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data ca PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN PINS Are PINs being imported? * Yes	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com poversion is complete New Enrollment Enrollment	d. version. CURREN © OK 1 © OK 1	to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data co PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN VINS Are PINs being imported? * Yes No - New PINs will be generat	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com onversion is complete New Enrollment Enrollment ed during the final import.	d. version. CURREN © OK 1 © OK 1	IT STATE to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be une All can be rechecked once data co PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN PINS Are PINs being imported? * Yes No - New PINs will be generat No - District will be using Stud	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com onversion is complete New Enrollment Enrollment enrollment	d. version. CURREN O OK 1 O OK 1 O OK 1 Vitaerd" when	IT STATE to proceed to proceed to proceed
Existing Food Service accounts in the I There are no existing accounts The following preferences must be und All can be rechecked once data ca PREFERENCE Auto Creation of Account with Auto Creation of PIN with New Set Student Number as PIN 'INS Are PINs being imported? * Yes No - New PINs will be generat No - District will be using Student	nfinite Campus SIS in Infinite Campus; data conversion can procee shecked before proceeding with Food Service data com- ponversion is complete New Enrollment Enrollment enrollment ed during the final import. ent Number as PIN and District will run "Use Stu	d. version. CURREN OK 1 OK 1 OK 1 OK 1 Ident Number as PIN Wizard" when	r state to proceed to proceed to proceed 

## **Before You Begin**

Infinite 🔿 🦯

The Before You Begin setup asks questions and provides a series of checks to ensure that your district can use Account/PIN Import without any assistance from Infinite Campus Support. If a legacy food service system used family or household accounts, users cannot proceed to the next step of Account/PIN Import. They will need to contact Campus Support to have their data imported.

The Existing Food Service accounts in the Infinite Campus SIS is a field that assures there are no food service accounts in Campus.

Three preferences, found in Food Service > Setup > General Preferences, must be unchecked before proceeding. When unchecked, their state will appear as "OK to proceed" with a green checkmark. Once the Food Service/Point of Sale data conversion is complete, these preferences



can be rechecked.

Select one of the options from Are PINs being imported:

- Yes PINs will be included in the template file uploaded in step 2.
- No New PINs will be generated during the final import.
- No The district will use Student Numbers as PINs and the District will run "Use Student Number as PIN Wizard" when conversion is complete.

Click **Next** when all requirements are met.

## **Template Download & File Upload**

$\checkmark$	2	3	4
Before You Begin	Template Download & File Upload	Data Matching	Test and Final Import
Instructions			-
Download a template, fill in all inform contain all columns in the same order rejected. See steps below. 1. Download student and staff te 2. Complete templates. 3. Upload student patron file and 4. Review any errors that are repo 5. Upload a corrected file if need	nation from the legacy system and upload t <u>r as in the template.</u> If columns are missing mplates. staff patron file. orted. ed.	he file below. Before files are populated, <u>n</u> g, out of order or it contains additional col	ote that the completed file must umns, the upload file will be
Download Templates			-
Download blank templates or templat Download Template(s) Patron Upload Uploading a patron file will replace an Upload File(s)	tes that are pre-populated with students or	staff that are in Infinite Campus SIS	-
Student File Name: File Upload Date/Time:		Account Balance	Count
<b>Staff</b> File Name: File Upload Date/Time:	Uploaded by:	Account Balance	Count
	Previous	Error Report	

The Template Download & File Upload step is used to download blank templates or templates that



are pre-populated with students or staff that are in Infinite Campus SIS. Once completed, these templates are then uploaded to Infinite Campus to create new Food Service accounts.

Column headers must be spelled the same way as in the template file. If a user wants to keep notes in the upload file, they can do so, but it must be in a column to the right of the PIN column and not contain any headers.

A person who is not staff or a student could be on either file, such as a parent account with a person ID and no current staff/student record.

- 1. Click **Download Template(s)**.
- 2. Select from one of the following templates: Enrolled Campus Students, Employed Campus Staff, Blank Student, or Blank Staff.

When opening these files, select Don't Convert. Do not remove leading zeros that may be included in the student/staff number, person ID, or PIN.

