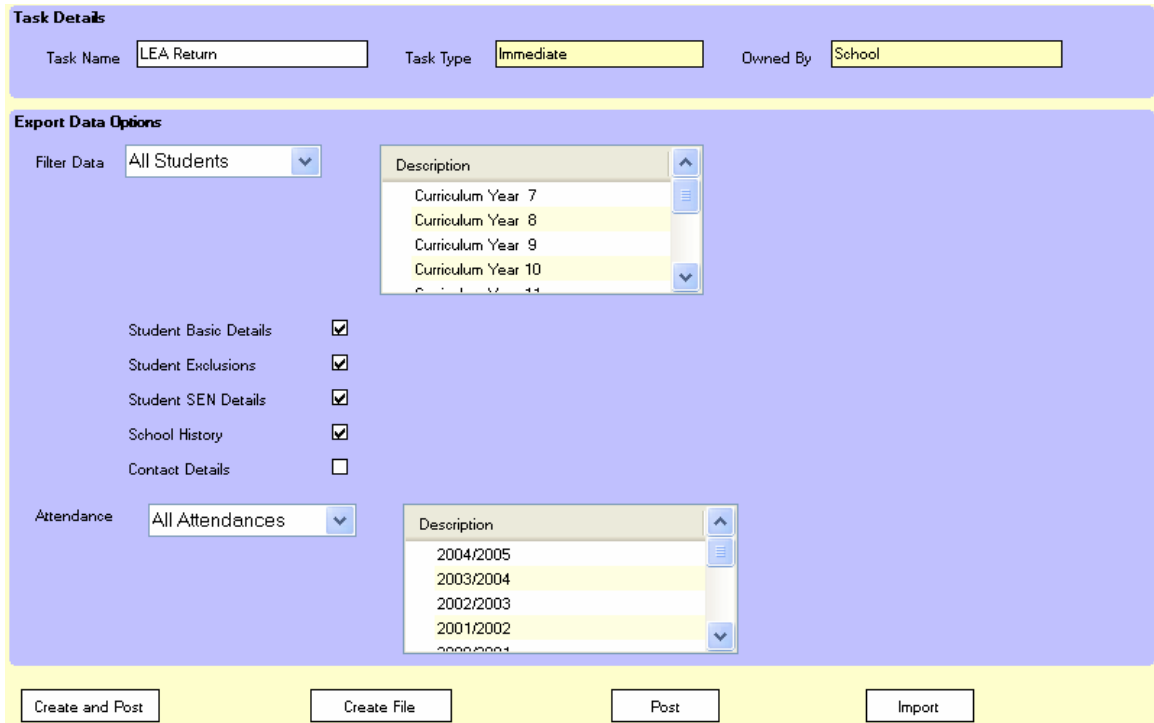



Creating an LEA Export File (the “PULSE” Return)

1. Use route **Routines | Data Exchange | Manage Tasks**.
2. Enter **LEA** in the **Task Name** box and click **Search**.
3. Double click **LEA Return** in the list. This will bring up the **Immediate Task LEA Return**.



The screenshot shows the 'Task Details' window for 'LEA Return'. The 'Task Name' is 'LEA Return', 'Task Type' is 'Immediate', and 'Owned By' is 'School'. Under 'Export Data Options', 'Filter Data' is set to 'All Students'. A list of curriculum years (7, 8, 9, 10, 11) is shown. Checkboxes for 'Student Basic Details', 'Student Exclusions', 'Student SEN Details', and 'School History' are checked, while 'Contact Details' is unchecked. 'Attendance' is set to 'All Attendances', with a list of years (2004/2005, 2003/2004, 2002/2003, 2001/2002, 2000/2001) shown. At the bottom, there are buttons for 'Create and Post', 'Create File', 'Post', and 'Import'.

4. Create the return by clicking **Create File**. At the present time there are no options regarding dates.
5. A message should appear at the bottom left hand corner of the screen informing you that the **“B2B file successfully created”**



B2B file successfully created.

6. Close the screen after the message has appeared. The file will appear in:

X:\SIMS\LEA\OUTBOX

folder (as entered via the setup of the return), where **X:** is the SIMS drive in your school.



7. Send this file to the LEA in the normal way via EDT. [See below on how to view the name of file to send]

Note:

- You do **NOT** need exclusive access to SIMS to generate the return.
- When a school starts using SIMS .net to generate an LEA extract the file number will restart at 001.

