

QRA: Automatic Import Process

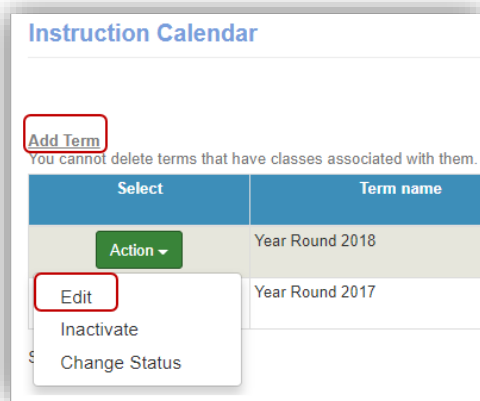
Augusoft partners with industry leaders to help you grow your business. The ability to offer online classes in your community enriches the student experience and boosts your bottom line.

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 after 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.



Configure Automatic Settings

System Options > **Instruction Calendar**

Add Term

or

Edit Existing Term

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*

Complete this step for all online course providers

Course Providers: Edit Provider: World Education
 * denotes required information.

Default Import Catalog *

Customer/Unit Code *

Requires Registration Fee? * Yes No

Display Graphic * Yes No

Alternate Graphic No file chosen
 Recommend approx. 15x15 png file format, <50KB

Contact Email *
 OCP related updates will be sent to this email.

Default Refund Policy *

Default Acct Code for Class Cost *

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 auto-import process.

Default Acct Code: required for auto-import process.

Click *Submit*

From: support@augusoft.net [mailto: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:

Provider	Term	Courses Created	Courses Updated	Courses Inactivated	Classes Created	Classes Updated	Classes Inactivated	Available Courses
UGC	YR2017	0	124	0	0	124	0	0
WE	YR2017	0	22	14	0	14	14	114
Pearson	YR2017	0	250	230	0	230	230	335
ProTrain	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.