Microso	ft Excel X
	By default, Excel will perform the following data conversions in this file: • Remove leading zeros
	Do you want to permanently keep these conversions?
	Don't notify me about default conversions in .csv or similar files.
	Convert Don't Convert Help

- 3. Complete and save each template. Review the Fields in the Student Template and Fields in the Staff Template tables for more information regarding the columns within the template.
- 4. Click Upload File(s).
- 5. Select the Patron Type. This opens the Import File Upload side panel.
- 6. Click **Select files...** and choose a completed template.
- 7. Click Save.
- 8. Click Next.

#### **Fields in the Student Template**

Name	Туре	Required	Used in	Description
			Data	
			Match	



First Name	string (50)	Yes	Yes	The student's first name.
Last Name	string (50)	Yes	Yes	The student's last name.
Student #	string (15)	No	Yes	The district-wide unique identifier for the student.
Birthdate	date	No	Yes	The student's birth date formatted mm/dd/yyyy.
Person ID	int (9)	No	Yes	The district-wide unique identifier for each person. The Person ID should match what is in the Infinite Campus SIS.
Balance	string (15)	No	No	The beginning balance of the Food Service account.
PIN	string (15)	No	No	The district-wide unique identifier account PIN for the Food Service account. If left blank, the conversion will generate a random 4-digit PIN.

#### Fields in the Staff Template

Name	Туре	Required	Used in Data Match	Description
First Name	string (50)	Yes	Yes	The staff's first name.
Last Name	string (50)	Yes	Yes	The staff's last name.
Staff #	string (15)	No	Yes	The district-wide unique identifier for the staff.
Birthdate	date	No	Yes	The staff's birth date formatted mm/dd/yyyy.
Person ID	int (9)	No	Yes	The district-wide unique identifier for each person. The Person ID should match what is in the Infinite Campus SIS.
Balance	string (15)	No	No	The beginning balance of the Food Service account.

PIN	string (15)	No	No	The district-wide unique identifier account PIN for the Food Service account. If left blank, the conversion will
				generate a random 4-digit PIN.

# **Error Report**

100 PI 123 I Generated o	ainview Main Street, M n 06/13/2024	Schools District Metro City, MN 55555 1 03:30:52 PM Page 1 of 1	Patron Import Log		
	_				
Date/Time	Туре	Message			
05/01/2024 10:12:34	ERROR	Critical Errors file out of order.csv: \$	Critical Errors file out of order.csv: Student upload file header column 3 should be name "Student #".		
05/01/2024 10:09:13	ERROR	Critical Errors file out of order.csv: \$	Student upload file header column 3 should be name "Student #".		
04/26/2024 14:45:11	ERROR	Upload Critical Errors file out of ord	er.csv: null (Line 1: 053000099,2,Donna,Ashland,9/7/2011,1.25,1111)		

The Error Report button on Step 2 checks for all critical errors that would cause a file to be rejected. Discrepancies between the existing information and uploaded templates will appear within the Error Report, with the most recent upload errors displayed on top. Any line number listed in the error will match their row in the .csv file. If there is an error when uploading a file that does not add a line to the Error Report Log, the session has timed out, and the page must be refreshed/reloaded.

Errors	Descriptions
File Level Errors	<ul> <li>These errors will report only one error line per upload attempt.</li> <li>Not the correct file type.</li> <li>File exceeds 5M.</li> <li>Column 3 is NOT "Student #" and patron type = Student.</li> <li>Column 3 is NOT "Staff #" and patron type = Staff.</li> <li>Extra column headers.</li> </ul>
	<ul> <li>To keep notes in the upload file and have more than seven columns in the file:</li> <li>The notes must be to the right of the required columns.</li> <li>The notes can have no headers.</li> </ul>



Person Level Errors	<ul><li>These errors will report only if there are no file-level-errors and can report multiple error lines per upload attempt.</li><li>Invalid number format.</li></ul>
	<ul> <li>Balance includes a dollar sign (\$10.25) or has too many decimal points (1025).</li> <li>Number has too many decimal places.</li> <li>Invalid date format.</li> </ul>
	<ul> <li>Needs to be formatted mm/dd/yyyy.</li> </ul>

There may be other errors that appear on this log that are not described here. For assistance with any unclear errors, users should contact Support.

