

Safety Drills File Import

In lieu of updating Safety Drills for each school via the Safety Drills page, a new upload option has been added. In order to successfully import Safety Drills hours, the following steps must be completed correctly.

All current records in LEA Profile will be replaced by the records in your uploaded file.

- 1) 3 new buttons have been added to the Safety Drills screen.
 - a. “Export to Excel”
 - b. “Export to Comma Delimited”
 - c. “Import Comma Delimited File”.
 - d. There is also a link to instructions for its use. (This document.)

[Home](#) > [Update Data](#) > [LEA Profile](#) > Safety Drill

Safety Drill

Please carefully note the drill(s) collection months.

	Cycles				
	2	3	5	6	7
Tornado Drill	X		X	X	
Fire Drill		X	X		X
Active Shooter Drill					X

When Type = 'Active Shooter Drill', minutes and seconds must be zero.

Export to Excel Import Comma Delimited File
Export to Comma Delimited [Safety Drill Upload Instructions](#)

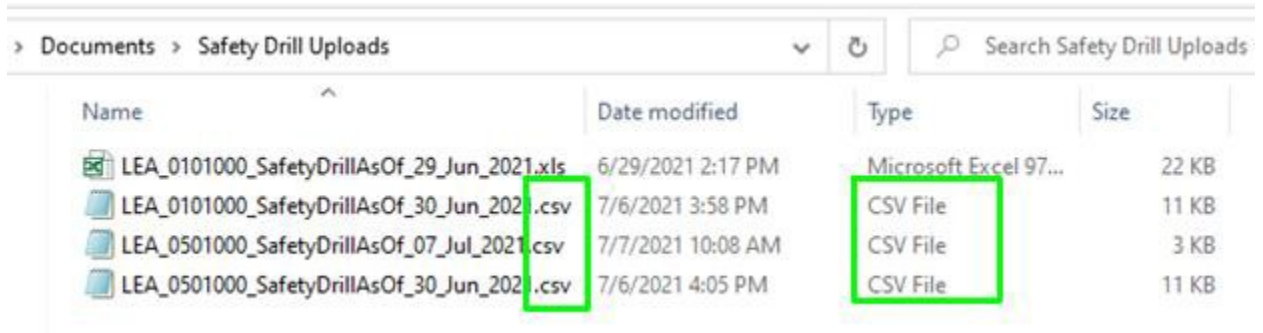
+ Add new record Refresh

School Lea	Type	Date	Time of Drill		Evacuation		Actions	
			Hour	AM/PM	Minutes	Seconds	Edit	Delete
0501001	F	5/5/2021	9	AM	2	56	Edit	Delete
0501002	F	4/26/2021	8	AM	2	36	Edit	Delete

- 2) You may want to export your data via the “Export to Comma Delimited” button above.

THIS WILL EXPORT ALL SAFETY DRILL RECORDS FOR YOUR DISTRICT FOR ALL DRILLS, ALL YEARS, ALL CYCLES.

- 3) The import file will be a comma delimited file. You may create this file in Microsoft Excel (or other spread sheet), but save it as a .CSV file format.



