

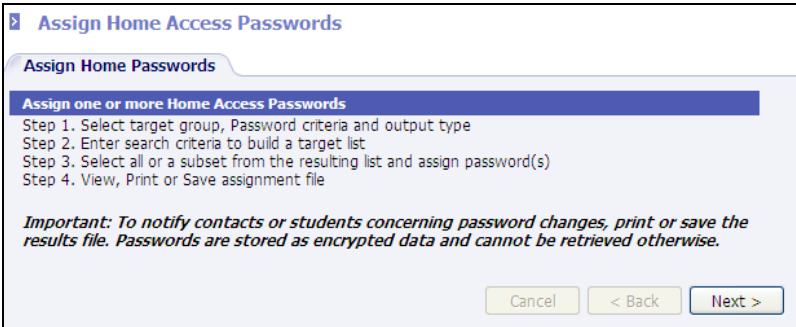
InformationNOW – Utilities

About this Guide

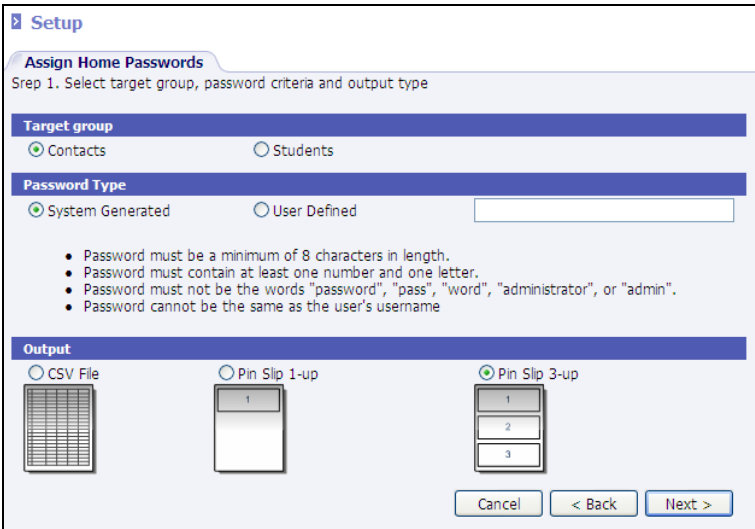
This Quick Reference Guide provides an overview of the options available under the Utilities menu in InformationNOW.

Assign Home Passwords

This option may be used to mass-assign passwords to a select group of contacts or students for access to the Home Portal of InformationNOW. To access the option, go to **Utilities | Assign Home Passwords**.



Review the steps listed and click **Next**.



- **Target Group:** Select to create passwords for student **Contacts** or **Students**.
- **Password Type:** Select if the system is to generate passwords or if users are to be assigned a user-defined password.
 - **System Generated:** A unique password will be automatically generated for each member of the selected target group.
 - **User Defined:** If selected, enter the user defined password in the field provided. This password will be assigned to each member of the selected target group.
- **Output:** Since passwords are encrypted and may not be retrieved, it is strongly recommended that users select and print at least the CSV file to be able to view user logins.
 - **CSV File:** A CSV file will be created containing the *School Number, Student Number, Last Name, First Name, Middle Name, Username, Password, Phone* and *Mailing Address*.
 - **Pin Slip 1-up:** A one-page-per student PIN slip containing the user name and password.
 - **Pin Slip 3-up:** A three-per-page PIN slip containing the user name and password.
- Click **Next**.

If generating for contacts, the following search screen will display.

Assign Home Passwords
 Step 2. Enter criteria to build a list of contacts

Personal

First Name:	Last Name:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Date of Birth:	Gender:
<input style="width: 40%;" type="text"/> MM/dd/yyyy <input style="width: 10px;" type="button" value="..."/>	<input style="width: 80%;" type="text"/>
Social Security Number:	Phone:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
File No.:	
<input style="width: 95%;" type="text"/>	

Address

Address Line 1:		
<input style="width: 95%;" type="text"/>		
Address Line 2:		
<input style="width: 95%;" type="text"/>		
City:	State:	Zip Code:
<input style="width: 80%;" type="text"/>	<input style="width: 15%;" type="text"/>	<input style="width: 80%;" type="text"/>

Student Contact Criteria:

<input type="checkbox"/> Primary Family Member	<input type="checkbox"/> IsCustodian	Relationship
<input type="checkbox"/> Extended Family Member	<input type="checkbox"/> Non-Family Member	<input style="width: 80%;" type="text"/>

If generating for students, the following search screen will display.