## **Data Matching**

structions							-
ompare data :	as matched to person(s) in Infinite Ca	npus Student Information Syste	em.				
1. Click Beg 2. Review a 3. Pay spec 4. Correctio	jin Data Match Process button in the <i>I</i> III data; use the View button and/or pri ial attention to any person with errors ons should be made on the data file ar	Patron Matching section. nt a report. or a Confidence % of less than d return to Step 2 to re-upload.	100 before moving t	o step 3.			
itron Upload S	ummary						-
Student File Name: s	tudent clean.csv			,	Account Balance \$13,378.60	Count <b>223</b>	
File Upload [	Date/Time: 5/1/2024, 10:18:23 AM	Uploaded by: Administrato	or, Demo				
Staff				,	Account Balance	Count	
File Name: S File Upload [	taff with balance.csv Date/Time: 5/1/2024, 10:18:41 AM	Uploaded by: Administrato	or, Demo		\$30,284.00	671	
tron Matchinç	1						-
lick the buttor	n below to Initiate the Data Matching F	rocess. Note, upon screen load v all patrons.	, the table below will	display only pat	trons with errors or	a less-than 100% cont	fidence
aton. royyle		,					
Begin Data Ma	tch Process	, F				Show All	Patrons Records
Begin Data Ma	tch Process	,				Show All	Patrons Records
Begin Data Ma Student S Print Student F	tch Process					Show All	Patrons Records
Begin Data Ma Student S Print Student F RECORD #	tch Process itaff Report NAME	STUDENT #	BIRTHDATE	PIN	BALANCE	Show All	Patrons Records
Begin Data Ma Student S Print Student F RECORD # 1	tch Process ttaff Report NAME Ashland, Donna	STUDENT # 053000099	<b>BIRTHDATE</b> 9/7/2011	<b>PIN</b> 1111	BALANCE \$1.25	Show All	Patrons Records
Begin Data Ma Student S Print Student R RECORD # 1 2	tch Process ttaff Report Ashland, Donna Anderson, Jigme	<b>STUDENT #</b> 053000099 053000070	<b>BIRTHDATE</b> 9/7/2011 9/18/2011	<b>РІМ</b> 1111 1122	BALANCE \$1.25 \$1.75	Show All N Show All N Show All N N Show All N N N N N N N N N N N N N	Patrons Records DETAIL View View

The Data Matching step is used to match students and staff within Infinite Campus SIS to the data within the file uploaded in step 2. Each field that was entered will be matched to existing information and a Confidence percentage will be generated in the table. When Begin Data Match has been used, the Student and Staff tabs will only display patrons with less than 100% match or critical errors that must be fixed. To see patrons with a 100% match as well, turn on the Show All Patrons Records Toggle.



First name and last name alone will not provide a match. To form a match, the first name and last name must be combined with another data point (birthdate, Student/Staff #, or Person ID).

The Record # does not correspond to the row number in the .csv file.

- 1. Click **Begin Data Match Process** in the Patron Matching section.
- 2. Review all data using the View button and/or Print a Report.

Confidence - 100%			
Match Data			
FIELD	UPLOAD FILE DATA	INFINITE CAMPUS SIS DATA	МАТСН
First Name	Trisha	Trisha	×
Last Name	Cloutier	Cloutier	~
Student #	53000008	53000008	~
Birthdate	4/17/2009	4/17/2009	~
Person ID	69	69	~
Upload Data			
FIELD	UPLOAD FILE DATA		
PIN	PIN will be generated upor	n import	
Balance	\$2.25		
Warnings			

Patron Details after clicking the View button

- 3. Review the match data for anyone less than 100% to ensure it is the correct match. If it is not the correct match, then correct the information on the data file and reupload.
- 4. After uploading and reviewing the data match, click **Next**.

#### **Printing Student or Staff Report**

After using Begin Data Match Process, the data can be reviewed in a .csv file by clicking Print Student Report or Print Staff Report. The reports include the original upload data, matched data, duplicate warnings, confidence %, and error messages. The report button that appears depends on whether the Student or Staff report has been selected.

The reports can be used to make changes, but the headers for rows H-O must be deleted.

