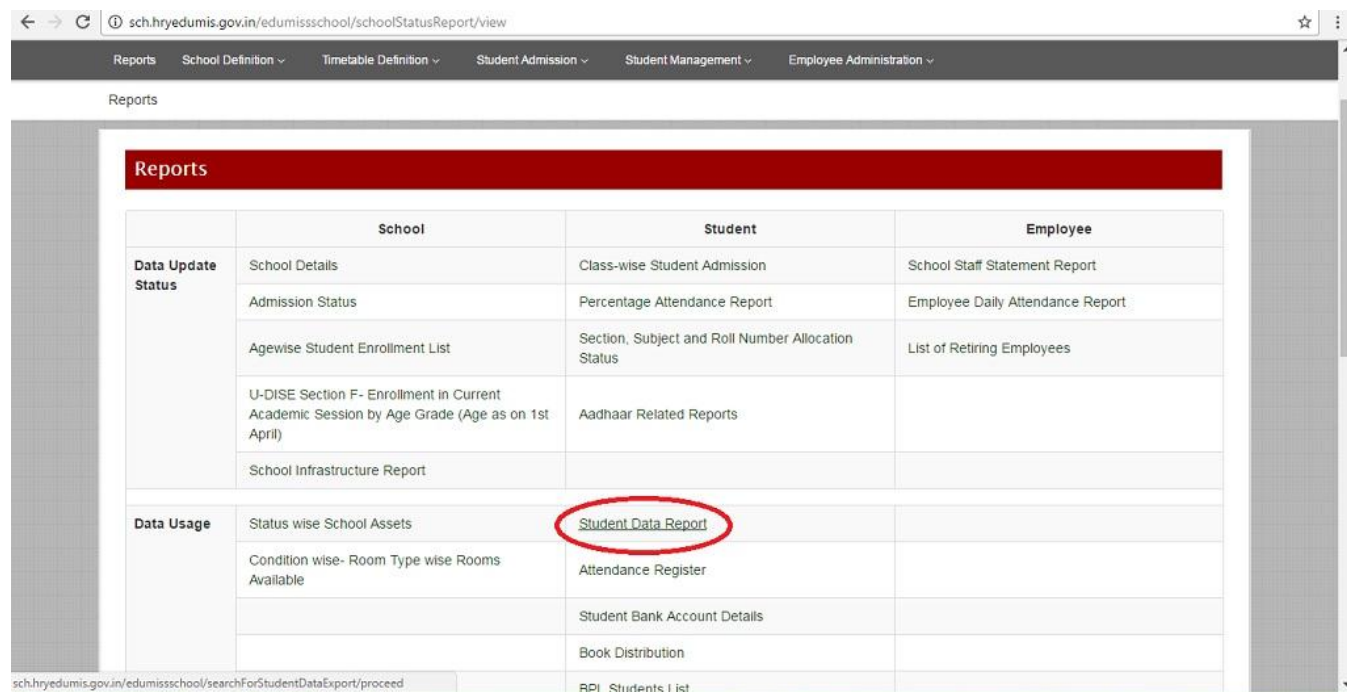


## Help Module for Exporting MIS data into SDMIS data format

**Step 1:** Download “SDMIS Excel Utility.xlsx” from link: <http://hsspp.in/> or <http://hsspp.in/UDISE.aspx>

**Step 2:** Download “HryMIS To SDMIS Export Utility.xlsm” from the same link: <http://hsspp.in/> or <http://hsspp.in/UDISE.aspx>

**Step 3:** Log in to MIS portal (<http://hryedumis.gov.in/>) using school credentials. Navigate to Reports section and download the “School Data Report” under Data Usage Section (Refer to the below screenshot):



The screenshot shows the 'Reports' section of the MIS portal. The table below is a representation of the content shown in the screenshot.

