Below is an outline of a template to be entered using the QCS Export program of your SIMS. Although there are many areas of the template, the items that you must enter are shown in **bold** text. All other areas you will just select the default answer that appears.

When you first begin you will need to create the template as outlined below. When it is typed in, be sure to select (F) to file the template. When you are ready to run the template, call it up again and select (R) for run.

## Creating a Template

- At the colon, type QCS.EXPORT
- Create the template to look like the template below
- You will enter the details for items 1,2,3,9,10 and 11 21 (fields to list). All other lines you will just press enter to select the
  default setting
- (F)ile the template

## Running a Template

- At the colon, type QCS.EXPORT
- At the Template ID, type BUSTOPS TEMPLATE (that should retrieve your template already created)
- (R)un the template
- When prompted to enter the "Target Path" insert a floppy diskette into the ESIMS server and select #1 A:\
- You will then be prompted to "Enter a Select List generating statement". This allows us to pick which students are included
  on the export. Type the following statement

SELECT STUDENT-FILE WITH FORM NE "99]" AND WITH FORM NE "49]"

```
**** OCS Export ****
  Template Id : BUSTOPS TEMPLATE
1 Description : EXPORT FILE FOR TRANSPORTATION DEPARTMENT
2 Export Type :C (C=comma delimited)
3 DOS filename:BS_nnn.TXT
                         (nnn = school)
4 VM treatment: F (F=flatten, D=delimit) 6 Text surround char: ""
  VM delimiter:
                                       7 Field delimiter :","
 5 SM treatment:D (F=flatten, D=delimit)
                                      8 Record terminator : CR LF
  SM delimiter:"/"
9 PICK filename: STUDENT-FILE
10 Sort by :NAME
  Attributes to Export:
                                             Dimension Level
11 STUDENT
                                                      1
12 SL.NAME
                                                      2
13 SF.NAME
                                                      2
14 STREET.NUM
                                                      1
15 APT
                                                      1
16 STUD.ADDRESS1
                                                      1
17 CITY
18 PROVINCE
                                                      1
19 POST.CD
                                                      1
20 GRADE
                                                      1
21 BUS.NUM
```

ENTER: #, A(11), C(ont), I(ns), D(el), N(xtPq), P(rePq), NEW, X(cncl), R(un), F(ile):