

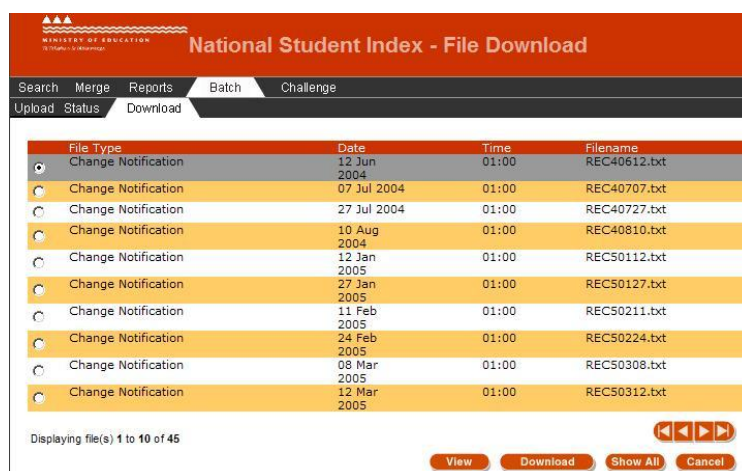
## Change Notifications

### Overview

A change notification is a file that downloaded from the NSI Website. These records notify you of changes to the NSI details of students and of merged NSI records. There are various possible changes such as a change to a name, a change to status fields, etc.

### Downloading the Change Notifications Files

1. Log into the NSI website at <https://nsi.education.govt.nz/home.aspx>.
2.  on the **Batch** link.
3.  on the **Download** link.



File Type	Date	Time	Filename
<input type="radio"/> Change Notification	12 Jun 2004	01:00	REC40612.txt
<input type="radio"/> Change Notification	07 Jul 2004	01:00	REC40707.txt
<input type="radio"/> Change Notification	27 Jul 2004	01:00	REC40727.txt
<input type="radio"/> Change Notification	10 Aug 2004	01:00	REC40810.txt
<input type="radio"/> Change Notification	12 Jan 2005	01:00	REC50112.txt
<input type="radio"/> Change Notification	27 Jan 2005	01:00	REC50127.txt
<input type="radio"/> Change Notification	11 Feb 2005	01:00	REC50211.txt
<input type="radio"/> Change Notification	24 Feb 2005	01:00	REC50224.txt
<input type="radio"/> Change Notification	08 Mar 2005	01:00	REC50308.txt
<input type="radio"/> Change Notification	12 Mar 2005	01:00	REC50312.txt

Displaying file(s) 1 to 10 of 45

4.  the change notification to download.
5.  on the **Download** button and save the file into a accessible folder on your local computer. It is recommended that you give this folder a name such as “Unprocessed Change Notification Files”.

**NOTE:** By default Take2 will import all the change notifications in a given folder. So, store only unprocessed notifications in the folder you use when importing.

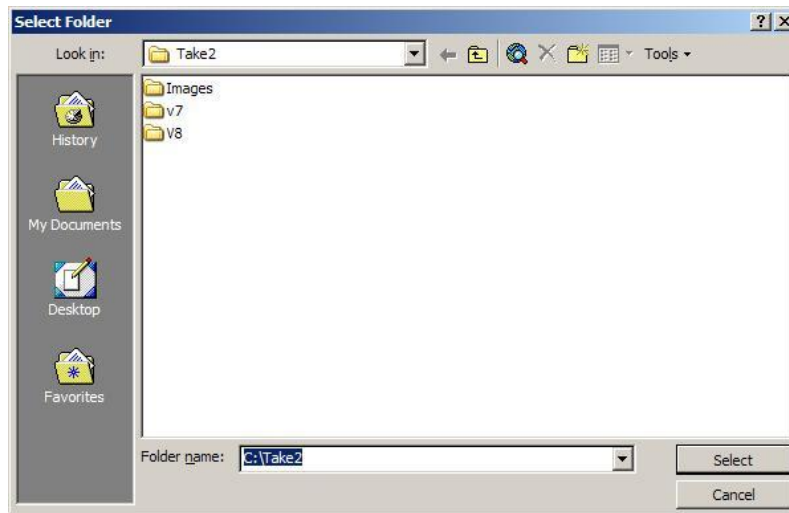
Once you have processed the files – as explained below – you can either delete them or, if you are of a cautious disposition, move them to a “Processed Change Notifications” folder.