A	В	С	D	E	F	G	н	1	1	к	L	м	N	0
1 First Nam	e Last Name	Student #	Birthdate	Person ID	Balar	nce PIN	First Name Matched	Last Name Matched	Student # Matched	Birthdate Matched	Person ID Matched	Duplicate	Confidence	e Warnings
2 Nina	Ashland	990530000	9/7/2011	2	2 1	.25 1111	Nina	Ashland	053000099	9/7/2011	2	FALSE	6	8 Student number does not match with the provided personID: 990530000;
3 Jigme	Neilson	053000070	9/18/2011	27	7	1.5 1122	Jigme	Neilson	053000070	9/18/2011	27	FALSE	10	0
4 Trisha	Cloutier	53000008	4/17/2009		1	1.75 1133	Trisha	Cloutier	53000008	4/17/2009	69	FALSE	6	3
5 Tou	Vang	030230012	7/9/2013			2 1144	Tou	Vang	030230012	7/9/2013	74	FALSE	6	3
6 Duplicate	1a Student No.	030230019	8/9/2013	80	) 2	2.25 1155	Richard	Raymond	030230019	8/9/2013	80	TRUE	8	5 Duplicate with student personID: 80;
7 Duplicate	1b Student No.	030230045	5/9/2013	80	)	2.5 1166	Richard	Raymond	030230019	8/9/2013	80	TRUE	3	7 Student number does not match with the provided personID: 030230045; Duplicate with student pe
8 Same	Student	030230048	10/2/2012	107	1 2	2.75 1177	Ashley	Mattson	030230048	10/2/2012	107	TRUE	8	5 Duplicate with student personID: 107; Duplicate student number: 030230048; Duplicate last name,
9 Same	Student	030230048	10/2/2012	107	1 2	2.75 1177	Ashley	Mattson	030230048	10/2/2012	107	TRUE	8	5 Duplicate with student personID: 107; Duplicate student number: 030230048; Duplicate last name,
10 Notta	Match		9/5/2023		1	3.25 1199						TRUE		0 Duplicate with student PIN: 1199; Duplicate with staff PIN: 1199;
11 Duplicate	Student-Staff	030230063	3/25/2013	119	) 3	8.25 1199	Shataea	Pouncy	030230063	3/25/2013	119	TRUE	8	5 Duplicate with staff personID: 119; Duplicate last name, first name, and birthdate; Duplicate with s
12 Lauren	Bloomquist	030230065	10/30/2012	122	2	-22 1210	Lauren	Bloomquist	030230065	10/30/2012	122	FALSE	10	0
13 Welei	Jefferson	053000050	3/12/2012	141	1 3	8.75 1221	Welei	Jefferson	053000050	3/12/2012	141	FALSE	10	0
14 Williams	Totimeh	030230132	10/12/2008	175	j –	4 1232	Williams	Totimeh	030230132	10/12/2008	175	FALSE	10	0
15 Lamont	Diggs	030230143	7/8/2012	179	) 4	.25 1243	Lamont	Diggs	030230143	7/8/2012	179	FALSE	10	0
16 Michael	Bauer	031110005	1/1/2010	186	6	4.5 1254	Michael	Bauer	031110005	1/1/2010	186	FALSE	10	0
17 Jeremiah	Saegar	031110023	9/7/2011	188	3 4	.75 1265	Jeremiah	Saegar	031110023	9/7/2011	188	FALSE	10	0
18 Ebony	Hazelwood	031110027	9/7/2011	191	L	5 1276	Ebony	Hazelwood	031110027	9/7/2011	191	FALSE	10	0
19 Kayla	Guzek	031110057	9/7/2011	197	1 8	5.25 1287	Kayla	Guzek	031110057	9/7/2011	197	FALSE	10	0

#### **Errors in Data Matching**

ount/PIN Im	nport ជ					Food Service > Admi	nistration > Acc	ount/PIN I
atron Matching						error 2 Dupli must b	cate patrons stil e fixed before pr	l exist; thes oceeding.
Click the button b natch. Toggle on	elow to Initiate the Data Matching Process. "Show All Patron Records" to display all pa	Note, upon screen l trons.	oad, the table below	/ will display only	patrons with errors o	r a less-than 100% co	nfidence	
Begin Data Match	h Process					Show Al	Il Patrons Records	
Print Staff Report	t NAME	STAFE #	DIDTUDATE	DIN		* CONFIDENCE	DETAIL	
1		1002	3/11/1077	PIN	\$0.00	% CONFIDENCE	View	
2	Bepront Elizabeth DUDUCATE	1002	2/12/1077		\$0.00	69	View	
2	Cotti Erederico	1003	1/2/1077		\$0.00	68	View	
1	Westby Percy	1004	1/3/19/7	7501	\$1.62.00	69	View	
5	Westby, Percy	1005	1/5/1077	7502	\$127.00	68	View	
6	Wolfcon Kierra	1007	1/6/1077	1392	\$127.00	00	View	
7	Wollson, Kiena	1007	1/0/19/7		\$0.00	68	View	
/	Poulan, Kammie	1008	1///19//		\$0.00	80	view	
8	Treve Vita	1009	1/8/1977 Previous Nex	7593 kt	\$6.50	68	View	

Critical errors, such as No Match and Duplicate, must be corrected or removed from the upload file before moving on to step 4.