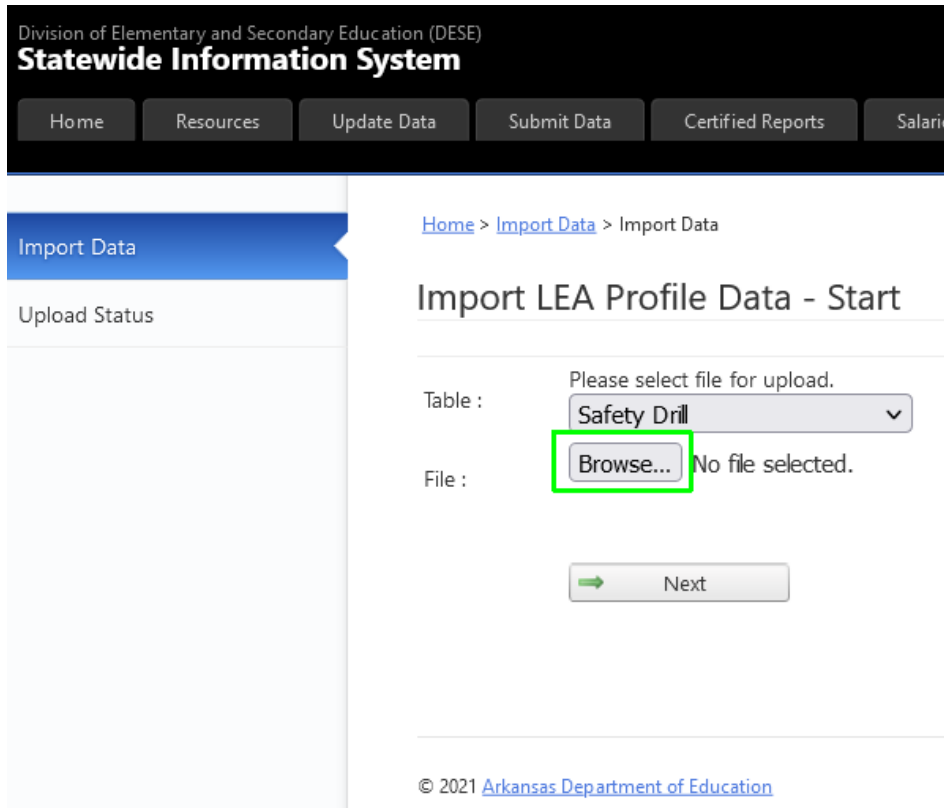
- 4) For Safety Drills, your file will have 6 columns:

1. School LEA (don't worry if your district has a leading zero.)
2. Type of Drill (Active Shooter, Fire, Tornado)
3. Date of drill
4. Hour of drill
5. Minutes to evacuate building (*0 for Active Shooter*)
6. Seconds to evacuate building (*0 for Active Shooter*)

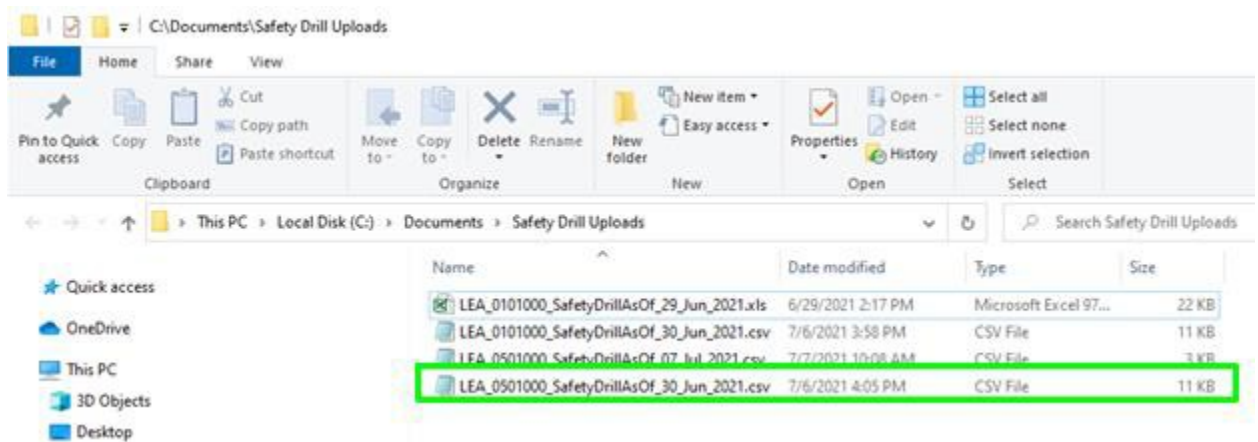
- 5) **DO NOT USE COLUMN HEADERS.** This will result in an error.

