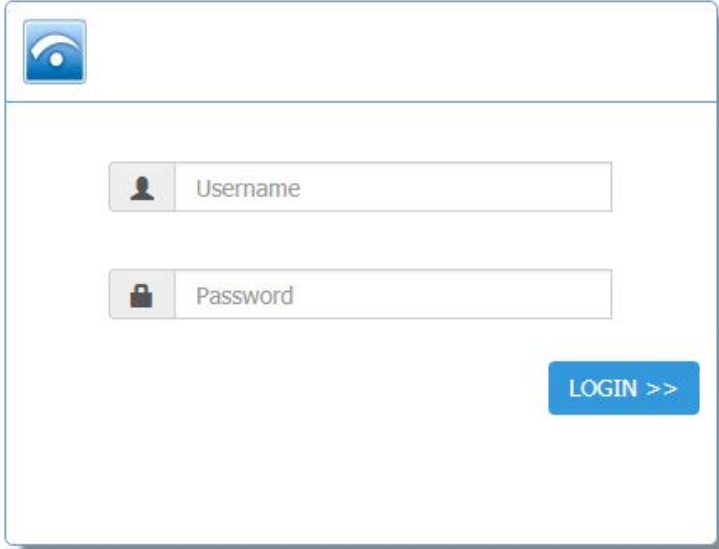


# State Report Manager (SRM) System Submission Process

1. Go to the [SRM site](https://srm.eed.state.ak.us/srm) (<https://srm.eed.state.ak.us/srm>).
2. Enter your login credentials and click the Login >> button

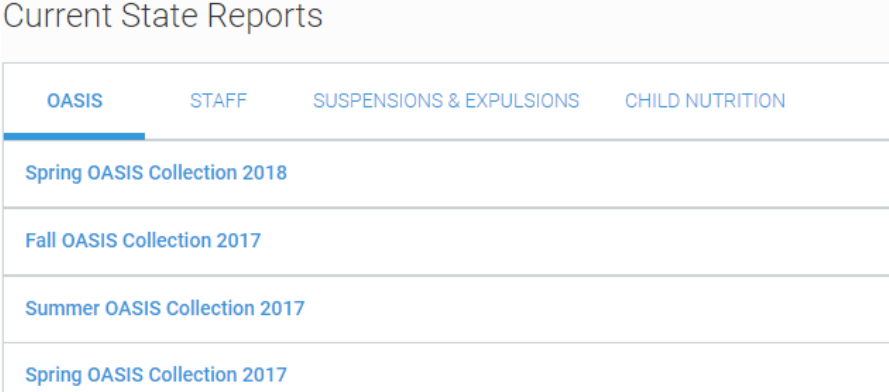


The screenshot shows a login form with a blue header icon, a 'Username' field with a person icon, a 'Password' field with a lock icon, and a blue 'LOGIN >>' button.

**If you have not been assigned a username and password, or if you need to reset a password, email [deed.srm@alaska.gov](mailto:deed.srm@alaska.gov).**

3. You will be on the Current State Reports page. Based on your user permissions, you will see one or more of the following data collection tabs:
  - OASIS
  - STAFF
  - SUSPENSIONS & EXPULSIONS
  - CHILD NUTRITION

Select the tab of the data collection you wish to submit.



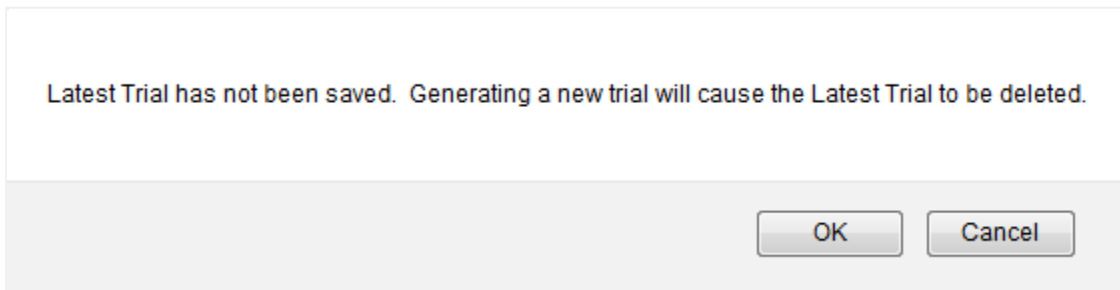
The screenshot shows the 'Current State Reports' page with four tabs: OASIS, STAFF, SUSPENSIONS & EXPULSIONS, and CHILD NUTRITION. The OASIS tab is selected, showing a list of collections: Spring OASIS Collection 2018, Fall OASIS Collection 2017, Summer OASIS Collection 2017, and Spring OASIS Collection 2017.