	School	Student	Employee
<b>Data Update Status</b>	School Details	Class-wise Student Admission	School Staff Statement Report
	Admission Status	Percentage Attendance Report	Employee Daily Attendance Report
	Agewise Student Enrollment List	Section, Subject and Roll Number Allocation Status	List of Retiring Employees
	U-DISE Section F- Enrollment in Current Academic Session by Age Grade (Age as on 1st April)	Aadhaar Related Reports	
	School Infrastructure Report		
<b>Data Usage</b>	Status wise School Assets	<b>Student Data Report</b>	
	Condition wise- Room Type wise Rooms Available	Attendance Register	
		Student Bank Account Details	
		Book Distribution	
		RPL Students List	

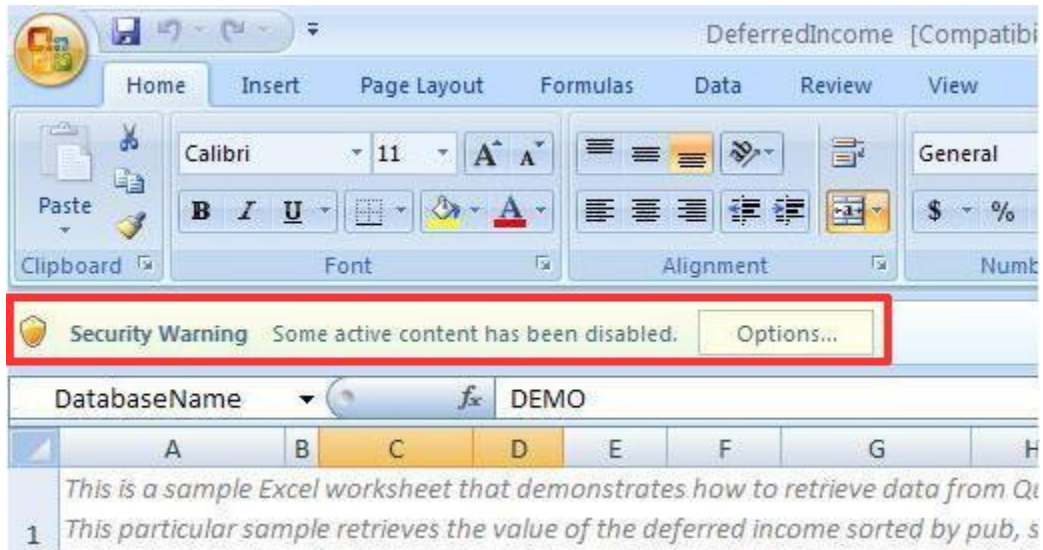
While downloading the report, select these options :

Class : All

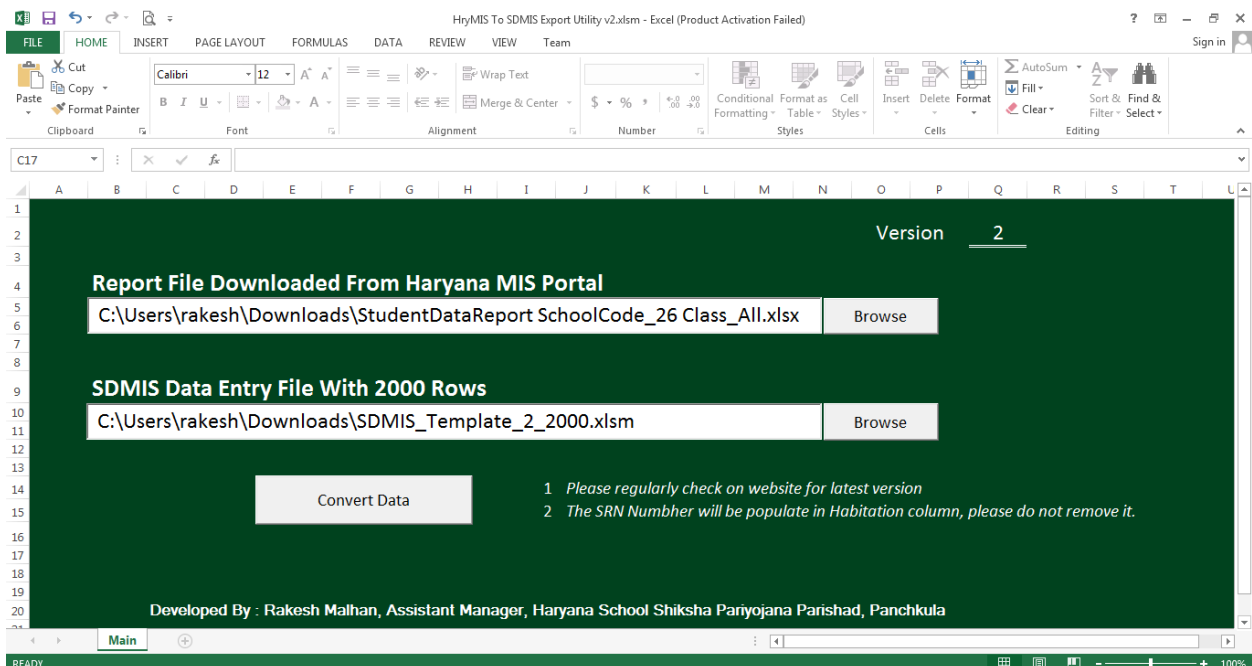
Section : With or Without Sections Allocation