6. Once you’ve downloaded the change notifications, you can process these in Take2.

### Importing the Change Notifications into Take2

1. In the Take2 Administration Module  on the **System Management** button
2.  on the **NSI Housekeeping** button.
3.  on the **Import NSI Notifications** button.

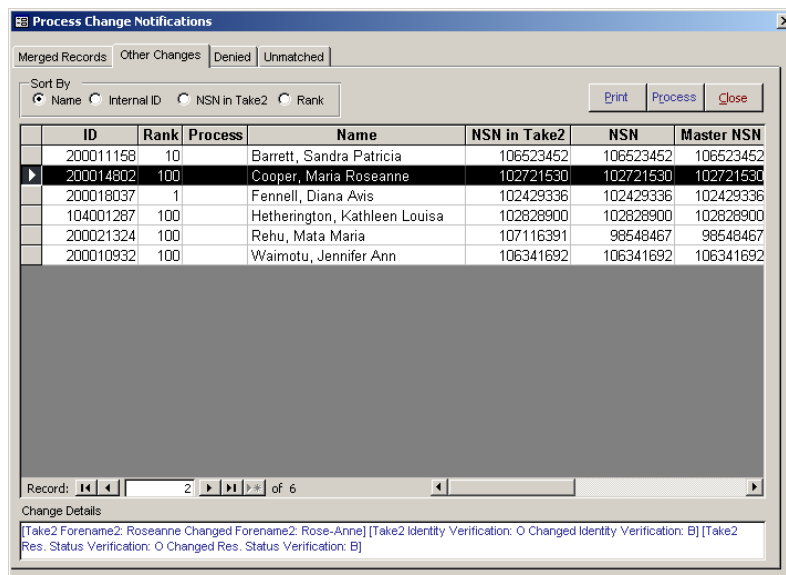
- A Select Folder dialogue box will appear.  
Select the folder in which the change notifications are saved.



- Click on the **Select** button.
- Click on the **OK** button when the NSI data has been successfully imported.

## Processing the Change Notifications in Take2

- In the Take2 Administration Module click on the **System Management** button.
- Click on the **NSI Housekeeping** button and then **Process Notifications**.
- The Process Change Notification form will appear.



- The form has four tabs:

**Merged Records:**

This tab list records for change notifications that tell you that two NSI records have been merged.

<i>Other Changes:</i>	This tab lists all other changes - for example notification that a student's forename has changed or that their NSI status has changed.
<i>Denied:</i>	This tab shows details on any merge requests which have been denied by the NSI Unit. This should be a very infrequent event.
<i>Unmatched:</i>	This tab will normally be blank. It will only display records if you are sent a change notification for a student who is not in your <i>Take2</i> database or your organisation runs multiple copies of <i>Take2</i> and you have processed changed notification records that relate to students whose details are recorded in a different <i>Take2</i> back-end.

5. On the *Merged Records* and *Other Changes* tabs determine what action to take and, accordingly, enter either "A – Accept" or "R – Reject" for each displayed record.

As change notification records are imported into *Take2* they are ranked – i.e. given a score out of 100. In making the decision about what changes to update in *Take2* you may like to set a policy within your organisation that you don't normally bother with changes that rank below, say 70.

6. Once you have determined whether to Accept or Reject each displayed record  on the **Process** button to process the changes.
7. Remember to either delete the processed notification files, or move them to another folder so you do not inadvertently import them again.



*More information about Change Notifications can be found in Section 14.7 of the Take2 User Manual*