Discover Initial Transfers

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**Introduction**

Once Discover has been installed a synchronisation of data needs be performed to import the **previous two years** of static data and the current Academic years data This is a manual transfer using the Discover Administration Utility.

E.g. 2017/2018 - **2 Years Ago**  
2018/2019 - **Last Year**  
2019/2020 - **Current Year**

**Permissions**

The following System Manger user roles\permissions are required to initiate the Transfer process using the Discover Administration utility:

- Senior Management Team members  
- School Administrators  
- Administration Assistants  
- Assessment Coordinators  
- System Managers.

**Using the Discover Administration Utility**

1. Log on to the **Admin Server** as the **Administrator**.
2. Click the **Start button** and select **All Programs | SIMS Applications | Discover Administration Utility**.
3. Login with a **SIMS users** details with the relevant permissions. E.g. System Manager, School Administrator.
4. Select **Managing Data Transfers** then select **Start a data transfer**
5. Select the **Current Year** button.
NB: - Although it is possible to select all 3 Year buttons simultaneously **DO NOT** do this. Your system will be overloaded and crash.

6. Click **Next** at the bottom right-hand side of the window.
7. Click **Confirm** at the bottom right-hand side of the window.

The *Initiating transfer* timeline appears briefly at the bottom of the window.

The screen will default back to the **Managing Data Transfers** window.

8. Select the **View transfers** button.

You will see that the transfer for the **Current Year** has started.

Please be **VERY** patient while the SIMS and Discover databases are synchronized.

9. Select the **Refresh Status** button to update the **Progress** results.

The Refresh Status button can be selected as many times as required.

10. When the transfer has finished the Progress results will show **Transfer succeeded**.

**NB:** - **Do not proceed until the transfer has been successful.**

You now need to transfer the data for **Last Year (2018/2019).**

11. Select the **Managing Data Transfers** button.
12. Select **Start a data transfer** button.
13. Select the **Last Year** button.
14. Repeat steps 6 to 10.
You now need to transfer the data for 2 Years Ago (2017/2018).

15. Select the **Managing Data Transfers** button.
16. Select **Start a data transfer** button.
17. Select the **2 Years Ago** button.
18. Repeat steps 6 to 10.

Once you have completed the 3 years transfers you can now use Discover as normal.

**Upgrading Discover**
Discover is upgraded at the same time as SIMS.

Please request the upgrade files to be released via SOLUS3 when booking your SIMS upgrade with the Service Desk.

Strictly Education 4S Service Desk 0800 073 4444, Option 6.

**Using Discover**
1. A half day course is available to book via CPD online.
   
   [https://strictlyeducation4s-cpd.co.uk/cpd/](https://strictlyeducation4s-cpd.co.uk/cpd/)

2. A Consultancy visit can be arranged to do training in your school on your school data. Consultancy rates will apply. Please contact Melanie McCarthy at melanie.mccarthy@strictlyeducation4s.co.uk for more details.