

Bookmark Fact Sheet

Importing Student Data from EMS

June 2025

Below are the steps to transfer student data from the EMS school administration system 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 EMS

1. Locate the EMS report called Bookmark Report
2. Single left click on the name of the report
3. EMS opens the report
4. Click on down-pointing arrow at top left
5. Dropbox list
6. Click on 2nd one down, CSV
7. The file downloads usually into the Downloads folder
8. Open the Downloads folder
9. Right-click on the *Bookmark Report.csv* file
(Note: for Windows 11, click on Show More Options before the next step)
10. Left-click on Send To and the USB Flash drive

Do not open the File in Excel! Excel can mangle enrolment IDs, phone numbers and other large numbers. Save without opening.

Importing Student Data from the file into Bookmark

1. Open Bookmark.
2. Borrowers
3. Rollover
4. Import Borrowers
5. Make sure the Import format at the top is set to EMS. (Not EDSAS.) This is in a dropdown list. The EMS option is near the bottom of the list.
6. *Assign Borrower Types* should be set to "Based on year levels (normal)". Do not change unless your school's class arrangements is unique. This is rare. Assigning based on year levels is best as borrower types are mostly based on year levels and not classes.
7. Make sure *Configure borrower types* (bottom left button) has year levels next to the corresponding borrower types.
8. *Assign new barcodes* is normally set to the first option, even with EMS. The last two choices to use the EDID as barcodes should only be used if students will have ID cards or barcodes that must be based on the EDID, and not normal Bookmark barcodes. Using

email
education.bookmark@sa.gov.au

website
<http://bookmark.central.sa.edu.au/>

unused numbers is not recommended. New high numbers for new borrowers is recommended.

9. *Match on* is normally "Admin ID and name". Only change if absolutely necessary.
10. *Set case* can be set to how you would like the names to be saved in Bookmark.
11. *Every student has two different ID codes*. Decide whether the EnrollmentID or the EDID will be used by Bookmark to identify students. The EMS team has informed us the EnrollmentID is normally used for student photos, therefore this is the default. If the student photos in your school will use the EDID as filenames, then tick the checkbox "For EMS, use EDID as AdminID instead of EnrollmentID". If you are not using photos, leave the checkbox unticked and use the EnrollmentID as the norm.
12. Check the other settings to make sure they are correct.
13. Click on *Backup* and do a quick backup. It goes to Bookmark's Location. If anything goes wrong, it can be restored immediately in Utilities > Restore > Bookmark's Location.
14. *Preview* is not normally necessary. It shows the contents of the file to be imported. Note the first two columns: EDID and EnrollmentID. Both of these are not readily seen in EMS but they are present in the file.
15. Click on **Start**
16. Locate the exported EMS file and open it.
17. If the first student looks good, click on Mass Import.
18. When finished a list of all the new students added may be shown. This can be either ignored or printed. Close.

Notes:

- Change to the EMS Import format in Bookmark. It is completely different to the EDSAS format.
- EMS data does not contain the EDSAS ID. Bookmark uses the EnrollmentID from EMS instead. The EnrollmentID is also used for borrower photos.
- There is no barcode field in EMS data as there is for EDSAS. Normal Bookmark barcodes can continue to be used or the EDID can be used as a barcode.
- The EnrollmentID cannot be used as a barcode. It is too large. The EDID can.
- Neither the EDID nor the EnrollmentID can be used for borrower numbers. The borrower record number becomes completely unrelated if the EDID is used as a barcode. Easier to use regular barcodes unless necessary for ID cards.

- The first time EMS data is imported, matches are made on borrower names. The EnrollmentID will replace the EDSAS number in the AdminID field.
- Borrower photos are transferred into Bookmark as normal. Open Photos and click on the Import button. You might want to delete the ones with the EDSAS numbers or names as filenames beforehand, as all the EMS photos should have the EnrollmentID as the filename. (Some schools may have the EDID or even names.)