



BOOKMARK FACT SHEET

Importing Student Data from EDSAS

January 2019

Below are the steps to transfer student data from the EDSAS administration system to Bookmark.

Note: before doing these steps as a start-of-the-year rollover, be sure to delete all borrowers who have left.

Exporting Student Data from EDSAS

1. **Reports > Data Transfer**
2. Locate the report "Student data export for Bookmark" (or similarly named). Click on it.
3. Choose all students.
4. Save. The file is called EDSASlib.txt. It is usually saved in the F: drive.
5. Copy the file to a USB flash drive

Importing Student Data

1. Open Bookmark.
2. Borrowers
3. Rollover
4. Import Borrowers
5. Make sure all settings are correct. Top is set to EDSAS.
6. Make sure Configure is correct. Year levels must be next to corresponding borrower types.
7. Do a quick backup.
8. Click on **Start**

9. Locate the EDSASlib.txt file and open it
10. If the first student looks good, click on Mass Import
11. When finished a list of all the new students added may be shown. This can be either ignored or printed. Close.