- Enter the search criteria for the desired group and click **Next**.
- A search result screen will display.

No.	Name	G
<input type="checkbox"/>	S1091 Adams, Elizabeth Anne	Female
<input type="checkbox"/>	S1092 Adams, Martin	Male
<input type="checkbox"/>	S1091 Adams, Elizabeth Anne	Female
<input type="checkbox"/>	S1094 Adams, Monica	Female
<input type="checkbox"/>	S1040 Agassi, Benjamin	Male

- Use the **>** or **>>** arrow to move people who are to be assigned a password to the right hand side of the screen.

No.	Name	G
<input checked="" type="checkbox"/>	S1091 Adams, Elizabeth Anne	Female
<input checked="" type="checkbox"/>	S1092 Adams, Martin	Male
<input checked="" type="checkbox"/>	S1091 Adams, Elizabeth Anne	Female
<input checked="" type="checkbox"/>	S1094 Adams, Monica	Female
<input checked="" type="checkbox"/>	S1040 Agassi, Benjamin	Male

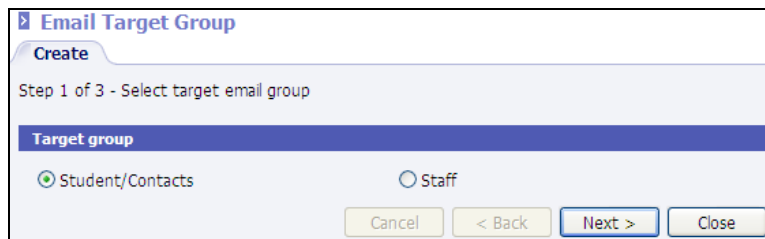
- Click **Print**.

Users will be assigned a unique password. A report will be generated (CSV, 1-up pin slip or 3-up pin slips) based on the option selected on the first screen. Select to open or save the report file.

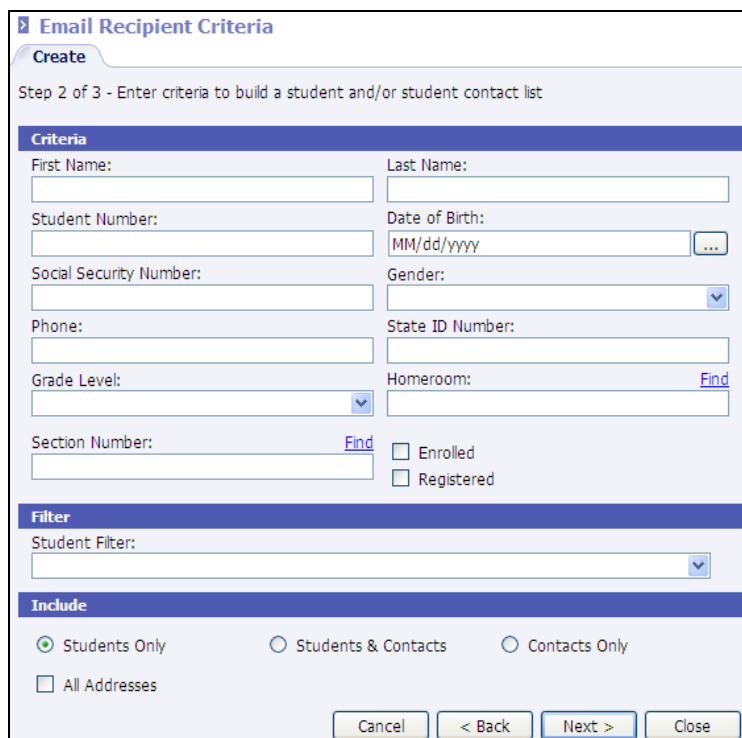
Email

To generate a new e-mail or view previously sent e-mails, go to **Utilities | Email**.

- Click **Send** to send a new e-mail.
- Select the target of **Students/Contacts** or **Staff**.



- If **Students/Contacts** is selected, the following search screen will display. Enter search **Criteria**. Check to include *Students Only*, *Students & Contacts* or *Contacts Only*. Check *All Addresses* to generate an e-mail for all of the e-mail addresses that are listed for the students/contacts.