4. Click the Run a Trial link for the specific data collection you wish to submit.

## Current State Reports

OASIS	STAFF	SUSPENSIONS & EXPULSIONS	CHILD NUTRITION
Spring OASIS Collection 2018			Run a Trial
Fall OASIS Collection 2017			
Summer OASIS Collection 2017			
Spring OASIS Collection 2017			

If you have already run a trial, clicking the Run a Trial link may prompt the following message:

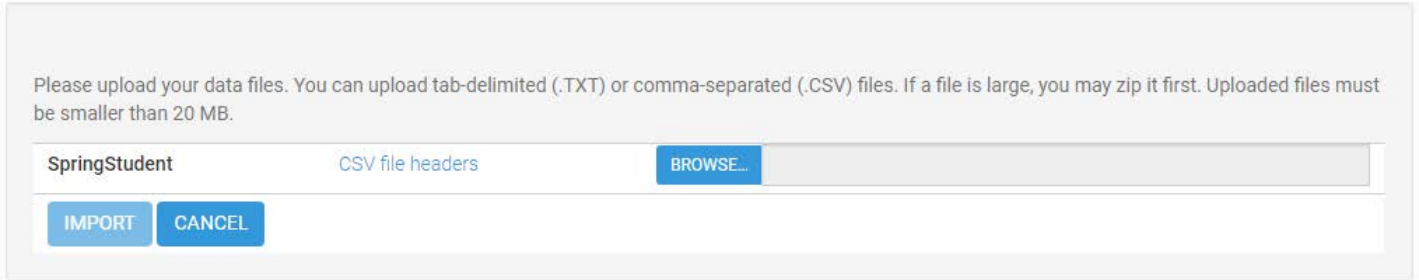


To save the Latest Trial, click the gear icon to the right of the error count.

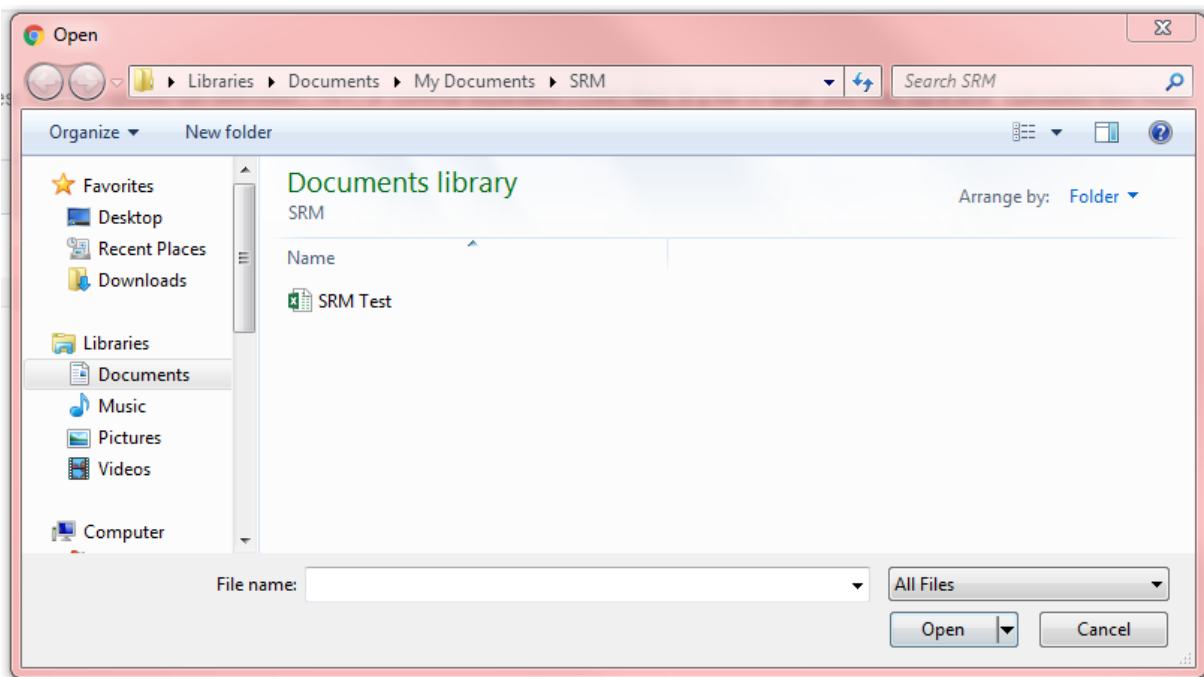
Run a Trial	1 Trials	
Submission Status	Warnings	Errors
NOT SENT	0	1
	0 Trials	
	0 Trials	
	0 Trials	

5. To upload a file, click on the BROWSE... button.

*Note: To download file headers click on the CSV file headers link. Headers must match exactly in order for the system to properly check data.*



6. Find and select the file to upload, and then click the Open button. The file format must be either a tab-delimited (.TXT) or comma-separated (.CSV) file.



7. Once the correct data file is selected, click the IMPORT button.



8. You will be taken back to the Current State Reports screen. When the file upload and data checks are complete, a data summary will appear detailing the number of warnings and errors in the file.

The data is now ready for review and correction.

