QRA: Automatic Import Process

Augusoft partners with industry leaders to help you grow your business. The ability to offer online classes in your community enriches the student experience and boosts your bottom line.

To make it easier for you to manage online classes, use the automated import process to import new and update existing classes on a regular basis.

The automatic import feature will do the following:

- Run as a scheduled task on a monthly basis
- Import new courses/classes into the database
- Remove inactive courses/classes from the database

The automatic import option is intended to be used <u>after</u> your initial setup of any Online Class Provider (OCP). If you are just getting started with OCPs please contact Customer Support at (866) 289-7043 for assistance.

Instruction Calendar							
Add Term You cannot delete terms that have classes associated with them.							
Select	Term name						
Action -	Year Round 2018						
Edit Inactivate Change Status	Year Round 2017						

Configure Automatic Settings

Auguisoft Lumens

System Options > Instruction Calendar

Add Term

or

Edit Existing Term

Edit Term * denotes required information				
Term code *	YR2018			
OCP Active ?	Yes No OCP auto update imports classes to this term.			
	Submit Cancel			

OCP Active? If you select Yes, this activates the auto-import for that term for all OCPs active on your site.

This field will default to No

Click Submit

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Complete this step for all online course providers

ourse Providers: Edit P lenotes required information.	rovider: World Education
Default Import Catalog *	Career Training
Customer/Unit Code *	we17
Requires Registration Fee? *	○ Yes [®] No
Display Graphic *	● Yes ◎ No
Alternate Graphic	Choose File No file chosen Recommend approx. 15x15 png file format, <50KB
Contact Email *	
	OCP related updates will be sent to this email.
Default Refund Policy *	World Ed Refund Policy
Default Acct Code for Class Cost	
	Submit Cancel

Configure OCP Settings

Course Mgmt > Online Course Mgmt > select provider > **Configure**

Contact Email: main contact at your organization who will maintain this OCP

Default Refund Policy: required for autoimport process.

Default Acct Code: required for autoimport process.

Click Submit

From: support@augusoft.net]									
Sent: Friday, December 22, 2017 7:37 AM									
To:									
Subject: OCP Auto Import Complete									
Lumens has completed auto-import with the following results:									
Pro	vider	Term	Courses	Courses	Courses	Classes	Classes	Classes	Available
			Created	Updated	Inactivated	Created	Updated	Inactivated	Courses
UG	С	YR2017	0	124	0	0	124	0	0
WE		YR2017	0	22	14	0	14	14	114
Pea	rson	YR2017	0	250	230	0	230	230	335
Pro	Train	YR2017	0	0	0	0	0	0	0
*For maximum registration potential, consider activating some or all of the remaining available courses by									
going to Course Mgmt > Online Course Mgmt > select Provider Name > Edit Courses									

Automatic Import Occurs

Auto-import runs monthly

Lumens generates (1) single email (example to left) from support@augusoft.net to the assigned email address within the OCP Configuration menu

If more than 1 email is input, the same email will be sent to all recipients

Auto-import runs for all active OCPs

Follow the recommendation within email notification.

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Publish Date: 02/21/2018

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