- If **Staff** is selected, the following search screen is presented. Enter the search **Criteria**. Check *All Addresses* to generate an e-mail for all of the e-mail addresses that are listed for the staff.

Email Recipient Criteria

Create

Step 2 of 3 - Enter criteria to build a staff list

Criteria

First Name: Last Name:

Staff Number: State ID Number:

Social Security Number: Phone:

Primary Classification: Primary School:

Filter

Staff Filter:

Include

All Addresses

Cancel < Back Next > Close

- Once the search criteria have been entered for students/contacts or staff, click **Next**.

Email Subject and Recipients

Create

Step 3 of 3 - Define Subject and Recipients

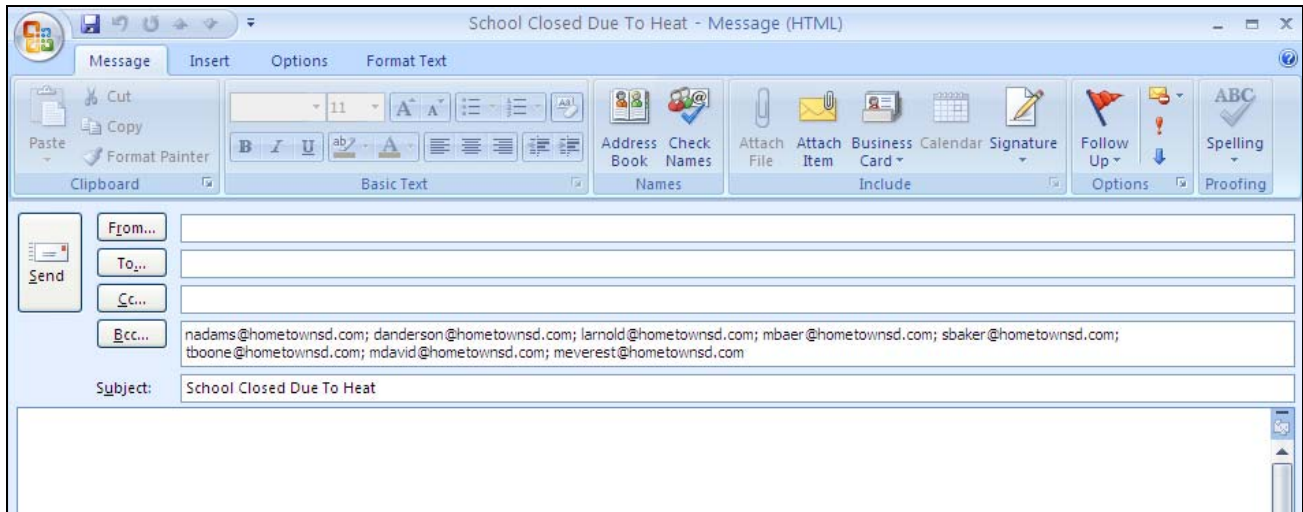
Subject

School Closed Due To Heat

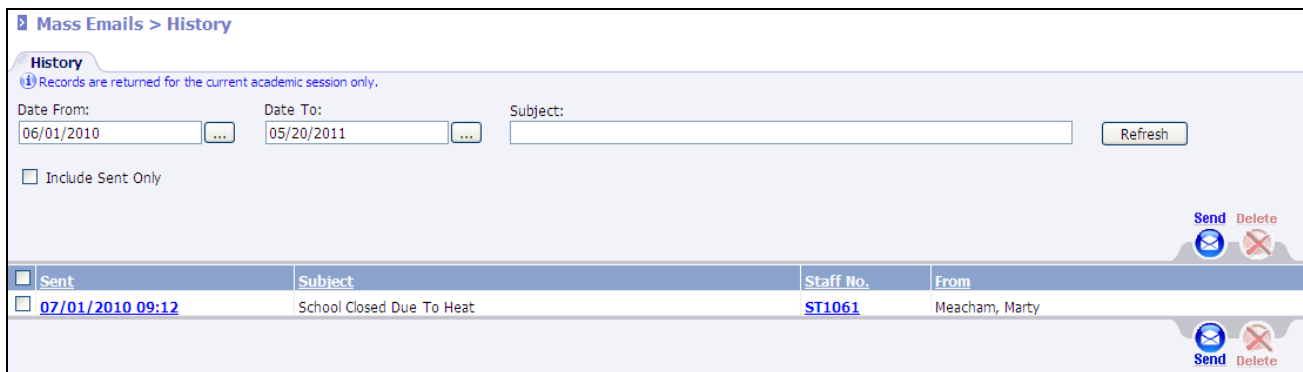
<input checked="" type="checkbox"/>	To	Address
<input checked="" type="checkbox"/>	Adams, Nancy Elizabeth	nadams@hometownsd.com
<input checked="" type="checkbox"/>	Anderson, Dakota T	danderson@hometownsd.com
<input checked="" type="checkbox"/>	Arnold, Layla Jennifer	larnold@hometownsd.com
<input checked="" type="checkbox"/>	Baer, Monica A I	mbaer@hometownsd.com
<input checked="" type="checkbox"/>	Baker, Sarah	sbaker@hometownsd.com
<input checked="" type="checkbox"/>	Boone, Tyler Ray	tboone@hometownsd.com
<input checked="" type="checkbox"/>	David, Michael Chrisman	mdavid@hometownsd.com
<input checked="" type="checkbox"/>	Everest, Martin A	meverest@hometownsd.com

