## *Quick Reference Guide* *Exporting BDI-2 Staff and Children and Importing into BDI-3*

This guide shows you how to export child and staff records from BDI-2 and import them into BDI-3. The process is the same for both staff and children, except for the location where the files are imported.

Export data from BDI-2:

1 Log into bdi2datamanager.com.

2 Click **Import/Export** on the menu and click **Export**. The Export page opens

3 Under **Select File to export:** select **Staff** or **Students**.

4 Under **Select Organization**, select the level from which you want to export.

5 Under **Select File Delimiter**, select **BDI-3**.

6 Click the **Export File** button.
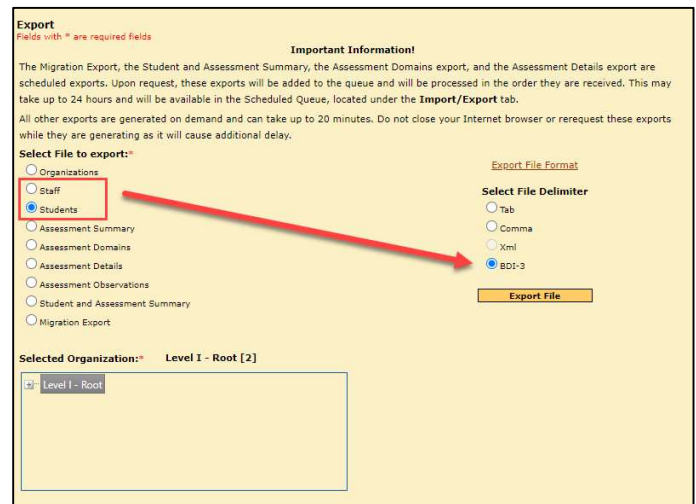
A .csv Excel sheet is downloaded to the Download folder of your device. The file is already in the format necessary to be imported into BDI-3 with all necessary columns populated except for **Location**.
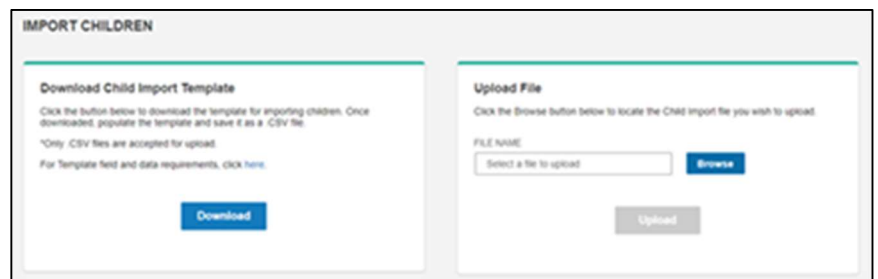
Add locations to the exported file

1 Open the spreadsheet you exported from BDI-2. (It is in the Download folder. You can save it to another location if you like.)

2 Type the location for each row in the **Location** column.

Note: The location name entered must be the name of a location set up in BDI-3.
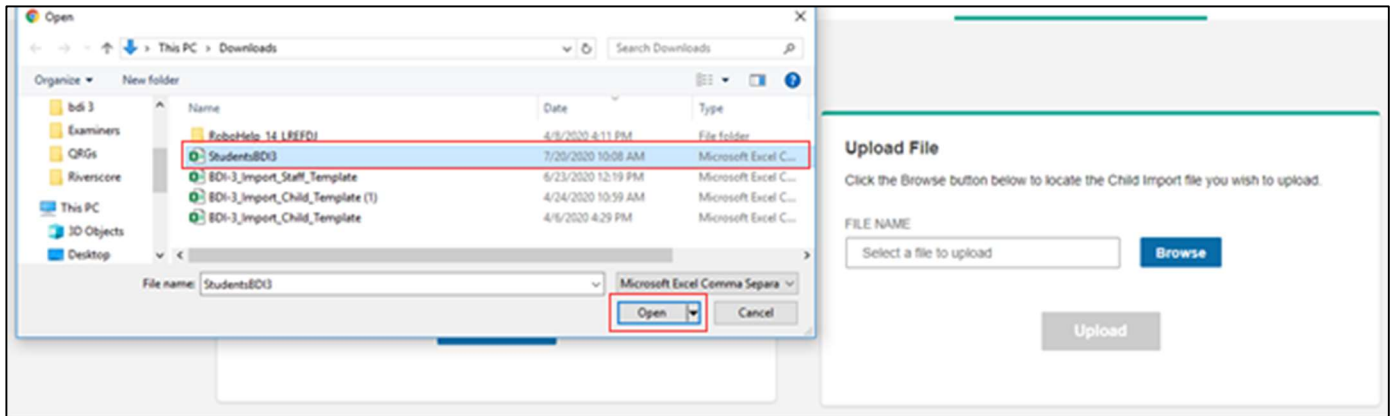
3 Save the CSV file.
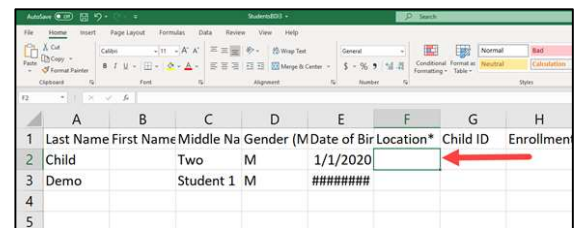
Import into BDI-3

Note: If you have not already, set-up your locations.

1 Sign in to riversidescore.com.

2 Open the Import Children or Import Staff page.

- Click **Child Administration** and select **Import Child Roster**.
- Click **Staff Administration** and select **Import Staff Roster**.

3 Under the **Upload File** heading on the page, click the **Browse** button and locate the .csv file you just saved.

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4 Select the file and click **Open**. The **FILE NAME** box populates with the name of your data file, and the **Upload** button below becomes active.

5 Click the **Upload** button. The file is imported. All records without errors are uploaded.

- Under **Statistics,** information on start and end time of the import, the number of records, and the number of successes and errors is listed.
- If there are errors, specific information on errors, including line numbers, error types, and how to fix the errors, appears in a **File Error** section.

6 If necessary, correct errors and repeat steps 3 – 5.