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

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

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

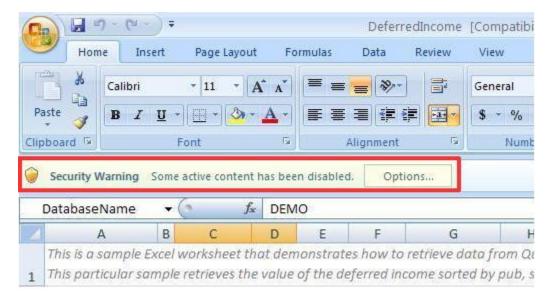
**Step 3:** Log in to MIS portal (<u>http://hryedumis.gov.in/</u>) using school credentials. Navigate to Reports section and download the **"School Data Report"** under Data Usage Section (Refer to the below screenshot):

eports			
Reports			
	School	Student	Employee
Data Update	School Details	Class-wise Student Admission	School Staff Statement Report
Status	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		
Data Usage	Status wise School Assets	Student Data Report	
	Condition wise- Room Type wise Rooms Available	Attendance Register	
		Student Bank Account Details	

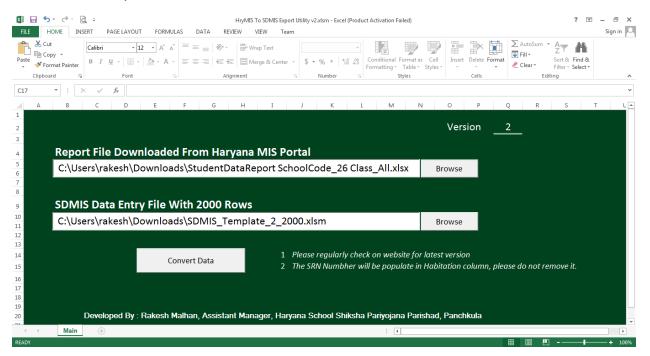
While downloading the report, select these options :

Class	:	All
Section	:	With or Without Sections Allocation
Student Data Report Attributes	:	Select All <i>(on next page)</i>

**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).

FILE HOME II	R T H - D - A	LAS DATA REVIEW		onditional Format as Cell Inser matting - Table - Styles -	t Delete Format	Sort & Find & Filter × Select ×				
Clipboard	تي Font	Alignment	G Number G	Styles	Cells E	diting ^				
A2 ▼ : × ✓ x 06020601101 ▼										
A	В	С	AH	AI	AJ	AK				
School U-DISE Code (Mandatory)	Student's AADHAAR Number Validate Excel Hide Comments	Name of the Student (Mandatory)	Passed in the last annual examination (Yes/No)	% of Marks obtained in last annual examination	Stream (For grades 11 & 12)	Trade/Sector (For grades 9 to 12)				
2 06020601101	449586529061	KHUSHBOO	1-YES			Select				
3 06020601101	427142089863	KHUSHI	1-YES			Select				
4 06020601101	521976942312	SAHIL	1-YES			Select				
5 06020601101	452243220612	REETAK	1-YES			Select				
6 06020601101	405444024091	NILESH	1-YES			Select				
7 06020601101	995259247930	MOHIT	1-YES			Stream should be				
8 06020601101	754632070628	TITOO	1-YES			Not Applicable.				
9 06020601101	228106653152	SAHIL	1-YES							
10 06020601101	218237993770	SHEETAL	1-YES							
11 06020601101	996090112047	KOMAL	1-YES			Serect				
12 06020601101	249746483908	RANJANA	1-YES			Select				
13 06020601101	205657111760	LAXMI	1-YES			Select				
14 06020601101	289657019256	NAWAB KHAN	1-YES			Select				
15 06020601101 16 06020601101	952625302356 476141899911	MANPREET SINGH HARNAM SINGH	1-YES 1-YES			Select				
16 06020601101	947546642721	BANTI KUMAR	1-YES 1-YES			Select				
18 06020601101	947546642721 552252022217	AMAN	1-YES			Select				
19 06020601101	733909893890	LUCKY	1-1C3			Select				
20 06020601101	397836340196	LUCKY	1-YES			Select				
21 06020601101	872003587214	ANCHAL	1-YES			Select				
22 06020601101	328809593980	SAURABH	1-YES			Select				
23 06020601101	533288037284	DAVINDER	1-YES			Select				
24 06020601101	691780892028	LAKHWINDER KUMAR	1-YES			Select				
25 06020601101	682119208738	SADIK	1-YES			Select				
	entData (+)			: •	•					
Cell AJ8 commented by Ama					III II	■ + 85%				

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.