Cancel < Back MailTo Close

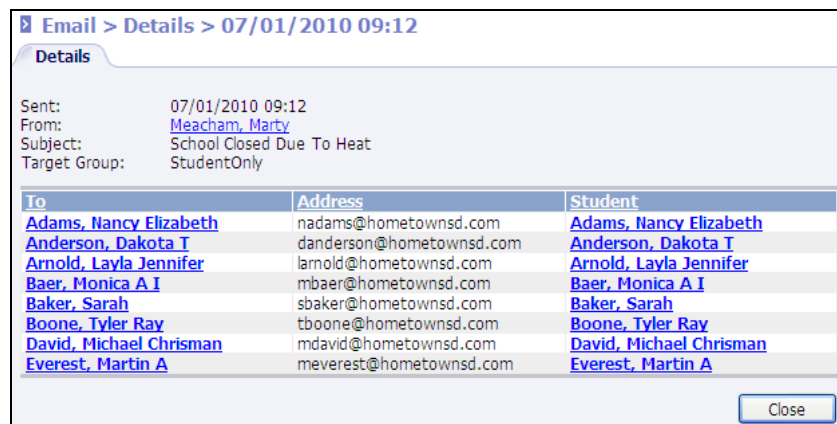
- Enter the *Subject* of the e-mail in the space provided.
- Place a check next to all recipients of the e-mail. If a recipient has multiple e-mail addresses, and the *All Addresses* box was selected on the search screen, the recipient will be listed multiple times, once for each email address to which the e-mail will be sent.
- Click **MailTo**. Once the user clicks **MailTo**, the *Email History* screen will be updated with the e-mail *Subject* and addresses sent on the **Utilities | Email** menu as well as on the student's or staff's individual *Email History* screen.
- The user's e-mail program (ex. *Microsoft Outlook*) will launch. The subject line will be populated. All recipients' e-mail addresses will be listed in the *BCC* line to protect contact information.
- Enter the body of the e-mail and **Send**.



- The **Utilities | Email** menu will display all sent e-mails.



- Click the *Staff No.* that appears as a blue link to view the staff record for the person who sent the e-mail.
- Click the *Sent* date/time blue link to view the e-mail details. A screen will display listing the date/time *Sent*, the name of the *InformationNOW* user who sent the e-mail (*From*) and the *Subject*. The list of people to whom the e-mail was sent will display. Click any name that appears as a blue link to access the person/student record.



File Imports

State ID Import

To import student state-assigned ID numbers, go to **Utilities | State Imports | State ID Import**.

A delimited, fixed width or XML file must be obtained from the state.

The file must contain the state-assigned ID number along with the student's *InformationNOW* assigned unique ID number (ex. *S10001*). *InformationNOW* will use the system assigned ID number (ex. *S10001*) to match the student to their state assigned ID number.