Errors	Descriptions
No Match	Appears when a patron cannot match to a PersonID and receives a 0% confidence rating.
Duplicate	Appears when duplicate PersonID and/or PIN records between the Staff and Student patron types.

Information errors, which appear after clicking a patron's View button, show that a data point did not match and lowers the % Confidence. These errors will not stop you from proceeding to the next step.

Student - Row 1				
Confidence - 97%				
Match Data				
FIELD	UPLOAD FILE DATA		INFINITE CAMPUS SIS DATA	MATCH
First Name	Donna		Nina	Ø
Last Name	Ashland		Ashland	~
Student #	053000099		053000099	×
Birthdate	9/7/2011		9/7/2011	$\checkmark$
Person ID	2		2	~
Upload Data				
FIELD		UPLOAD FILE DA	TA	
PIN		1111		
Balance		\$1.25		
Warnings				
wannings				

#### % Confidence Field

The % Confidence field displays a number based on the data parameters that match an existing student and one being uploaded. Data matching will compare all available data points provided and come up with the Campus person record that most closely matches. The more data points provided that match, the higher the Confidence %.

If there is a 0% match and there is a person in Infinite Campus SIS that should match to the person on the file users should either:

- 1. Add more data to the file to increase the match percent and re-upload the file.
- 2. Remove the person from the data file and, after conversion is complete, add the PIN and balance manually.

If there is no person currently in Campus SIS to match to, add the person in Campus SIS and perform the data matching process again.

If there is a duplicate, remove the duplicate record from the file, correct the data, and re-upload the file.

Tip: Check both the Student and Staff tabs for errors and warnings.

# **Test and Final Import**



A test import must be run before the final import.

1. Click **Test** to run a test of the import process. This can be done multiple times, if desired.

If any of the error messages need to be clarified, contact Support for assistance.

Before You Begin	Template Download & File Upload Data Matching	4 Test and Final Import
Instructions		
A test import must be run	prior to the final import.	
if "Use Stude Service>Wize     this tool will Patron Summary	nt Number as PIN" was selected on step 1, run the Use Student Numl ards) to generate, PINs, and, only allow limited access to upload file details and reports; the ability	ber as PIN Wizard (found in Food to re-import will not be available.
Test Import completed su	uccessfully; if ready, click Import below to commit data.	
	ACCOUNT BALA	ANCE COUNT
Student	\$1,33	1.50 98
Staff	\$14	3.45 50
Total	\$1,474	4.95 148
Import completed:		

Infinite Campus

- 2. If the test import is successful, click **Import**. This cannot be undone or done again.
  - $\circ~$  Use the Import Report button below to generate the final Patron Import Report.



