



## BOOKMARK FACT SHEET

### Importing Borrowers from RMSIS (Integris)

January 2019

Below are the steps to transfer student data from the RMSIS (a.k.a. Integris) 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 RMSIS

1. **Admin > Reports**
2. Click on the **Exports** folder on the left side to expand
3. Click on **EDWA Library Export**
4. On the right side "Library Export", put the dot next to Students
5. The **Export File** destination is set next. The path is where the file will be created. The filename should be LibStud.csv. Make sure it is a csv type file. The default path may look like: K:\Keys\Integris\Outbox\LibStud.csv
6. Click next on **New Query**. This brings up the student search screen.
7. Click on **Find** then **Select**. Answer **Yes**. You want to include all students.
8. Click on the **Print** button
9. The file is produced containing all students
10. Copy this file from its location to a USB flashdrive. If Bookmark has access to the K: drive, that can be used.

## Importing Student Data

1. Open Bookmark.
2. Borrowers
3. Rollover
4. Import Borrowers
5. Make sure all settings are correct. Top is set to RMSIS / Integris Students (not staff).
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 LibStud.csv 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.