- **Import File:** Click **Browse** to navigate to the file that was received from the state which contains the state-assigned ID numbers as well as the *InformationNOW* assigned unique student number (ex. *S10001*).
- **File Type:** Select the file type (*Delimited, Fixed, XML*).
- **Delimited:** If the file type to be imported is delimited, enter the field delimiter in the field provided (ex. a comma (,) or a semi-colon (;)).
- **Has Header Record:** Check if the file to be imported contains a header row at the beginning of the file that should therefore be ignored during the import process.
- **Student Number:** Enter the criteria that *InformationNOW* will use to locate the *InformationNOW* assigned unique student number within the import file that will be used to match students to their state-assigned ID numbers.
 - **Column Index:** If importing a delimited file, enter the field (column) of the file to be imported that contains the *InformationNOW* system-assigned unique ID number (ex. *S10001*).
 - **Starting Position/Length:** If importing a fixed width file, enter the starting position and length of the field that contains the *InformationNOW* system-assigned unique ID number (ex. *S10001*).
 - **XML Element Name:** If importing an XML file, enter the XML field identifier for the *InformationNOW* system-assigned unique ID number (ex. *S10001*). It is not necessary to enter the << >> symbols.
- **State ID:** Enter the criteria that designate the state-assigned student number to be imported.
 - **Column Index:** If importing a delimited file, enter the field (column) of the file to be imported that contains the state-assigned student number to be imported.
 - **Starting Position/Length:** If importing a fixed width file, enter the starting position and length of the field that contains the state-assigned student number to be imported.
 - **XML Element Name:** If importing an XML file, enter the XML field identifier for the state-assigned student number to be imported. It is not necessary to enter the < > symbols.

Tests

To import an electronic test results file for a standardized test, perform the following steps:

- Go to **Utilities | File Imports** and select the *Tests* tab.

Note: This menu was previously named **State Imports**.

- Click **Browse** to select the electronic file to be imported.
- Select a Test to be imported. Only tests that were created under **System Preferences | Setup | Standardized Tests** will display.

- Click **View** to modify the settings for the import. The *Edit Import Settings* screen will vary, depending on the setup of the test which was entered under **System Preferences | Setup | Standardized Tests**.

ACT - Edit Import Settings

Criteria

*File Type: Delimiter: *Student Identifier: Requirements Minimum: Numeric Text Overwrite Existing

Test Date

Standard Separated Not in File *Assign Grade Level: Header Record Assign to Currently Enrolled School

Layout

	Column Index	Start Position	Length	XML Tag	
Student Identifier*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Record Type	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Record Type Identifier: <input type="text"/>
Test Date					
Standard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Scores					Requirement Minimum
<input type="checkbox"/> E/LA					<input type="text"/>
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Math					<input type="text"/>
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Science					<input type="text"/>
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Soc Studies					<input type="text"/>
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Close

Note: Once the import settings have been defined, they can be saved and re-used.

Settings will be specific to the district. For example, District A and District B may have different import setups for the ACT, even though the import file would be the same.

- Enter the criteria specific to the import file from the testing facility. Required fields are indicated with an asterisk (*).
 - *File Type:** Select *Delimited*, *Fixed* or *XML* based on the file type received to be imported.
 - Delimiter:** If file type of *Delimited* is selected, enter the field delimiter in the space provided (ex. ,).
 - *Student Identifier:** Select the student ID number in *InformationNOW* that is to be used to match up student records from the file to be imported. Select *Alternate Student Number*, *Social Security Number*, *State ID Number* or *Student Number*.
 - Requirements Minimum:** During the import, a student's score may be marked as *Meets Requirement*. Select if the student score record is to be marked as *Meets Requirement* based on a numeric value or a specific text value. For example, if a student score is to be marked as *Meets Requirement* if the student receives a numeric value of 100, select **Numeric**. If the student score is to be marked as *Meets Requirement* if the student has a *Y* in a specific field, select **Text**. Requirement Minimum will be entered under the *Scores* section of the screen.
 - Overwrite Existing:** Check if the import file was previously imported and user is re-importing the file and wishes to overwrite any existing test result records for the selected test.

