



## Exporting the xml file from SAS

### Menu Steps

1. Maintenance
2. Export
3. Students & prior VELs results

### Year Check

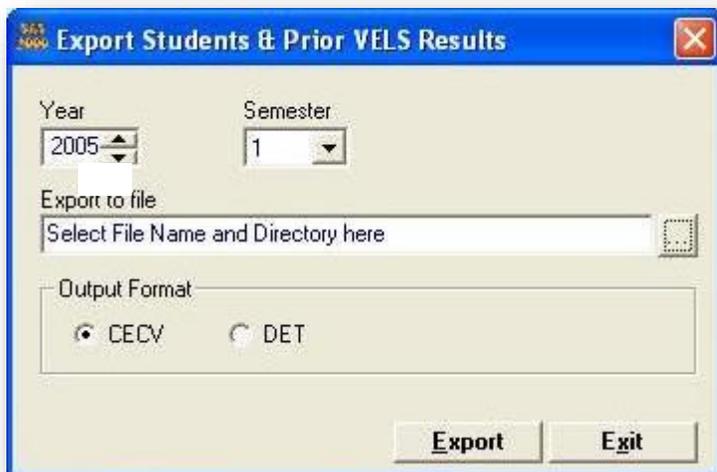
Make sure year is (**current year**) ←

*New for 2017 after update from SAS. Make sure you enter the **current year**.*

*NOT current year minus 1, as it used to be.*

### Semester Check

Make sure semester is (*current semester*)



Choose a location to export the file.

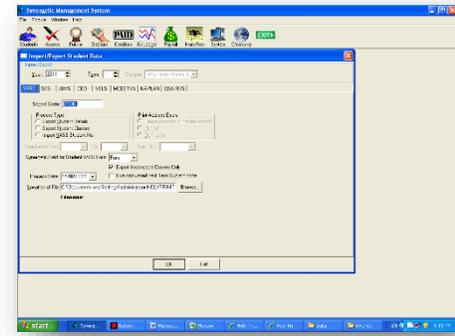
Click Export to create the file.

(Please contact your Admin package helpdesk if this does not match your current version)

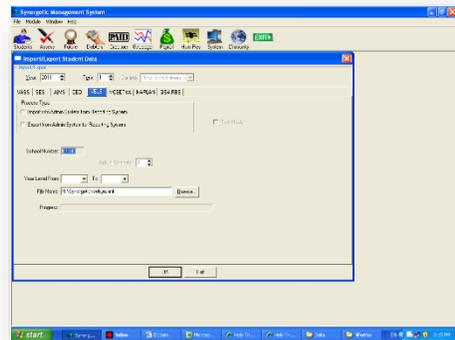
# Exporting the xml file from SYNERGETIC

Current Student.

Import/Export Student Data tab

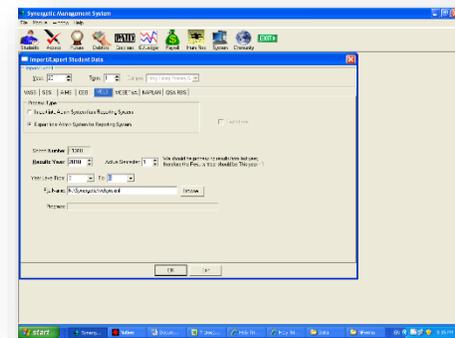


Choose VELS tab



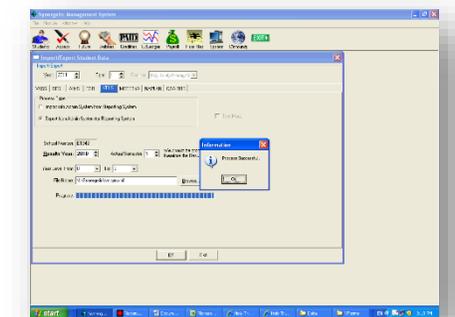
Highlight Export from Admin System for Reporting System.

Insert Year levels.



Click OK

Click OK to close



## Exporting the xml file from MAZE

1. Open Maze
2. CEO Data Transfer
3. Run Data Transfer Files
4. DOUBLE CLICK on PRS211 - Export History Academic Results 5
5. Save file to a location of your choice

### **Important note for MAZE schools only:**

When your Xml is created, please zip it and send it to [info@nforma.com.au](mailto:info@nforma.com.au) as it will need to be formatted correctly for import.