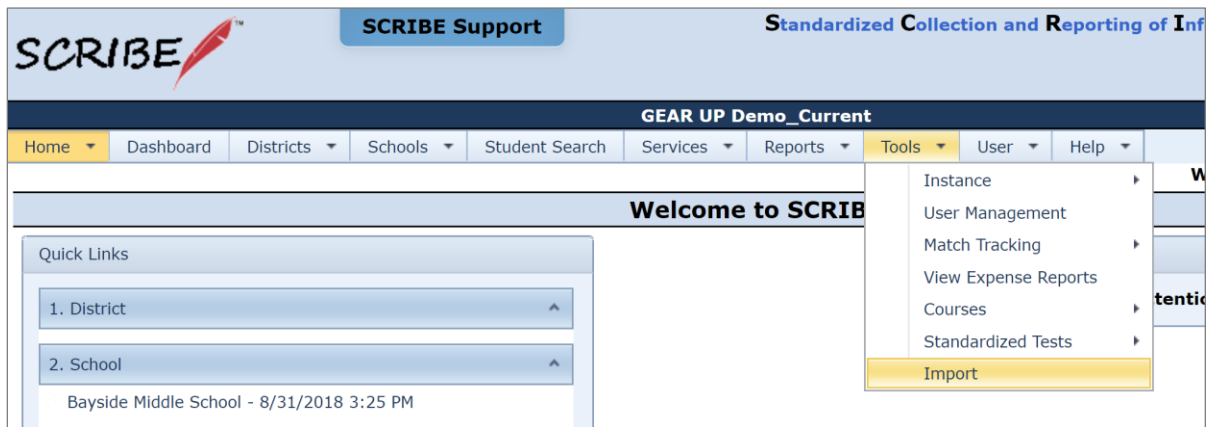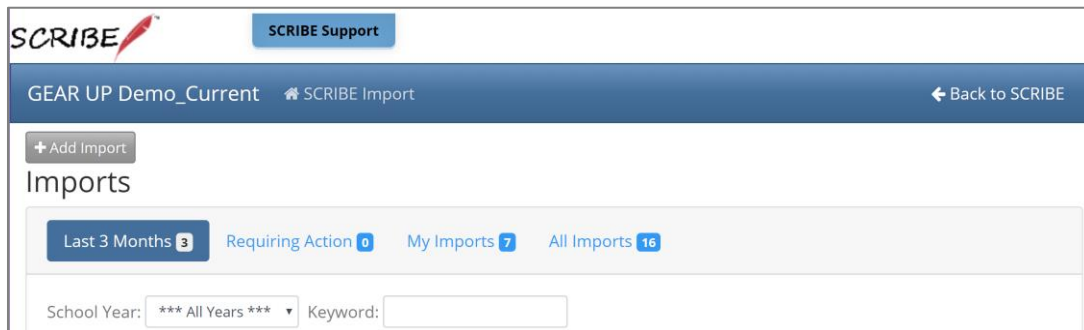# How To Import Data in SCRIBE

After you have created and saved an import file (.xlsx or .csv), follow these steps to import the data from your file into the SCRIBE database. *Note: This import procedure works for any type of data you are importing into SCRIBE.*
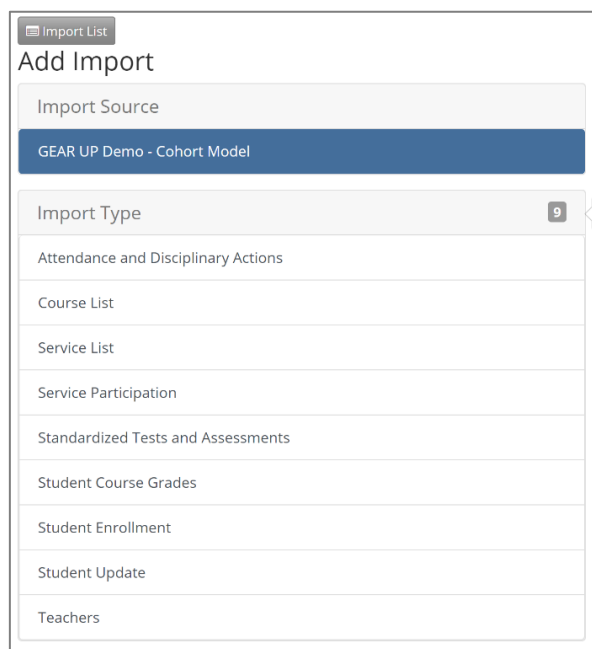
1. From the SCRIBE main menu, click **Tools** > **Import**

2. Click the **Add Import** button

3. Select the **Import Type** from the list

4. Select the **School Year** for which you want to import the data from the dropdown menu.

5. Click **Browse** to select the file you want to import from your computer. Once you have selected the file, click **Upload Import File**.

6. The **View Specification** button will display a list of all required and optional fields you can include in your import and the corresponding heading.

   Note: The Import Specification list is specific to the type of import you are importing and the required fields for your grant.