- **Header Row:** Check if the file being imported contains a header row. If checked, the header row will be ignored during the import process. This setting will be ignored if importing a file type of *XML*.
- **Test Date:** If the import file contains the date of the test and it is to be imported, select the type of date. For example, if the import file date to be imported is in *MM/DD/YYYY* format, select **Standard**. If the date within the import file is in a separated format where the date is broken down into multiple fields separated by a comma, select **Separated**. If the test date is not in the import file, **select Not In File** and enter the test date in the field provided.
- **Assign Grade Level:**
 - **Current Grade Level:** If selected, the student's current grade level on their *Main* tab will be will be assigned to the test record when created.
 - **Grade Level Attached To Test:** If selected, the grade level assigned to the test will be assigned to the student when the test record is created. To see the grade level assigned to the test, go to **System Preferences | Setup**. Select **Standardized Tests** from the drop list and click **Refresh**. Select to **View** the test to view the Grade Level assigned to the test. This is the grade level that will be assigned to the test record that is created for the student during the import.
- **Assign to Currently Enrolled School:** If selected, the school in which the student is currently enrolled will be assigned to the **School** field on the test record as it is created during import. If the student is enrolled in multiple schools, the school with the most current enrollment date will be assigned.
- **Layout**
 - **Student Identifier:** Defines the location of the student number on which the records are to be matched during the import process.
 - If the file type is *Delimited*, enter the Column Index at which the student identifier is located.
 - If the file type is *Fixed*, enter the Start Position and the Length of the student identifier.
 - If the file type is *XML*, enter the XML tag used to categorize the student identifier (ex. <<STUNUM>>).
 - **Record Type Identifier:** If the import file contains multiple tests and users wish to only import results for one specific test, criteria may be entered to clarify the single test to be imported. For example, if the file contains multiple tests but the school only wishes to import the Language scores, users may enter the identifier within the import file that identifies the location of Language scores. All other test scores would be ignored.
 - If the file type is *Delimited*, enter the Column Index at which the test identifier is located and enter the Record Type Identifier in the field provided. For example, if column 4 has the word *Language*, indicating that this row is the student's language test results, enter a 4 in the *Column Index* field. Enter the word *Language* in the *Record Type Identifier* field. This indicates that if the column 4 has the word *Language*, the record is to be imported. All other records will be ignored.
 - If the file type is *Fixed*, enter the Start Position and the Length of the test identifier and enter the Record Type Identifier. For example, if the field located at starting position 44 and length of 15 has the word *Language*, indicating that this row is the student's language test results, enter a 44 in the starting position and enter a length of 15. Enter the word *Language* in the *Record Type Identifier* field. This indicates that if position 44 has the word *Language*, the record is to be imported. All other records will be ignored.
 - If the file type is *XML*, enter the XML tag used to identify the type of test and enter the Record Type Indicator. For example, if records with the XML tag of <<Category>>*Language* are to be imported, enter the XML tag of <<Category>> and enter the Record Type Identifier of *Language*. This indicates that any record with the XML tag of <<Category>> that contains the word *Language* is to be imported. All other records will be ignored.

- **Standard:** Defines the location of the Standard Date. Only enabled when Test Date of *Standard* is selected.
- **Month:** Defines the location of the month portion of the date in the import file. Only enabled when Test Date of *Separated* is selected.
- **Day:** Defines the location of the day portion of the date in the import file. Only enabled when Test Date of *Separated* is selected.
- **Year:** Defines the location of the year portion of the date in the import file. Only enabled when Test Date of *Separated* is selected.
- **Scores:** A list of all the components (Ex. *Math, Science*) and score types (Ex. *Composite, Mean*) for the standardized test. Components and Score Types are set up when the test is created under **System Preferences | Setup | Standardized Tests** on the *Test Component* and *Score Type* tabs.
 - Place a check next to each component and score type to be imported. At least one score must be selected.
 - Based on the file type selected, enter the *Column Index, Start Position/Length* or *XML* tag to indicate the location within the import file for the data to be imported.
 - **Requirement Minimum:** If a student score is to be marked as *Meets Requirement* based on criteria within the import file, enter the minimum the student must receive in order to be marked as *Meets Requirement*. For example, if the student must receive a Math Composite score of 80 or higher to meet the requirements enter an 80 in the *Requirement Minimum* field next to *Math Composite* and select **Numeric** under the *Requirements Minimum* option at the top of the screen. Any students with a math composite score of 80 or higher will be marked as *Meets Requirement* for the math composite score. If the import file contains the word *PASS* to indicate that the student met the requirements, enter *PASS* in the *Requirement Minimum* field next to *Math Composite* and select **Text** under the *Requirements Minimum* option at the top of the screen. Any students with a math composite score of *PASS* will be marked as *Meets Requirement*.

Note: If multiple scores are being imported for a component, ALL scores must meet the minimum in order for the component to be marked as *Meets Requirements*.

