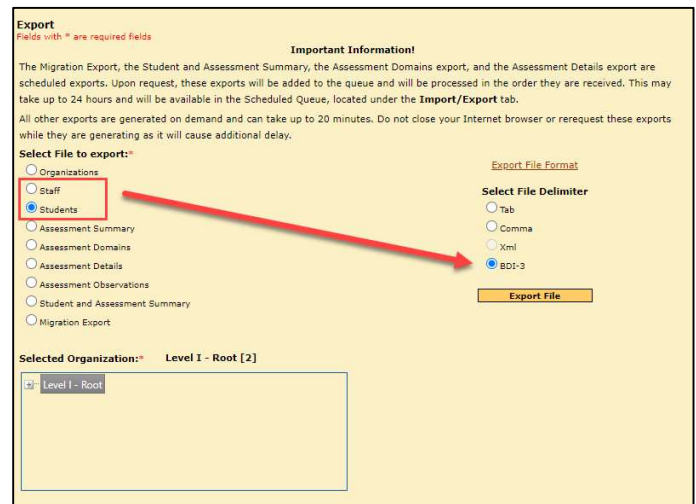


Quick Reference Guide *Exporting BDI-2 Staff and Children and Importing into BDI-3*

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:

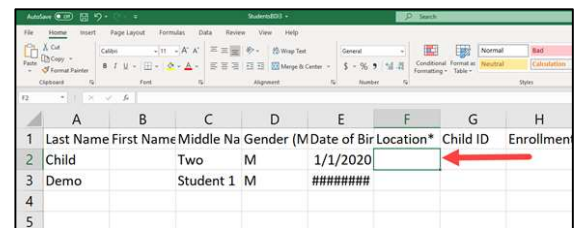
- 1 Log into bdi2datamanager.com.
- 2 Click **Import/Export** on the menu and click **Export**. The Export page opens
- 3 Under **Select File to export:** select **Staff** or **Students**.
- 4 Under **Select Organization**, select the level from which you want to export.
- 5 Under **Select File Delimiter**, 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

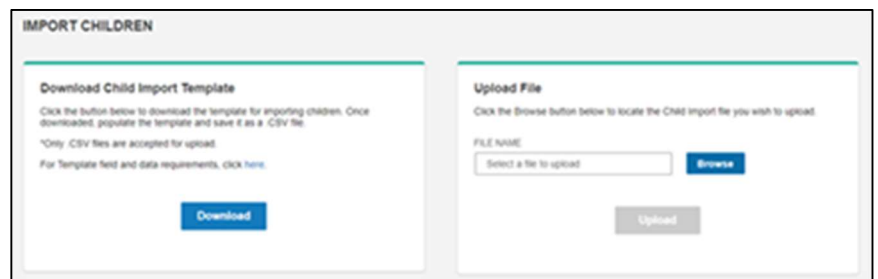
- 1 Open the spreadsheet you exported from BDI-2. (It is in the Download folder. You can save it to another location if you like.)
 - 2 Type the location for each row in the **Location** column.
- Note:** The location name entered must be the name of a location set up in BDI-3.
- 3 Save the CSV file.



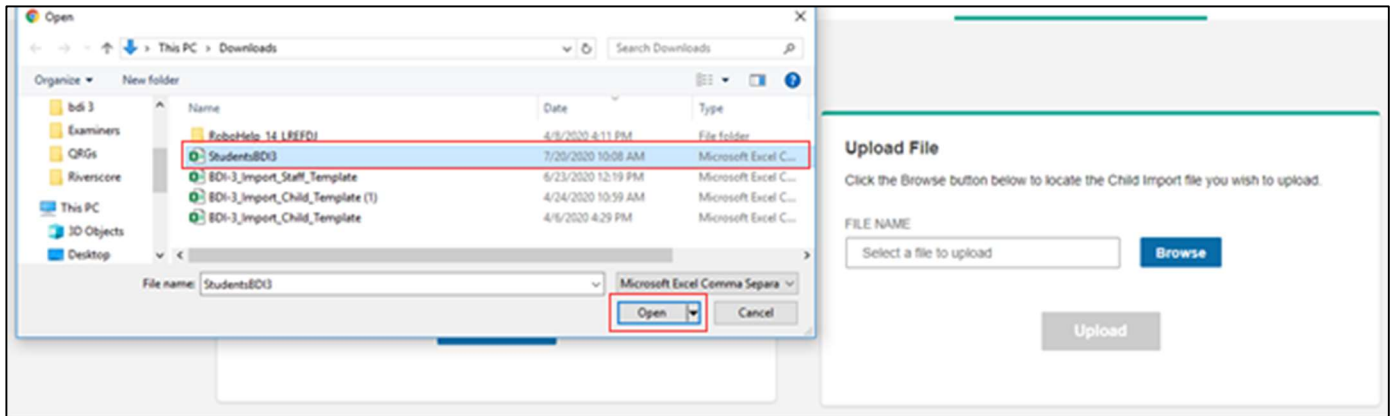
Import into BDI-3

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.



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



- 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.

Statistics

Started Time: 06/23/2020 12:20:11 pm	Total records in this File: 3
Ended Time: 06/23/2020 12:20:15 pm	Number of Unreadable records in this File (if any field Contains ','): 0
Successfully Uploaded: 1	Number of records with errors in this File: 2
Successfully Updated: 0	Number of records with success in this File: 1

File Error

Invalid Data: Please correct the errors and re-upload the data.

- Line 2 error – You do not have access to the Location(s) Senn. Please contact your administrator for permissions and reupload the file.
- Line 4 error – A Y or N must be specified for the Child Editing permission. Please correct this line and reupload the file.
- Line 4 error – A Y or N must be specified for the Data Export permission. Please correct this line and reupload the file.
- Line 4 error – A Y or N must be specified for the Manage Staff permission. Please correct this line and reupload the file.
- Line 4 error – A Y or N must be specified for the Manage Allocations permission. Please correct this line and reupload the file.
- Line 4 error – A Y or N must be specified for the Manage Organization permission. Please correct this line and reupload the file.

[Print Errors](#)

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