Student Data Report Attributes : Select All (*on next page*)

**Step 4:** Open “MIS to SDMIS Export Utility”. If excel shows security settings warning, you must enable by clicking on *options* and then **Enable this content**

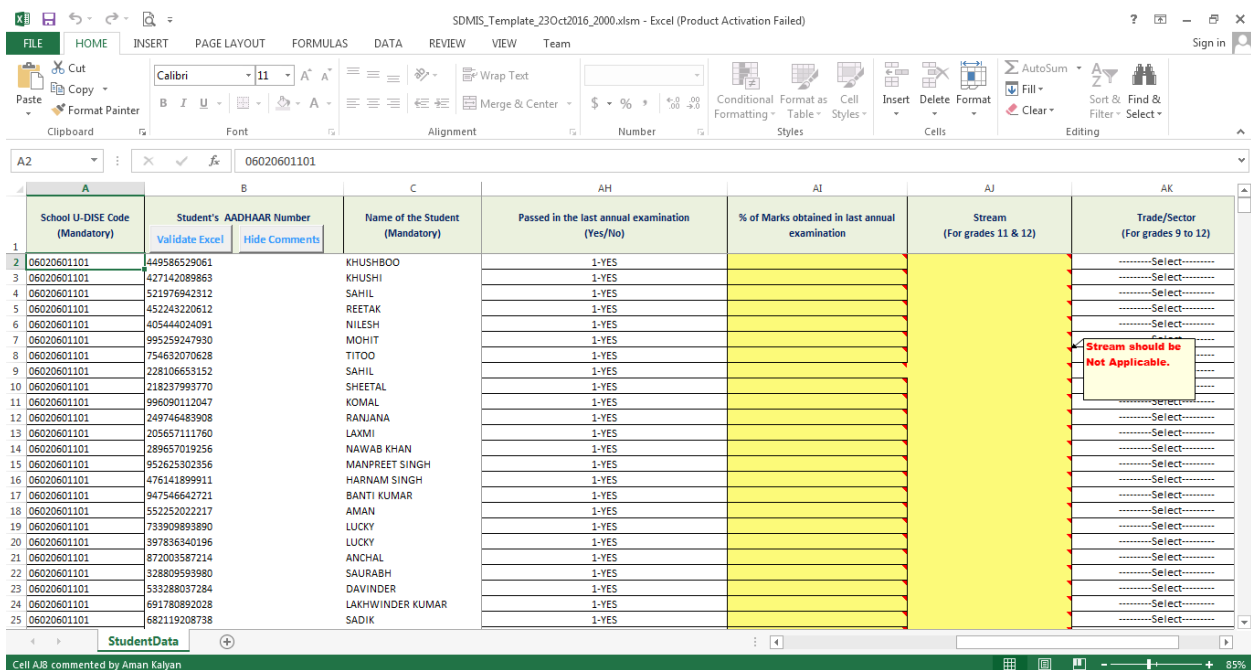


**Step 5:** Click on browse for both the files and select download files. Now click on “Convert Data” button (as shown in below screenshot). The converted data will populate it in “SDMIS Excel Utility”. Kindly note that the process takes around 1 minute to complete.



**Step 6: Fill the blank values and check other filled data for correctness.** Kindly note that SRN of student will be populated in Habitation column as per latest instruction. So, please do not remove SRN from habitation column. Fields like "Disadvantaged group" and BPL, CWSN, Previous year class need to be checked very carefully. You need to fill the UDISE Code in first column manually before checking the errors.

**Step 7: Click on the "Validate Excel" button in 2<sup>nd</sup> column.** If there is any discrepancy or error in any cell then that column's background color becomes yellow (Refer to below screenshot).



After this, click on 'Hide Comments' button to make all cells visible and then start removing erroneous values. Repeat the error correction and validation process unless all data is corrected and validated successfully.

**Note:** You are advised to remove all the errors (if any) before saving the file.