- Click **OK** to import the file. After the import, users will be shown a results screen that lists the total number of successful scores imported and the total number of scores that failed, as well as a detailed error list.

Note:

If the selected import file type differs from the user defined type, the following message will be shown: *Import file type mismatch – does not match type defined for this test. No records will be imported.*

The following conditions will cause a score to fail to import:

- If the student has an existing record for the selected test and date and **Overwrite Existing** is not selected, a message will display indicating *There is already a pre-existing score for this student.*
 - If the numeric requirements minimum is selected and the score field is not numeric, a message will display indicating *The score is not numeric, cannot determine if score meets requirement minimum.*
 - If the student identifier in the file does not match an existing student record, a message will display indicating *The student identifier does not match an existing student.*
 - If a required field (Student Identifier, Test Date, Score) is missing from import record, a message will display indicating *A required field is missing from the import record.*
-

- Click **Print** to print the page of results.
- Click **Done** to return to the *Test Import* screen.

Import Student Lunch Status

To import student lunch status (*Free, Reduced, Full Pay*) from a variety of third party software applications, the user should create a file from the third party software that contains a unique student identifier (*Student Number, State ID Number, Alt Student Number, Social Security Number*) to match records. The file should also contain the student's Lunch Code.

Note: It is not necessary for the Lunch Codes in the import file to match the Lunch Codes in *InformationNOW*. During the file import process, the user will have the opportunity to select the code from the import file and match it to a corresponding code in *InformationNOW*.

To access the Lunch Import, go to **Utilities | File Imports**. Click the *Lunch Import* tab.

The screenshot shows the 'File Imports' window with the 'Lunch Import' tab selected. A warning message states: 'Importing a file will overwrite previously imported data.' The 'Criteria' section includes:

- *Import File: F:\LunchImport.csv (with a 'Browse...' button)
- *Student Identifier: Student Number (dropdown menu)
- *Date: 08/02/2010 (calendar icon)
- *FileType: Delimited (dropdown menu)
- Delimiter: (text field)
- Contains Header Row

 The 'Layout' section is divided into two columns:

- Student Identifier:** Column Index: 1, StartingPosition: (text field), Length: (text field), XML Element Name: (text field)
- Import Field:** Column Index: 2, StartingPosition: (text field), Length: (text field), XML Element Name: (text field)

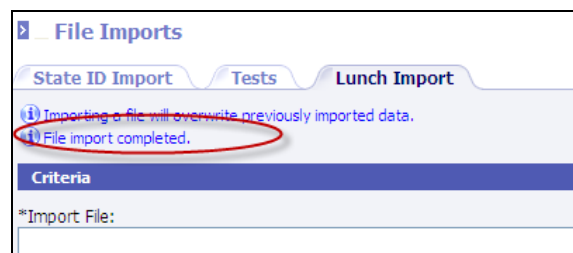
 At the bottom, there is a 'Code Map' section with a 'Parse' button and an 'Import' button.

- **Import File:** Click **Browse** to navigate to the file to be imported. Files should be delimited, fixed width or XML.
- **Student Identifier:** The import file from the third party vendor must contain a unique student identifier that can be matched with the student in *InformationNOW*. The file must contain the *Student Number* (ex. S10001), *State ID Number*, *Alt Student Number* or *Social Security Number*. Select the appropriate number from the list.
- **Date:** The date entered in the *Date* field will be the date that is assigned to the student's lunch record. This is the effective date of the lunch change transaction. This date defaults to the current date but may be changed if needed.
- **File Type:** Select **Delimited**, **Fixed** or **XML**.
- **Delimiter:** If *File Type* of **Delimited** is selected, enter the *Delimiter* in the field provided (ex. , or ;).
- **Contains Header Row:** If importing a delimited or fixed-width file, check if the file contains a header row that contains field names. During the import, if this is selected, the first row in the import file will be skipped.
- **Student Identifier:** Enter the location of the unique student identifier that is to be used to match on during the import.

