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

Note: before doing these steps as a start-of-the-year rollover, be sure to deal with 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. Do not use any other library system reports.

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. Take this to the library.

Importing Student Data

1. Open Bookmark.

2. Borrowers

3. Rollover

4. Import Borrowers

5. Make sure the Import format at the top is set to EDSAS.

6. Make sure all settings are correct.

7. Make sure Configure (bottom left button) is correct. Year levels must be next to corresponding borrower types.

8. Click on Backup and do a quick backup. If anything goes wrong, it can be restored immediately in Utilities.

9. Check the other settings to make sure they are correct.

10. Click on **Start**

11. Locate the EDSASlib.txt or the exported EMS file and open it.

12. If the first student looks good, click on Mass Import.

13. When finished a list of all the new students added may be shown. This can be either ignored or printed. Close.