Discover
Start of Year
Procedures

November 2019
## Revision Guide

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Introduction
At the beginning (September) of each Academic year a synchronisation of data needs be performed to update the previous two years of static data and the new Academic years data. This needs to be a manual transfer using the Discover Administration Utility.

E.g. 2017/2018 data will become 2 Years Ago
2018/2019 data will become Last Year
2019/2020 Current Year

Permissions
The following System Manager 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.

Check Discover Information
1. Login to Discover in the normal way.
2. Click on the i symbol to view the transfer information and the current version of Discover.

Version of Discover should be 7.188 (Summer 2019 upgrade)

NB: - Do not proceed until you have updated to the latest version.

Please log a call with the Strictly Education 4S Service Desk on 0800 073 4444, Option 6 for more information on how to upgrade Discover.
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.