	A	B	C	D	E	F
1	501001	F	2/4/2019	9	3	43
2	501001	T	2/13/2019	10	13	33
3	501001	F	3/8/2019	13	3	43
4	501001	F	4/2/2019	13	3	28
5	501001	F	5/6/2019	14	2	46
6	501001	A	9/18/2018	13	0	0
7	501001	T	9/9/2019	13	3	28
8	501001	A	10/3/2019	9	0	0
9	501001	F	8/22/2019	7	4	21
10	501001	F	9/3/2019	9	6	0
11	501001	F	10/22/2019	9	3	30
12	501001	F	11/4/2019	13	3	46
13	501001	F	12/2/2019	13	3	42
14	501001	F	1/6/2020	13	2	40
15	501001	T	1/13/2020	14	5	0

- 6) Clicking on the Import button will take you to the first page of the import process. The drop down list should pre-select to Safety Drill.



- 7) You will need to click on the browse button to navigate to where you have saved your comma delimited Safety Drills Hours file.



- 8) Clicking “Next” will validate the input file and display any errors in the input document.

Import Data > Import Data > Import Data

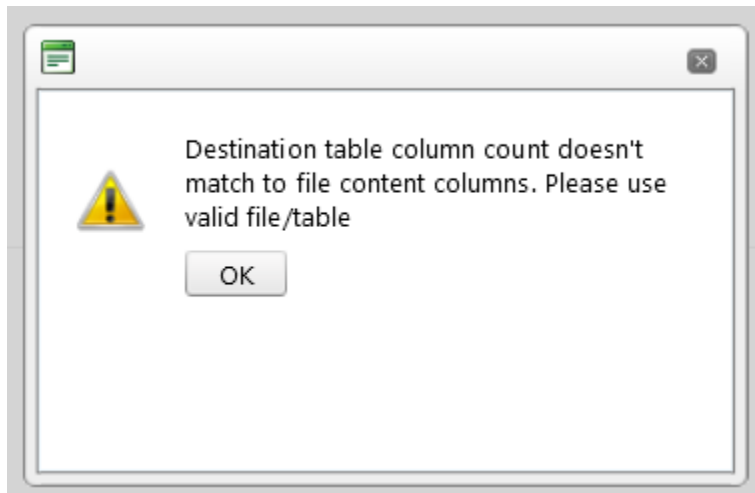
Import LEA Profile Data

Destination Table :
ProfessionalDevelopment

No of lines : 2285 File :
LITTLEROCKPDTESTFILE.CSV

[unique_id]	[err_code]	[err_seq]	[err_msg1]	[err_msg2]	[err_msg3]
(SSN) 43 [redacted]	PD0060	1	Invalid Employee Job type. Must be 'A' or 'T'	Employee SSN : 4 [redacted]	Job Type = K
(SSN) 3 [redacted]	PD0070	1	Professional Development Hours must be numeric	Employee SSN : 3 [redacted]	Job Type = T
(SSN) A5464644	PD0040	1	Invalid SSN	SSN : A5464644	Job Type = T

- 9) If errors are displayed, you will need to correct your comma delimited file, and re-upload.
- 10) Wrong number of columns produces this error:



- 11) Extra blank lines at the bottom of the input file will produce the following error:

Server Error

An error occurred while processing your request.

