MISD

Directions on setting up **Auto Send:**

1. Log into **PowerSchool**
2. On the left click on **System**

3. **AutoSend Setup**

4. Click on the **New** button
5. Fill in the fields below: Questions you will need to think about.
   a. Data to Send / Students or Teachers?
   b. When do you want to execute? Nightly / certain days / Now?
   c. Information of the FTP site you will be sending it to.
   d. Path – were you would like the file to be placed.
   e. Field Delimiter. Tab /Comma / None
   f. Fields to export

Field	Value	
Name	[ ]	**When to Execute-** if you are not going to schedule this for a certain time – leave defaulted time.
Data to Send	Students ▾	
When to Execute	2 AM ▾ :00 ▾	
Days to Execute	[ ] (MTWHFSU)	**Days to Execute –** schedule the days or leave blank.
Turn Execution Off	☐	

☐ Use FTP ☐ Use passive mode

FTP host name: [ ]
FTP account name: [ ]
FTP password: [ ]
Timeout in seconds (optional): [ ] Default = 10 seconds
Transfer Method: [▾]

Where do you want the file sent? Location - path

Path	[ ]	
Field Delimiter	Tab ▾	
Record Delimiter	CRLF ▾	**Formatting: How do want the file to look**
Sort Order	[ ]	
First record of file is "number_of_records=" *	☐	
Include "upload_type=" **	☐	

Attendance-Specific Settings:
⦿ Send any attendance modified in last 24 hrs
○ Send attendance modified since last upload
○ Send attendance modified between these dates
   From [ ] To [ ]
○ Send all attendance to date

Attendance Settings: If not using attendance leave default setting.

Student-Specific Settings: All current students at the school are automatically sent.

E-Mail completion report to
(Separate multiple addresses with commas) [ ] **Do you want this e-mailed?**

Fields to export:
Attendance Field list ▾

[text area:
Add fields you want to include in your Auto Send.
Example:
   StudentID
   Grade_level
   Mailing_Address]

Do you want to copy to other buildings?

☐ Duplicate this AutoSend record to all schools on this server (use only when creating a new AutoSend record)

* The first record of the export will be the text "number_of_records=" followed by the number of records to be exported.
** The first or second record of the export will be the text "upload_type=" followed by the upload type.

Submit
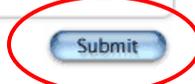
Once you have created the Auto Send you will be able view your setup.
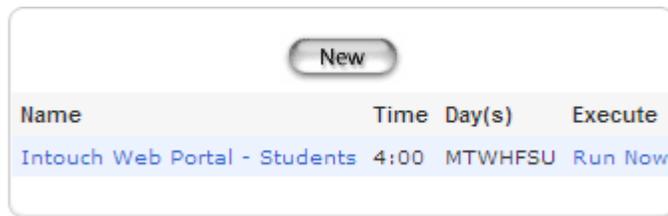
The example above shows you:
> The name of your Auto Send
> Time to execute
> Days to execute
> Run Now option – which allows you to run the auto send now regardless of the time or days of execution set up.

Note: Anything in Blue is a link

By clicking on the Name of your auto send – you will be able to view or change your set up.

By clicking on Run Now – it will run the auto send immediately.