23-24 Van Buren High School 3635 Broadway, Carson MN 55449 Generated on 06/14/2024 02:06:38 PM Page 1 of 4		Pat	Total Patro Total Balance	ort Report ans: 148 : \$1,474.95	
Data a Nama	Tunn	Chudoot/Chaff Martin	DIN	Assount #	Annaunt Palement
atron Name	Type	Student/Staff Number	PIN	Account #	Account Balance
VZOIA, JESUS	Student	035500185	1001	10091	\$11.25
Ashland, Nina	Student	053000099	1111	10030	\$1.20
aker, Snaylla Valek Jossina	Student	040220024	2140	10139	\$24.75 \$12.75
aluk, Jessiua Jauar Amanda	Student	052000002	1902	10140	\$13.73
lauer, Airidilud	Student	031110005	1254	10004	\$15.00
audi, Milanda	Student	040220190	1001	10107	\$4.00 \$40.75
lancon Lanco	Student	035500171	1540	10107	\$18.73 \$11.00
Vaha Danah	Student	035300171	1441	10077	\$11.00
Nona, Janan Nonanist Lauron	Student	030230065	1210	10033	30.73 (\$33.00)
Rolandor, Rody M	Student	035460039	1286	10033	(\$22.00)
Cardinal Maranay	Student	053000108	1749	10123	\$1.50 \$15.75
Jourtian Trisha	Student	53000008	1133	10123	\$10.70
Cooper Dorbonulu	Student	045460057	2002	10132	\$21.50
Cooper Shirley	Student	035460104	1463	10121	\$0.25
Providel Deven	Student	052000000	2156	10025	\$25.00
Adruali, Dean	Student	035460003	1221	10025	\$6.25
Davidson Tonia	Student	045460045	1991	10018	\$21.25
De La Riva-Carpio Brenda	Student	035500090	1507	10109	\$10.25
Jehan Marvam	Student	053000019	1573	10141	\$11.75
Denton Jefferson	Student	053000111	1870	10089	\$18.50
Deuser Nicolaas N	Student	035460040	1397	10049	\$7.75
Dings Lamont	Student	030230143	1243	10143	\$4.25
Dragon, David	Student	053000022	1903	10009	\$19.25
I-Khatib, Mariam	Student	042220009	1947	10092	\$20.25
erdelman. Samantha	Student	035500087	1496	10090	\$10.00
lahana. Robert	Student	053000115	2013	10035	\$21.75
rankson, Stefon	Student	053000040	1771	10069	\$16.25
redrickson, Adrian	Student	035460007	1342	10034	\$6.50
Gant, Rasheed	Student	045460121	2167	10041	\$25.25
Gant, Rhonald	Student	040230174	1848	10085	\$18.00
Sarman, Skyler	Student	045460095	2123	10040	\$24.25
older-Carson, Tori	Student	040230028	1672	10080	\$14.00
irand, Michael	Student	040230140	1815	10057	\$17.25
irand, Raven	Student	040230136	1804	10127	\$17.00
rundtner, Gavin	Student	035460010	1353	10046	\$6.75
Guzek, Kavla	Student	031110057	1287	10113	\$5.25

- 3. Verify that all Accounts and PINs were created.
- 4. After the import is complete:
  - If "Use Student Number as PIN" was selected on step 1, run the Use Student Number as PIN Wizard (found in Food Service>Wizards) to generate PINs.
  - This tool will only allow limited access to upload file details and reports; the ability to reimport will not be available.

Before You Begin	Template Download & File I	Upload Data Matching	Test and Final Import
Instructions	rompiato portinidad a rino v		
A test import must be rur	prior to the final import.		
A After large and '	anto ana i na nore oreatea.		
<ul> <li>4. After import is con</li> <li>if "Use Stude Service&gt;Wiz</li> <li>this tool will</li> <li>Patron Summary</li> </ul>	nplete, ent Number as PIN" was selected on s ards) to generate, PINs, and, only allow limited access to upload fil	tep 1, run the Use Student Number as PIN Wiz le details and reports; the ability to re-import v	ard (found in Food vill not be available. —
4. After import is con if "Use Stude Service>Wiz this tool will Patron Summary	nplete, ent Number as PIN" was selected on s ards) to generate, PINs, and, only allow limited access to upload fil	tep 1, run the Use Student Number as PIN Wiz le details and reports; the ability to re-import v ACCOUNT BALANCE	tard (found in Food vill not be available. — соимт
4. After import is con if "Use Stude Service>Wiz this tool will Patron Summary Student	nplete, ent Number as PIN" was selected on s ards) to generate, PINs, and, only allow limited access to upload fil	tep 1, run the Use Student Number as PIN Wiz le details and reports; the ability to re-import v ACCOUNT BALANCE \$1,331.50	tard (found in Food vill not be available. – Соимт 98
4. After import is con if "Use Stude Service>Wiz this tool will Patron Summary Student Staff	and a first of the offective. Inplete, ent Number as PIN" was selected on s ards) to generate, PINs, and, only allow limited access to upload fil	tep 1, run the Use Student Number as PIN Wiz le details and reports; the ability to re-import v ACCOUNT BALANCE \$1,331.50 \$143.45	tard (found in Food vill not be available. – <u>count</u> 98 50
4. After import is con if "Use Stude Service>Wiz this tool will Patron Summary Student Staff Total	and and in the order of elected. Inplete, ent Number as PIN" was selected on s ards) to generate, PINs, and, only allow limited access to upload fil	tep 1, run the Use Student Number as PIN Wiz le details and reports; the ability to re-import v ACCOUNT BALANCE \$1,331.50 \$143.45 \$1,474.95	tard (found in Food vill not be available. – COUNT 98 50 148

Infinite Campus