

Michigan Care Improvement Registry (MCIR)

Loading External Data

(Building a Roster via Comma Delimited Text File)

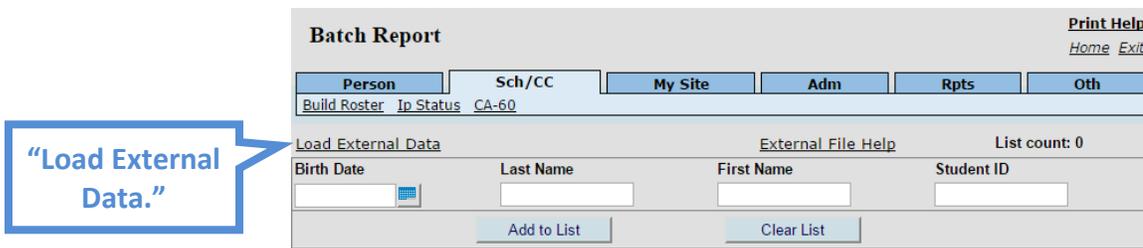
❖ The "Load External Data" function has been provided so that users with external systems can export a comma delimited text file from their information system for the purpose of rapidly building their school roster within the MCIR. The specifications for this file are:

- The file must be a comma delimited text file. The extension is irrelevant, but oftentimes is '.CSV'.
- Data should be in the order of date of birth, last name, first name, student id. The format of the data is YYYYMMDD,LastName,FirstName,StudentID.
- If a record does not have a student id, there still needs to be a comma to hold the place of the field.
 - For example: 20051001,Doe,John,

From your Site's Homepage, click "Build Roster."



Click "Load External Data."



Click "Choose File," attach the Comma Delimited Text file you created then click "Submit."



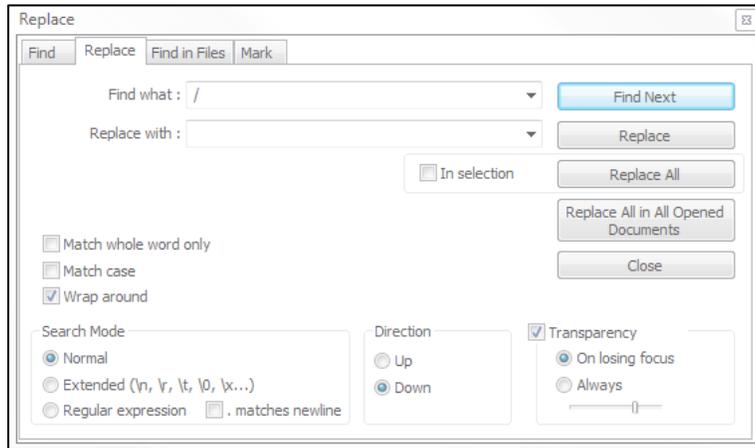
If you receive an Illegal File Format Error, your data is not formatted correctly. (I.e. YYYYMMDD,LastName,FirstName,StudentID)

- To verify that your file follows the specified formatting you need to open the file in either Notepad or WordPad.
- If the file contains any empty lines, spaces, quote marks, slashes or any characters other than commas MCIR will reject the file.

This date is incorrectly formatted and will cause an error.

20030604,Doe,Jane,123456
 11/18/2002,Test,Tommy,987654
 20021121,Doe,John,456654

- If your file does contain unwanted characters, you can remove them by first clicking “Ctrl + A” to highlight the entire document. Then use the “Replace” function to remove them.
- In the “Find What” Field: Enter the character that should not be in the file. (A slash is shown.)
- In the “Replace with” field: Enter nothing.
- Click “Replace All” and all instances of the character in the document will be replaced with nothing.



- Resave the file then re-upload it.

Formatting dates in Excel (Excel 2013 shown)

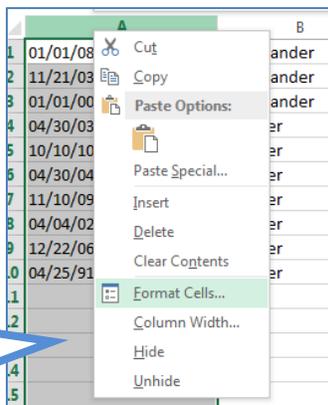
- This step is often the most confusing for Users. Open your Excel File (before creating the CSV).
- Select the date column.

Select Date Column.

	A	B	C	D	E
1	01/01/08	Michigander	Little	12345	
2	11/21/03	Michigander	Little	23456	
3	01/01/00	Michigander	Little	34567	
4	04/30/03	Number	One	45678	
5	10/10/10	Number	Nine	56789	
6	04/30/04	Number	Seven	67890	
7	11/10/09	Number	Six	78901	
8	04/04/02	Number	Ten	89012	
9	12/22/06	Number	Three	90123	
10	04/25/91	Number	Two	87654	
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- Right-click on the selected column and choose “Format Cells”

Right-click and select “Format Cells.”



- On the “Format Cells” popup, go to the “Number” tab and select “Custom.” In the “Type” field you can manually enter how you would like the date formatted. In this case it is “YYYYMMDD.”

On the “Number tab, select “Custom.”

Manually enter how you would like the numbers formatted.

When the data from your file is accepted by MCIR:

- MCIR creates a list of students to search for. Set the report period then click “Submit” to search.

“Submit.”

Set Report Period from dropdown menu.

Birth Date	Last Name	First Name	Student ID	Delete
01/01/2008	Michigander	Little		<input type="checkbox"/>
11/21/2003	Michigander	Little		<input type="checkbox"/>
01/01/2000	Michigander	Little		<input type="checkbox"/>
04/30/2003	Number	One		<input type="checkbox"/>
02/16/2001	Michigander	Little Jr		<input type="checkbox"/>

- Upon submitting your search you will be returned to your Home Screen. Any students whose records already exist in MCIR will be automatically added to the Roster.
- Go to “Retrieve Results” under the Reports menu.

Retrieve Results.

- Click “Report.” If there are multiple reports on the results page, use the Target Date and Username to help identify the correct report.

Your School/Childcare's Scheduled Results Print Help
Home Exit

Person Sch/CC My Site Adm Rpts Oth

Create Reports Retrieve Results

Refresh

Description	User	Target Dt	Status	
BAT_1419350697089	sunshinem2014	12/23/2014	Report Ready	Report

Click “Report.”

- This report will show a list of students who were Matched and/or Non-Matched. All Matched students will automatically be added to the roster. Students who are listed as Non-Matched will need to be searched for individually through the “Add/Find” feature.

User ID	sunshinem2014	Site ID	1234567890	Request Status ID	11410456
Target Date	20150108	Description	BAT_1420738888379		
Matched People Summary					
MCIR ID#	Name	Birth Date			
10218507326	Michigander, Little	01/01/2008			
16646747063	Michigander, Little	01/01/2000			
30260005794	Michigander, Little	11/21/2003			
20256686122	Number, One	04/30/2003			
Non-Matched People Summary					
Non-matched entries may be caused by children being born out of state, incorrect birthdates, incorrect names (e.g. nicknames or names different than those found on the birth certificate). Please check the information on the child's birth certificate and resubmit if changes are needed.					
Student ID	Name	DOB			
	Michigander, Little Jr	02/16/2001			
Status Msg:	Record not found				

If you need assistance with any of the above, please contact the MCIR Helpdesk at 1-888-243-6652.