

Convert RISC Databases for ERN (NSW DET)

From late 2007, The NSW Education Department commenced a rollout of a new Student ID/Enrolment number, referred to as ERN. A new, unique 9-digit enrolment number is being allocated centrally to every student in the state and that number replaces the old OASIS Student ID.

This will ONLY affect schools that used (entered records into) RISC v7 or v8 BEFORE the school changed over to the new ERN ID numbers. To correct the data discrepancy that will occur when the school changes over to ERN, this new tool has been produced to update all old Student IDs stored with previous contact records to the new ERN. The tool needs only be run once to update all RISC data created prior to ERN.

To convert your existing RISC data to include reference to ERN IDs, complete these steps in order immediately AFTER your school has been cutover to ERN. It is strongly recommended that these steps be performed by your schools IT coordinator:

Step 1: Make a **backup copy** of the entire RISC folder temporarily to another location – just in case there are any problems with this process (there shouldn't be, but it's better to be safe).

Step 2: Run the normal OASIS Student Enrolment Export for RISC v8 by following the steps here – <http://marilliondesigns.com/helpdesk/export.htm#otc> – to create a *STUDBASE.txt* file

Step 3: Import your *STUDBASE.txt* file into RISC v8 as normal, by following the steps here – <http://marilliondesigns.com/helpdesk/import.htm>

Step 4: Run RISC v8 and find a student in the database (*just use the right-arrow button at the top of the form*) to verify that the new ERN ID (*9-digits*) is shown against the *Student ID* field. If it is still showing the old student ID, steps 1 and 2 were not performed correctly, or your ERN IDs have not yet been transferred into OASIS. Close RISC v8.

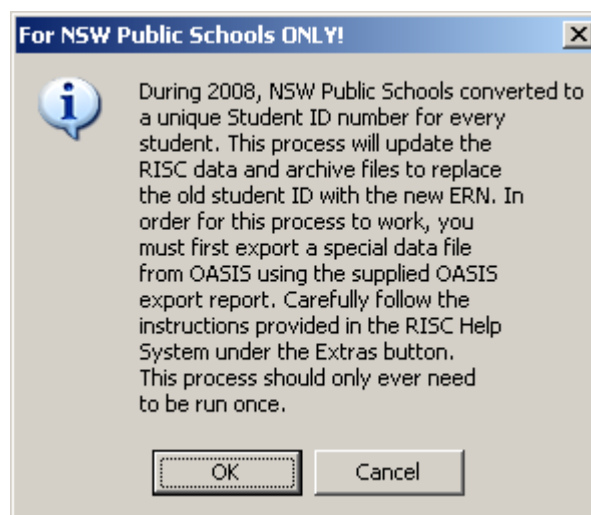
Step 5: Now repeat Step 2 above, but this time, choose the second report listed in OASIS, titled: "**RISC v7/8 Convert Old Student ID to ERN**". Then follow the same export process including choosing the option <L>abels. When asked to name your Export file, do NOT call it *STUDBASE* – instead, name it **OLD2ERN** (*which will create a file in your folder called *OLD2ERN.txt**)

Step 6: You will need to identify where the RISC data files are installed at your school (*if standalone, it will be the C:\RISC\DATA folder. If networked, your IT Coordinator should be able to identify where the RISC\DATA folder is located*). Once you have located the *RISC\DATA* path, copy the *OLD2ERN (OLD2ERN.txt)* file from your RISC-OASIS export folder to the *RISC\DATA* folder.

Step 7: Run the ERN conversion tool. Open the **RISC Admin** program and in the *Utilities* menu, choose the option titled: "**Convert RISC Data for ERN (NSW DET Schools Only)**". When selected, the screen shown here will be displayed. This PDF instruction document will also be loaded in Acrobat Reader.

If you have completed steps 1 through 6 above successfully, click the OK button, otherwise click Cancel and complete those steps first.

When OK is clicked, the program shown on the next page will load.



Step 8: When ready, click the **YES** button and the program will check your OLD2ERN.txt file to verify it has been exported and copied over correctly.

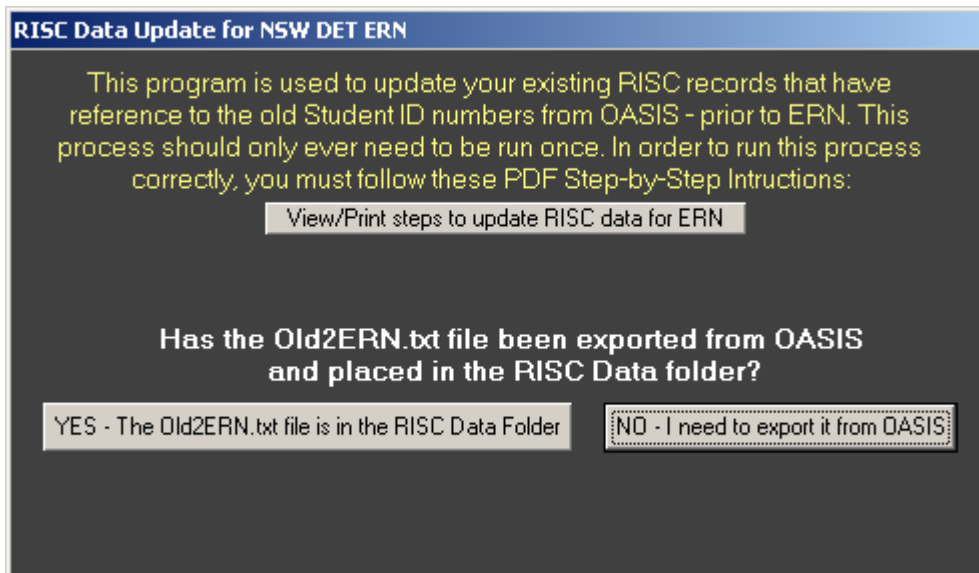
If all appears to be OK, the program will check each RISC database, including all archived databases to check for occurrences of the old Student IDs and replace them automatically with the new ERN IDs.

At the end, a brief report will be displayed showing how many RISC records in total were successfully converted from old Student ID to the new ERN ID.

Step 9: Close RISC Admin and run RISC v8 and search for the contact records of students with data in RISC to verify the new ERN ID is listed against the Student ID.

NOTE: Old Student IDs will remain against the contact records of students that have left your school – eg. Those leavers with data stored in your archived databases. This is because your school has not received ERN IDs for students not currently enrolled.

It should only be necessary to run this program once, but running it more times should not adversely affect your RISC data.



Please send any questions or feedback you have about this tool to Marillion Designs:

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