

# Importing OCR Nationals Results to SIMS in the Summer Series

## 1 Download and import the basedata

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- Create a June/Summer season within SIMS.
- Download the revised basedata for the summer series from the OCR website at [www.ocr.org.uk/administration/basedata/nationals](http://www.ocr.org.uk/administration/basedata/nationals).
- Import the revised basedata into SIMS. (DO NOT MAKE AMENDMENTS TO THESE FILES).

## 2 Edit your results file

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- Download your results files from your EDI carrier. (Webex, AVCO, RM etc)
- Go to your Sims → Examin folder. Find the OCR Nationals results file you want to amend. Copy it and save somewhere separately. Open the results file saved in 'Examin' with a text editor, eg Notepad (see next page). The file will be named 'R1nnnnn72.Xnn'.
- At the top you will see two lines containing the season details. In the example below the header reference is 9N11 for September 2011:

```
R199373729N11MUCLES01CMS13
R399373729N11100CV4 8JQ
R5993730822993730070822H4700807295 6324001M
R5993730110993730080110C5957082693 6324001M
R5993730123993730080123G4332698303 6324001M
R7993730000024140710
R99937300000260000237
```

- Amend this to 6N12 for June 2012 as shown below. Remember to edit the year so that the results go into the correct season.

```
R199373726N12MUCLES01CMS13
R399373726N12100CV4 8JQ
R5993730822993730070822H4700807295 6324001M
R5993730110993730080110C5957082693 6324001M
R5993730123993730080123G4332698303 6324001M
R7993730000024140710
R99937300000260000237
```

You will need to amend the header references to the relevant result year. I.e. June 2012 will be '6N12', June 2013 will be '6N13' etc.

## 3 Save the results file

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- Save the amended file with the same filename but add '1' to the end of the file name so that you retain the original file for reference. For example, R19937372.X04 would become R19937372.X041

## 4 Import the results file

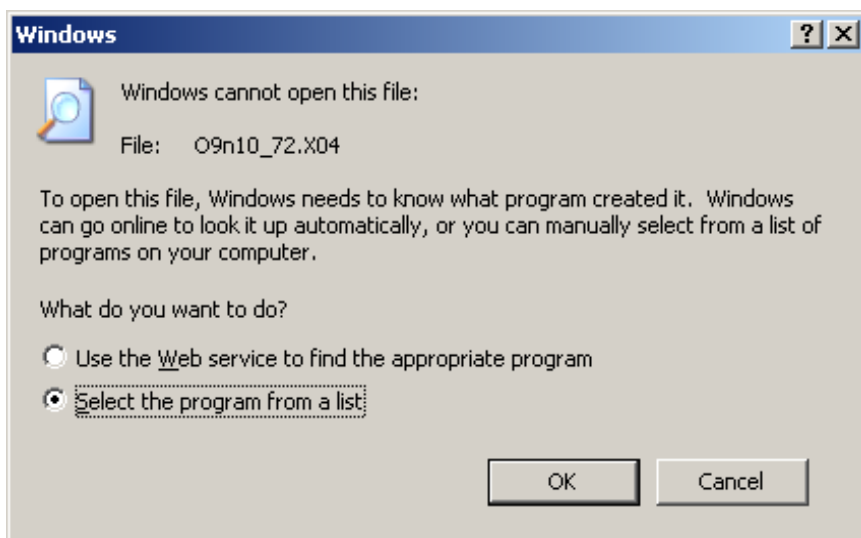
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- You can now import the amended file (e.g. R19937372.X041) to the June series as per your normal process. Remember to import the amended file with the extra character.

## Opening a file using Microsoft Notepad

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When you open a basedata file for the first time, you will receive the following prompt:



Choose 'Select the program from a list', click 'OK' and select 'Notepad' from the list of programs.