7. The **File Format** step will indicate whether there are any File Format issues with your import. If there are no issues, you will see a green thumbs up. You will also see a circle of blue dots next to the **Data Validation** tab, indicating SCRIBE is working on this step.
See Troubleshooting SCRIBE Imports in the Help Desk for how to address issues.

   a. Click the **View Legend** button to see what the different Status colors and symbols mean.

   b. If your file has unknown fields, they will be listed at the bottom of the File Format list and indicated in the Status column with an orange question mark. Click the **Complete File Format Review** button.

    c. Choose **Cancel Import** or **Approve File Format**.

    Click **Save File Format Result**.

You will see a circle of blue dots and **Queued for Data Validation** under Status on the Import List in the row of the file you just uploaded. This symbol indicates SCRIBE is working on this step, no action is required at this time.

8. The status will change to **Data Validation Review** and an orange asterisk will appear next to the Status on the Import List when the file needs to be reviewed. You will also get an email from SCRIBE telling you the file needs to be reviewed.

Click **View** next to the import you would like to open.

If there were no issues with the import, you will see a green thumbs up. Click the **Complete Data Validation** button.

See Troubleshooting SCRIBE Imports in the Help Desk for how to address issues.

Select **Cancel Import**, **Revalidate Import** or **Proceed to Summary**.

Click **Save Data Validation Result**.

9. If you selected **Proceed to Summary**, the import process will automatically advance to the **Data Summary** step. An orange asterisk will appear next to the Data Summary Review tab indicating it is ready for you to review. An orange asterisk will also appear next to Data Summary Review on the import list and you will receive an email from SCRIBE indicating your file is ready for review. Typically this happens immediately.

10. The **Data Summary** tab displays a summary of the data you are importing. Review this to ensure it is accurate.

a. Click the arrow next to each grade level to expand the records for that grade level.

11. Click the **Complete Data Summary** button.

12. Select **Cancel Import**, **Revalidate Impor**t or **Approve Import**.

Click **Save Data Summary Result**.

13. You will see a circle of blue dots next to the **Import Results** tab and next to Qued for Import on the import list, indicating SCRIBE is working on importing your file. No action is required.

View	Uploaded	⇅	Filename	⇅	Status	⇅	Type	⇅	Uploader	⇅
View 31627	5/4/2019		WestBeverlyHigh_SpringEnrollment_5.1.19.csv		⋯ Queued for Import		Student Enrollment		Allie Sheldon	
View 31626	5/1/2019		WestBeverlyHigh_SpringEnrollment_5.1.19.csv		⋯ Queued for Import		Student Enrollment		Allie Sheldon	
View 31622	4/29/2019		CourseList_Import_statisticstest.csv		✔ Import Complete		Course List		Allie Sheldon	
View 31618	4/29/2019		WestBeverlyHigh_CourseList_4.29.19.csv		✔ Import Complete		Course List		Allie Sheldon	
View 31606	4/27/2019		WestBeverlyHigh_AvengersEnrollment_4.27.19.csv		✔ Import Complete		Student Enrollment		Allie Sheldon	

Showing 1 to 5 of 5 entries

Show 10 entries   Previous 1 Next

14. Once the import is complete, you will see a green check mark next to Import Complete under **Status** on the Import List.

View	Uploaded	⇅	Filename	⇅	Status	⇅	Type	⇅	Uploader	⇅
View 31627	5/4/2019		WestBeverlyHigh_SpringEnrollment_5.1.19.csv		✔ Import Complete		Student Enrollment		Allie Sheldon	
View 31622	4/29/2019		CourseList_Import_statisticstest.csv		✔ Import Complete		Course List		Allie Sheldon	
View 31618	4/29/2019		WestBeverlyHigh_CourseList_4.29.19.csv		✔ Import Complete		Course List		Allie Sheldon	
View 31606	4/27/2019		WestBeverlyHigh_AvengersEnrollment_4.27.19.csv		✔ Import Complete		Student Enrollment		Allie Sheldon	

Showing 1 to 4 of 4 entries

Show 10 entries   Previous 1 Next

15. Click **View** in the row of the file you just imported to see the **Import Results** tab which lists how many records were imported, how many had errors, etc.

Navigating the Import List and other Useful Notes

Sorting and Filtering the Import List

1. Select a **School Year** from the dropdown menu to display only imports for that school year.

2. Type a **Keyword** into the box to display imports with those keywords.
   Note: Using conventions for naming your import files will help when filtering by keyword (e.g., all enrollment imports should contain "enrollment" in the file name, include the school name in all imports for that school, etc.)

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3. Click the four buttons above School Year and Keyword to display:
   a. **Last 3 Months** – all imports uploaded in the last three months.
   b. **Requiring Action** – all imports that require your action to advance to the next step. Note: These imports will have an orange asterisk next to the status.
   c. **My Imports** – all imports you have uploaded.
   d. **All Imports** – all imports that have been uploaded to SCRIBE including imports from the previous import modules.

The number next to each button indicates the number of imports in that specific filter.

Buttons within the Import Steps
1. Click **Import List** button to go back to the import list.
2. Click **Download Original File** to download the original excel or .csv file you uploaded.
3. Click **Delete Import** to delete the import including the file you uploaded. You will be taken back to the Import List once the import has been deleted.
4. Click **Replace File** to select a new file from your computer to replace the file you uploaded.

To return to the SCRIBE home page, click the **Back to SCRIBE** button located above the Import List.