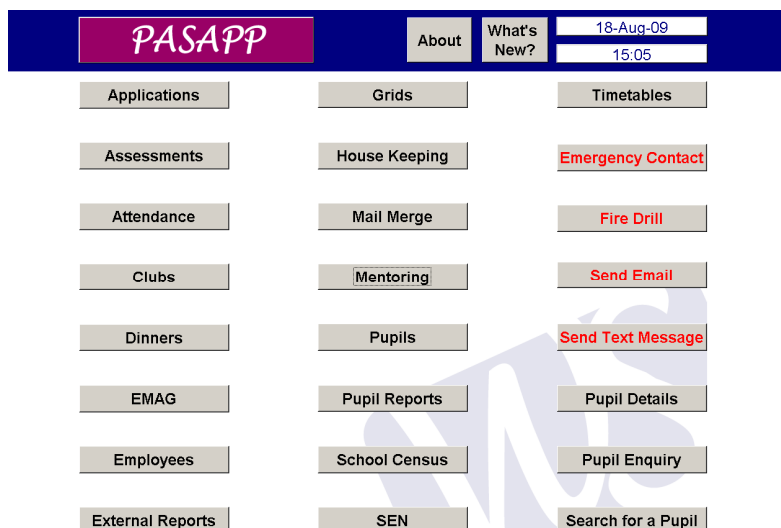


Producing Fronter XML Files

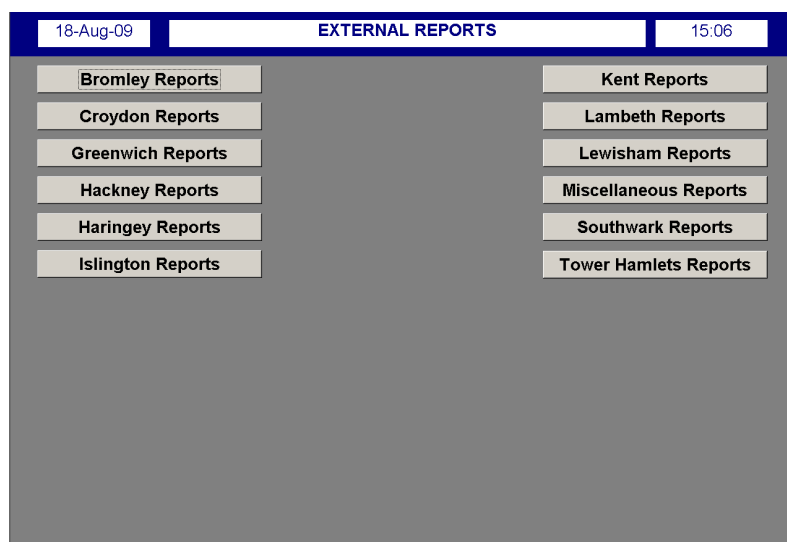
These instructions are to be followed for producing an XML File. Only for those schools whose local authority are currently working with Fronter.

To produce this file, please follow these easy steps with diagrams below.

1. From the **Main Menu**, select **External Reports**



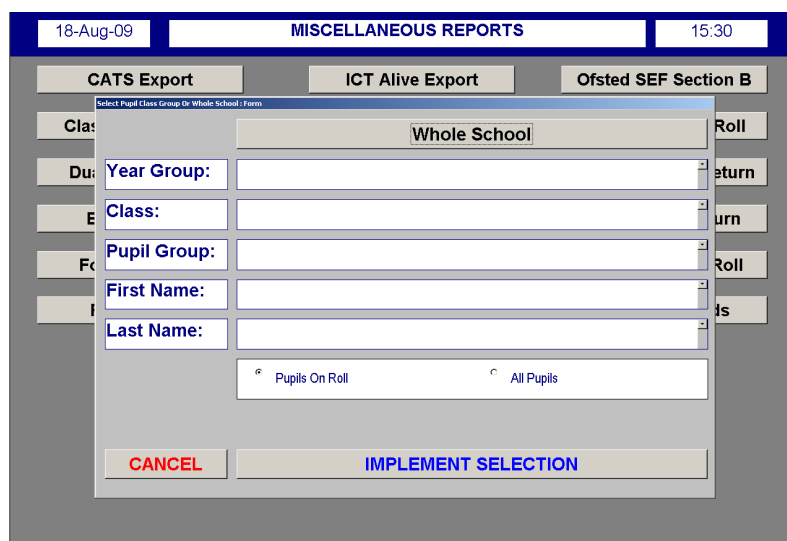
2. Select **Miscellaneous Reports**.



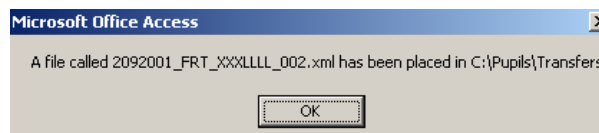
3. Select **Fronter XML** and then click **ok** in the dialog box.



4. Select **Whole School** or **Class** you wish to generate the Fronter and click **Implement selection**.



5. A file will then be output to the Transfers folder on the schools server- **Make a note of the file name and location** should you need to refer to it at a later stage.



6. Once you **OK** the above message the XML File will automatically be forwarded electronically to Fronter. There is no need to email the file or upload unless requested by Fronter.