OASIS				STAFF	SUSPENSIONS & EXPULSIONS	CHILD NUTRITION
Spring OASIS Collection 2018				Run a Trial	1 Trials	▲
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors	
Latest Trial	04-04-2018 10:56am	Validated at 04-04-2018 10:56am	NOT SENT	3	13	▼
Fall OASIS Collection 2017				0 Trials		▼
Summer OASIS Collection 2017				0 Trials		▼
Spring OASIS Collection 2017				0 Trials		▼

Warnings	Errors	⚙️
3	13	

9. To view the warnings and errors, click on the Latest Trial link on the left side.

OASIS		STAFF	SUSPENSIONS & EXPULSIONS
Spring OASIS Collection 2018			
Trial Name	Created On		
Latest Trial	04-04-2018 10:56am		

10. You will be directed to the Violations page. Click on the individual errors to view in SRM. Correct all errors in the district's original file and repeat the above steps to re-submit the file until there are no errors.

Validated at 04-04-2018 10:56am.

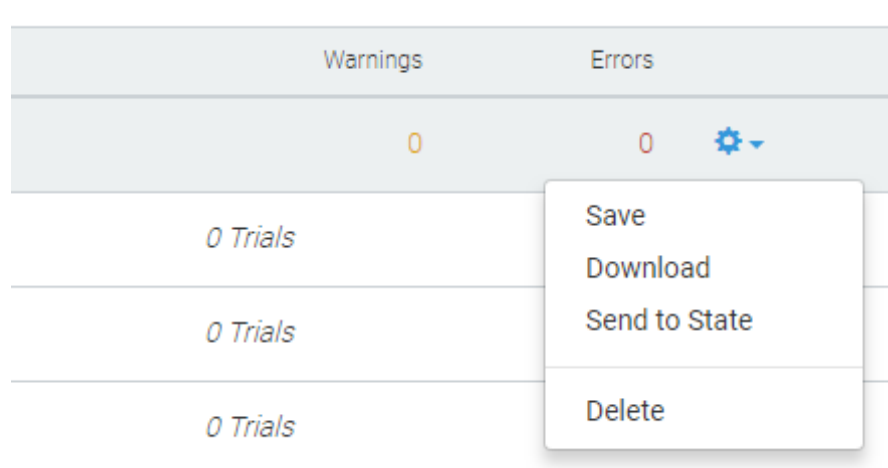
Violations		Search	⚙
Errors			
<a href="#">R67000 - Missing a required field</a>			9 Errors
<a href="#">R67101 - Student fails demographic match</a>			1 Error
<a href="#">R67209 - Invalid Disability Category</a>			1 Error
<a href="#">R67602 - User cannot submit data for this school</a>			1 Error
<a href="#">R67805 - ATI missing for Science Teacher</a>			1 Error
Warnings			
<a href="#">R67102 - Student fails demographic match</a>			2 Warnings
<a href="#">R67201 - Unexpected student age for grade level</a>			1 Warning

**IMPORTANT: You must also review all warnings to ensure the accuracy of the data. Warnings are present when the SRM receives data that falls outside of expectations. A record that triggers a warning may or may not require a revision.**

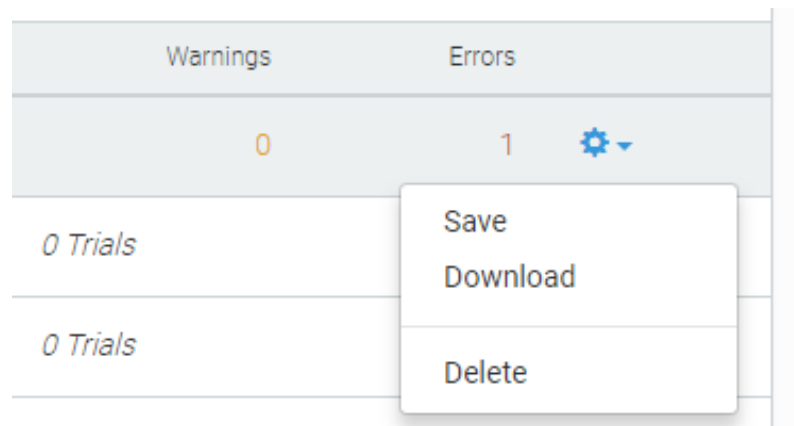
To view the error report in an Excel spreadsheet, click the Violations Summary (MS Excel) link under Reports on the right side of the Violations page. (The image below will vary slightly depending on the data collection.)

Reports
<a href="#">Violations Summary (MS Excel)</a>
<a href="#">Teachers (MS Excel)</a>

11. When the warnings and errors have been addressed in the original file, repeat steps 4-10. Once all errors have been corrected, click the gear icon on the right side on the Current State Reports page. Select Send to State.



*Note: If errors are still present, the Send to State option will not appear in the gear menu.*



12. Click the SEND TO STATE button to complete submission.

Your file is now complete.

Name:

**For additional assistance on using the SRM, contact the collection manager indicated in the collection handbook.**