

# **EIS Collection** Frequently Asked Questions



## **EIS Collection Frequently Asked Questions**

## Installation

1. I was able to download the 2023 EIS software; however, I am unable to run the program, as it is stating that I am missing the default programs.



The error is caused by an issue that occurred during installation.

The result is because the defaultproperties.properties file is missing from the C:\EISCollection folder.

To fix this error:

- Uninstall the EIS software and then reinstall it. Please follow instructions found in the Installation Guide and Uninstallation Guide.
- Alternatively, send an email to the EIS Collection Technical Support Team at <u>AppSupportEISCOLL@gov.mb.ca</u> to request the defaultproperties.properties file.
- 2. Why am I seeing this message?



The reason you are seeing this message is because you did not select *Skip Sign-Up*, as shown in step 8 of the **Installation Guide**. To fix this, uninstall the application and then re-install. Please follow instructions found in the <u>Installation Guide</u> and <u>Uninstallation Guide</u>.

## **Enrolment Code**

#### 3. I am getting an error when I enter enrolment code 300.

Many data elements on the enrolment tab are not applicable when the enrolment code 300 is entered. An error message will be generated to flag that these data elements are not to be filled.

For EIS purposes, code 300 is a placeholder designed only to hold the following data elements: student name, birth date, gender, student number, school, grade, postal code, and resident division. Other data elements associated with the enrolment tab, such as previous surname, Indigenous identity, transportation, newcomer, attendance (eligible %), diploma, and homeroom, are not required and information entered into these fields will result in an error message.

### Settings

#### 4. How do I set my default setting to my school or division?

Step 1: Click on Options.

Step 2: Select Default Settings.

**Step 3:** In the *EIS to be used at* drop-down menu, specify whether you are a school division, public school, independent school, Adult Learning Centre, or First Nations school.

**Step 4:** In the drop-down menu below the *EIS to be used at* field, specify which division or school you represent by selecting the correct name.

Options Reports Window	Ctrl+Y	E Default Settings				
Custom Fields		EIS to be used at	Independent School	~	OK	
Restore Reference Ta	bles		market and a second		Cancel	ei
		Independent School	1733 Austin Christian Academy		~	✓
		Academic Year	2023	$\sim$		
		Enrolment Date	2023/Sep/04			
		Date Format	yyyy/MMM/dd	~		
		Other				
		LOI	01 English	~		
		Semester	0 FULL YEAR	~		
		Delivery	01 CLASSROOM	~		
		TPP Program	EN English	$\sim$		
		School Track	14 English	~		
		Display Language	English / Anglais	~		
		Teacher Month End - Year		~		
		Teacher Month End - Mon	th September	~		
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#### 5. How do I create a student archive file?

To create a student archive file, please follow the steps below:

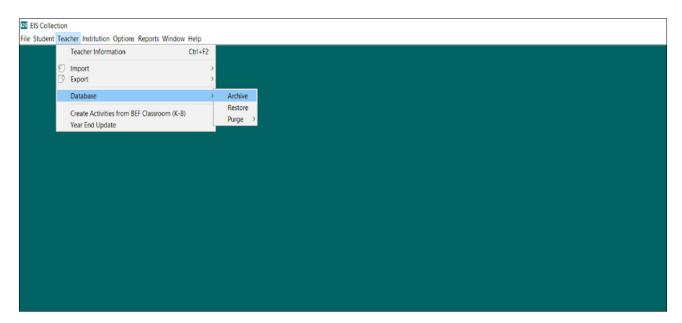
Click on *Student* > Select *Database* > Click on *Archive*.

Suder I facher Institution Options Reports Window Help Database Cristing Opticate MET # Students Combine Opticate MET # Students Pare End Update New Find Update	IS Collection		
<ul> <li>Import</li> <li>Export</li> <li>Database</li> <li>Archive</li> <li>Restore</li> <li>Purge</li> <li>Year End Update</li> </ul>	Student Teacher Institution Options Reports V	indow Help	
Export   Database Archive   Combine Duplicate MET # Students   Graduate Students   Year End Update	Student / Enrolment Information Ctrl+F1		
Export   Database   Combine Duplicate MET # Students   Graduate Students   Year End Update	Import		
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#### 6. How do I create a teacher archive file?

To create a teacher archive file, please follow the steps below:

Click on *Teacher* > Select *Database* > Click on *Archive*.



#### 7. How do I know which version of EIS I have installed on my computer?

 Et ES Collection

 Stadent Teacher Institution Options Reports Window

 Task

 Activate CSA

 About ES

 Image: Collection

 Status

 About ES

 Image: Collection

 Image:

Launch the EIS Application > Click on *Help* > Select *About EIS*.

#### 8. How do I purge my data?

Launch the EIS Application > Click on *Student* > Select *Database* > Click on *Purge* > Click on *Everything*.



#### 9. How do I restore my purged data?

Launch the EIS Application > Click on *Student* > Select *Database* > Click on *Restore*.

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## **Reference Table**

#### 10. How do I update my reference table?

**Step 1:** Download the updated reference table from the EIS Collection website.

Step 2: Open the EIS Collection application.

Step 3: Click on Option.

**Step 4:** Select *Restore Reference Table*.



#### 11. EIS has stopped saving my data.

This is a manual data entry issue. To fix this issue, please follow the steps below.

**Note:** By following these steps, EIS will no longer have information from previous academic years saved in the system. If this is a problem, please reach out to <u>AppSupportEISCOLL@gov.mb.ca</u> prior to completing the following steps:

**Step 1:** Create a student archive file (Click on *Student* > Select *Database* > Click on *Archive*). This is for back up purposes.

**Step 2:** Export the data. On the Export screen, ensure that the *Perform Validation* and *Create Encrypted ZIP File* boxes are un-checked.

Tip: make note of where the file is being saved because you are going to have to import it back in. Our recommendation is to save the file to your desktop for easy retrieval.

Bxport (2024)							
Create Enrolment Export File (2024 Academic Year)	Export						
(2024 Academic fear)	Close						
Perform Validation Create Encrypted Zip File Destination and Name of Export File: File name C:\EISCollection\exports\xxxxenr.asc							

**Step 3:** Purge all of the student data (Click on *Student* > Select *Database* > Click on *Purge* > Click on *Everything* > Select *Yes* to purge the data).

**Step 4:** Import back into EIS Application the marks data file you created in step 2.