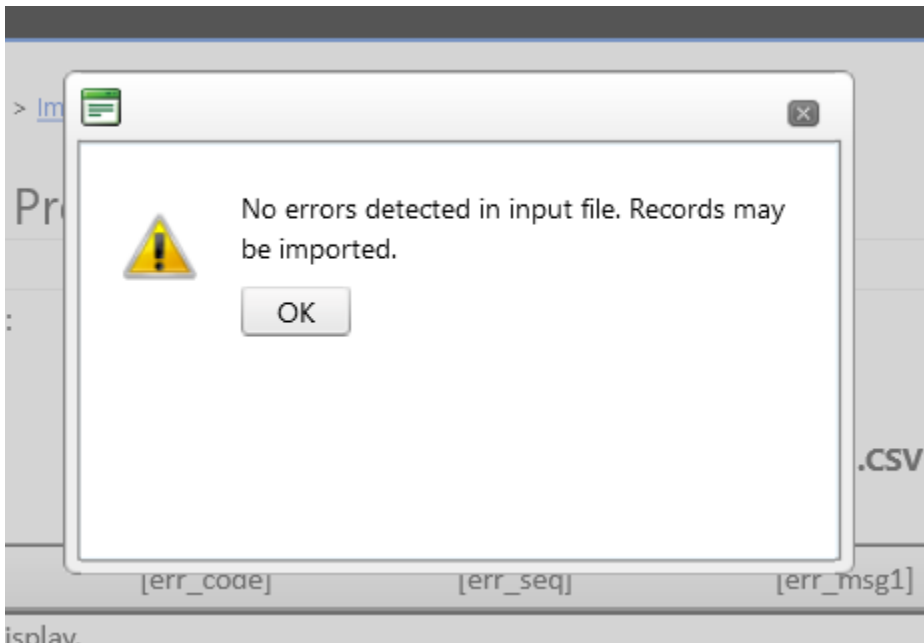
This error has been logged.

If this is your first time seeing this page, try your request again.

Sorry for the inconvenience.

Use site navigation to proceed to a new page or [go back to the previous page](#).

12) An error free file will result in the following pop-up:



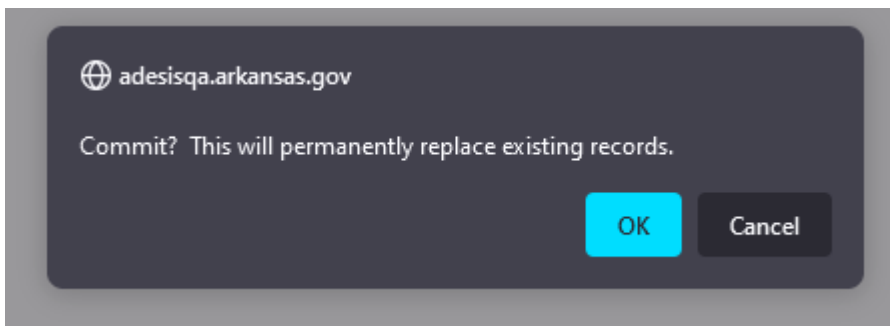
13) Click OK

14) You must then click the Import button on the lower left side of the screen.



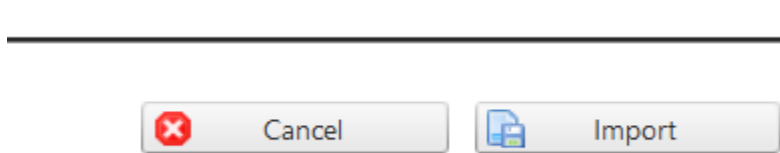
This will replace all your safety drill records with the records in your CSV file.

15) You will then be given one final opportunity to back out.

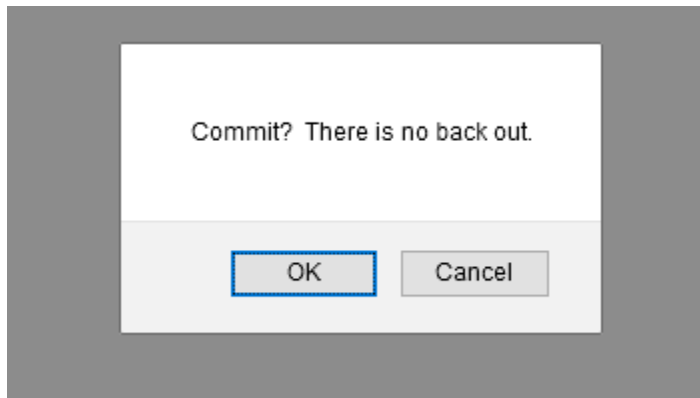


16) Clicking "OK" completes the import process.

17) Click the “Import” button in the lower right corner of the page:



18) One final warning that this is permanent and will replace all current records.



19) Once committed you will be returned to the Safety Drills page where your imports have been further checked by the system.