



# SIMS Bulk Import

Version: 2.5.0.0

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## Introduction

SIMS .net is the most popular MIS system used by schools across the UK with a [market share of 83%](#). This tool allows you to bulk import into email, telephones and UDF fields.

Uses the Capita SIMS Business Objects

Imports from CSV, TXT and XML files

This project is completely **unofficial** and in no way affiliated with [Capita Children Services](#).

As featured on [Edugeek](#).

## Getting Started

SIMS Bulk Import uses the SIMS .net business objects to import data into the SIMS .net database. These are the same .NET libraries as SIMS .net client uses. As such, you are required to have the SIMS .net client installed and working in order for SIMS Bulk Import to work. Please contact your schools SIMS Support Team if you require help installing and configuring the SIMS .net client.

You will also require a standard SIMS .net user with access to edit access the required fields. If you require assistance creating a SIMS .net user, please contact your schools SIMS Support Team.

As a guide, the group **Administration Assistant** should give you enough access.

You can download the latest version of SIMS Bulk Import by going to:  
<https://github.com/SIMSBulkImport/SIMSBulkImport/releases/latest/>  
Then click on **SIMSBulkImport.msi**

**Note:** You will only require Windows Administrator access to install SIMS Bulk Import.

SIMS Bulk Import is a client based application that is designed to be used by the end-user, such as the office staff.

**Recommendation:** It is not recommended to run SIMS Bulk Import on the SIMS server

## Keeping up-to-date

SIMS Bulk Import will check for updates each time it opens. It will make a web request to the GitHub API for the latest SIMS Bulk Import version.

The url is: <https://api.github.com/>

### Checklist / Summary

- SIMS .net client installed
- SIMS user account with edit access
- SIMS Bulk Import installed

## Preparation

SIMS Bulk Import can import from a number of file formats, the most commonly used is an Excel spreadsheet.

**Note:** You don't need Microsoft Excel installed in order to import Excel files!

SIMS Bulk Import has a matching screen, this allows matching of the input file, such as columns on a spreadsheet, to the fields within SIMS .net. The file must contain enough data to each record to make a unique match. Equally you must not provide too much data that it causes matching problems. Using the admission number of useful for importing pupil data.

Please note the pupils UPN should not be used. Please see the [DfE guidance](#)<sup>1</sup> for more information.

If more than one person is found, the data isn't imported.

**Recommendation:** Before doing a major import, make sure you import a small subset.

Although SIMS Bulk Import uses the SIMS business objects and will edge on side of caution it doesn't prevent you from doing something silly. You can, for example, import duff email addresses for the entire SIMS database. SIMS Bulk Import does no validation beyond what is provided within the SIMS business objects. SIMS Bulk Import has no undo button. It isn't able to delete or remove data. If you import 1,000 email addresses by mistake, you will have to manually delete them within SIMS .net. One by One. It is therefore recommended you take a backup before any major bulk update (ie for the entire school) and perform the import when no-one else is using the system (if you restore the database you will delete any work they have performed after all).

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270560/Unique\\_Pupil\\_Numbers\\_-\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270560/Unique_Pupil_Numbers_-_guidance.pdf)

SIMS Bulk Import can import the following fields:

- Pupil
  - Email Address
  - Telephone
  - UDF
    - Single-line text
    - True\False
- Staff
  - Email Address
  - Telephone
  - UDF
    - Single-line text
    - True\False
- Contacts (parents etc)
  - Email Address
  - Telephone
  - UDF
    - Single-line text
    - True\False

## Configuration and Logs

SIMS Bulk Import stores its configuration and logs within:

C:\ProgramData\SIMSBulkImport

### Logs

SIMS Bulk Import creates two log files within the Logs subfolder.

- log.txt
- support.txt

Please note the support.txt log file does not contain sensitive data such as names. If support requests a copy of your log file, please send only the support.txt.

**IMPORTANT:** Only ever send the support.txt log file to support!

### Configuration

SIMS Bulk Import has a number of settings that can be configured, they are stored in a JSON file called SIMSBulkImport.Config.json.

**Recommendation:** Use the application UI to make any changes

Below is an example file

```
[
  {
    "CheckUpdate":true,
    "AppGUID":"16d8433c-695e-4cda-bcec-aa5bec6d8dd3",
    "UpdateURL":null,
    "EmailPrimary":"Yes",
    "EmailMain":"Yes",
    "EmailLocation":null,
    "EmailNotes":null,
    "TelephonePrimary":"Yes",
    "TelephoneMain":"Yes",
    "TelephoneLocation":null,
    "TelephoneNotes":null,
    "TelephoneDevice":null,
    "Theme":"BaseLight",
    "Accent":"Orange"
  }
]
```

## SIMS BULK IMPORT

Name /type	Description /example	Constraints
CheckUpdate <i>Boolean</i>		
AppGUID <i>String</i>	Unique installation ID	GUID
UpdateURL <i>String</i>	URL for checking for updates (no longer used) <a href="https://api.github.com/repos/SIMSBulkImport/SIMSBulkImport/releases/latest">https://api.github.com/repos/SIMSBulkImport/SIMSBulkImport/releases/latest</a>	
EmailPrimary <i>boolean</i>		
EmailMain <i>boolean</i>		
EmailLocation <i>string</i>		
EmailNotes <i>string</i>		
TelephonePrimary <i>boolean</i>		
TelephoneMain <i>boolean</i>		
TelephoneLocation <i>string</i>		
TelephoneNotes <i>string</i>		
TelephoneDevice <i>string</i>		
Theme <i>string</i>		
Accent <i>string</i>		