- **Delimited File:** If importing a delimited file, in the *Column Index* field, enter the number of the column in the import file that contains the unique student identifier that was selected in the *Student Identifier* field above.
- **Fixed:** If importing a fixed-width file, enter the *Starting Position* and *Length* of the field in the import file that contains the unique student identifier that was selected in the *Student Identifier* field above.
- **XML:** If importing an XML file, enter the tag in the *XML Element Field* of the field in the import file that contains the unique student identifier that was selected in the *Student Identifier* field above. It is not necessary to enter the << or >> symbols.
- **Import Field:** Enter the location of the field containing the student’s Lunch Code that is to be imported.
 - **Delimited File:** If importing a delimited file, in the *Column Index* field, enter the number of the column in the import file that contains the student’s Lunch Code.
 - **Fixed:** If importing a fixed-width file, enter the *Starting Position* and *Length* of the field in the import file that contains the student’s Lunch Code.
 - **XML:** If importing an XML file, enter the tag in the *XML Element Field* of the field in the import file that contains the student’s Lunch Code. It is not necessary to enter the << or >> symbols.
- **Code Map:** Click **Parse**. The program will evaluate the import file and refer to the *Import Field* as specified above to determine all of the possible student Lunch Code values in the import file. In the following example, the import file contained the student Lunch Codes of 1, 2 and 3. The user will then use the *Target* fields to identify the corresponding Lunch Code in *InformationNOW*. So, for example, if the code 1 in the import file indicates the student is *Free*, directly across from the 1 in the source line, select the code in the target field that corresponds to *Free* in *InformationNOW*. In the example below, 1 in the import file corresponds to *Free* in *InformationNOW*. A 2 in the import file corresponds to *Full Pay* in *InformationNOW*. A 3 in the import file corresponds to *Reduced* in *InformationNOW*.

Code Map		Parse
Source	*Target	
1	Free	
2	Full Pay	
3	Reduced	
<input type="button" value="Import"/>		

- **Import:** Once all codes have been aligned, click **Import**. A message will display indicating the import was completed. If errors were found, a list of the errors will display.



If the student’s Lunch Code in the import file is different from the student’s existing Lunch Code, the student’s Lunch Code will be changed as of the date specified.

To view the changes, go to **Students | Student Maintenance**. Search for and click to **View** one of the students from the import file. Click the **Hist.** link above the student's Lunch Code.

Edit Student: S1001 - Adams, Amy Louise + ? ? ? Enrolled

Summary Main Misc Custom Contacts Access Addresses Scho

Personal

*First Name: Amy Middle Name: Louise *Last Name: Adams Generation: [v]
Preferred Name: Amy *Date of Birth: 09/04/1993 ... Age: 16 Phone: (800) 844-0884 More
Social Security No.: 123-33-2343 *Gender: Female *Race: White More+ Hispanic
School Next Year: [v] Expected Graduation Date: 05/31/2011 ... Original Enrollment Date: 08/01/1998 ... Graduated
*Grade Level: 11 Hist. *Lunch Code: Full Pay Hist. (red arrow points here)
Special Instructions:
Aunt & Uncle not allowed to pick up.

The history screen will reflect the change as of the date that was entered on the import screen.

Lunch Code for Adams, Amy Louise

Add View Delete

Start Date	Lunch Code
08/02/2010	Full Pay
09/05/2008	Free
04/14/2008	Full Pay
08/23/2007	Free

Add View Delete

Close

Pictures

For details regarding pictures, please refer to the *InformationNOW – Pictures* Quick Reference Guide.

Query

For details regarding query, please refer to the *InformationNOW – Query* Quick Reference Guide.

State Reports

For details regarding state reports, please refer to the *InformationNOW* State Guidelines for the appropriate state.

STI Integration

STISets Integration

- **Enable STISets Integration**: Check to facilitate the integration between *InformationNOW* and STISets.
- **Run Now**: Check to integrate all data at this time.
- **Time of day for scheduled synchronization**: Enter the time at which data integration should occur.
- Click **OK** to save changes.

STIAssessment Integration

- **Enable STI Assessment Integration**: Check to facilitate the integration between *InformationNOW* and STIAssessment.
- **Run Now**: Check to integrate all data at this time.
- **Time of day for scheduled synchronization**: Enter the time at which data integration should occur.
- Click **OK** to save changes.

STI Billing Integration

- **Enable STI Billing Integration**: Check to facilitate the integration between *InformationNOW* and STI Billing.
- **InformationNOW Custom Fields**: If desired, select the *InformationNOW* custom *Text*, *Date* or *List* fields that are to be placed in School Minder Billing. Users may select up to five Text fields, three Date fields or five List fields.