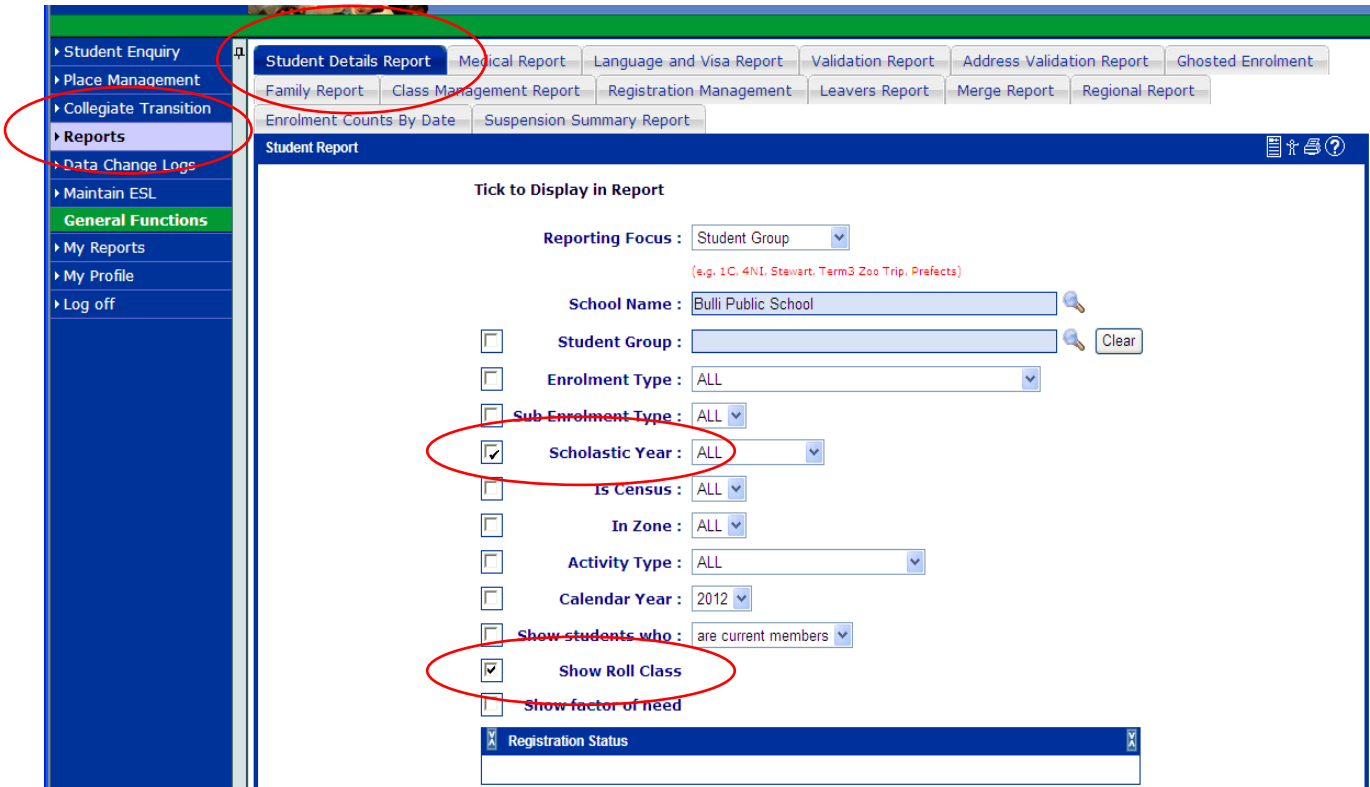


Downloading a CSV file from ERN

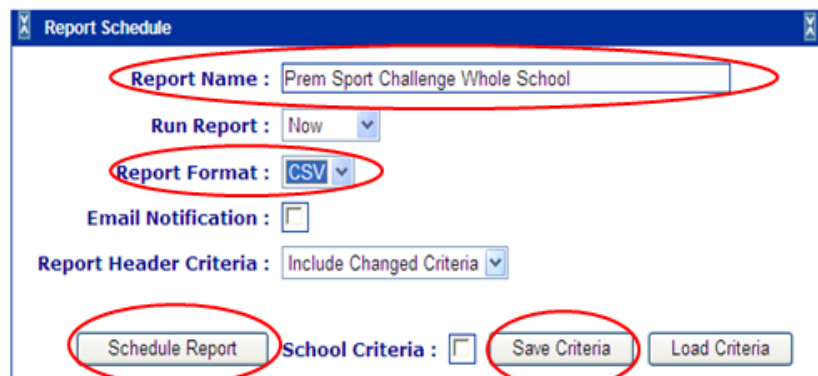
Open the ERN (Enrolment and Registration Number) database

1. From the left hand menu, select Reports
2. From the top menu, select Student Details Report
3. Tick to display Scholastic year
4. Tick to Show roll class



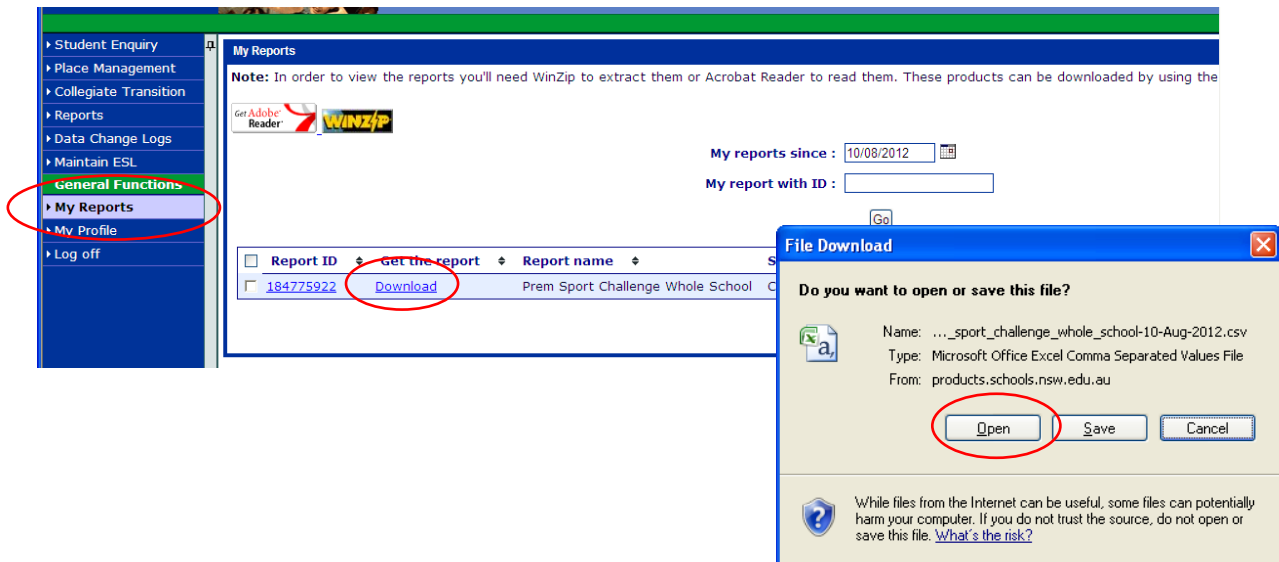
To schedule a report:

7. Give the report a name
8. Select the format as CSV
9. Click Save Criteria, then
10. Schedule Report



To access your report:

11. Select My Reports from the left hand menu
12. Select Download
13. Open the report and then save to your desktop where you can access it easily



Final steps to prepare the CSV file for uploading to the PSC Tracker

Your spreadsheet will most likely have extra rows of information above and beside the table of data required.

Delete all extra rows and columns, so that your final CSV file has column headings in row 1 as shown below.

First name	Last name	Scholastic year	Roll class
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Save changes.

Your file should now be ready to upload into the PSC Tracker at www.psctracker.com.au