

Troubleshooting Importing Data in SCRIBE

Issues During File Format Phase

Missing Required Fields

1. The **File Format** tab will indicate whether there are any File Format issues with your import. You will see a **red** exclamation mark if you are missing one or more required fields. The exclamation mark will appear at the top of the tab and next to the missing field(s) in the Field List.

File Format

Data Validation

Data Summary

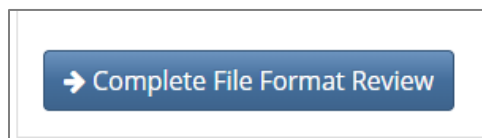
Import Results

GEAR UP Demo - Cohort Model - Student Enrollment

7 of 8 required fields **6 of 51** optional fields

Field	Status	Description
SchoolNumber		School identifier
SchoolYear		School Year (ex: 2010 for the 2010-2011 school year)
StudentId		Required field - Student identifier
GradeLevel		Required field
SchoolStudentId		School's Student identifier (if different from system St
FirstName		First Name

2. If one or more required fields are missing, SCRIBE will not allow you to proceed to the Data Validation step. There are several options to proceed with the import:
 - a. Click the **Complete File Format Review** button at the bottom of the Fields List. A box will appear. Your only option will be Cancel Import. Select **Cancel Import** and click the **Save File Format Result** button. *This will delete the file you just imported and take you back to the Import List.*



Complete File Format Review

☐ Cancel Import - I do not want to proceed with this import file. The Import will be deleted.

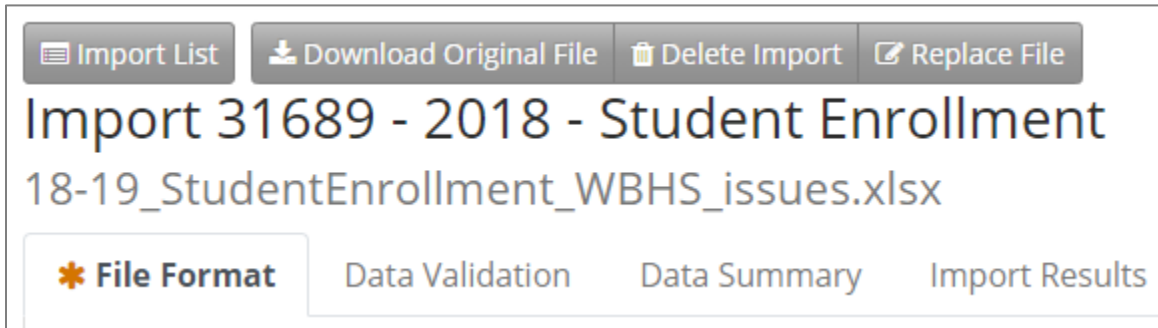
This file does not meet the requirements to proceed. Cancel the file and upload a new file with the issues addressed.

Close

Save File Format Result

Troubleshooting Importing Data in SCRIBE

- b. Click the **Download Original File** button at the top of the File Format tab to download the original file you are trying to import. Add the missing field(s) to this file*.
- c. Click the **Delete Import** button to delete the import and the file you were trying to upload. *This will delete the file you just imported and take you back to the Import List.*



- d. Once you have added the missing field(s) to the import file, click **Replace File** to upload the corrected file* to SCRIBE and replace the original file. SCRIBE will scan this new file for format errors.

Replace Import File

Warning! The data file for this Import will be overwritten with the file selected below.

Provide your data as a CSV (comma-separated variable) file or MS Excel (XLSX) file with one Worksheet. It's best to only include the data you intend to be imported into SCRIBE.

[View Specification](#)

Data File

[Browse](#)

[Cancel](#) [Replace Import](#)

*Note: It is best practice to save the corrected file as a separate, new file instead of replacing the original file that had issues. Name the corrected file to indicate it has been corrected (e.g., "18-19_studentenrollment_WestBeverlyHS_*corrected*.")

Troubleshooting Importing Data in SCRIBE

Unknown Fields

1. The **File Format** tab will indicate whether there are any File Format issues with your import. You will see an **orange** question mark if your file contains unknown fields. The question mark will appear at the top of the tab and next to the unknown field(s) listed at the bottom of the Field List.

File Format

Data Validation

Data Summary

Import Results

GEAR UP Demo - Cohort Model - Student Enrollment

8 of 8 required fields 6 of 51 optional fields ? 2 unknown fields

Field	Status	Description
SchoolNumber	✓	School identifier
SchoolYear	✓	School Year (ex: 2010 for the 2010-2011)
StudentId	✓	Student identifier

IsHomeless	✓	Whether the student is homeless
IsInFosterCare	✓	Whether the student is in foster care
Homeroom	?	Unknown field - data in this field will not be imported
Favorite NBA Team	?	Unknown field - data in this field will not be imported

→ Complete File Format Review

2. Click the **Complete File Format Review** button at the bottom of the page. You will have two choices:

- a. **Cancel Import:** This will delete the file you just imported and take you back to the Import List.
- b. **Approve File Format:** SCRIBE will ignore data in unknown fields and will continue with the import procedure as normal

Complete File Format Review ×

☐ Cancel Import - I do not want to proceed with this import file. The Import will be deleted.

☐ Approve File Format - I approve this file for validation. I understand that data in unknown fields will be ignored.

Close

Save File Format Result

Click **Save File Format Result**

Troubleshooting Importing Data in SCRIBE

Issues During Data Validation Phase

1. The **Data Validation** tab will list any fields with errors. This tab will list the number of records that have errors, the fields that have errors and what errors each field has.

✓ File Format * Data Validation Data Summary Import Results

4 records in file. 2 have errors.

Fields with Errors

Download Invalid Values Download Validation Info

SchoolNumber ▼ 2 records

1 errors

22 - School 22 is not valid for this School Year

→ Complete Data Validation

2. Click the **Complete Data Validation** button to:

Complete Data Validation Review

☐ **Cancel Import** - I do not want to proceed with this import file. The Import will be deleted.

☐ **Revalidate Import** - I have updated SCRIBE to address reported errors and want this file re-validated.

☐ **Accept Errors/Issues** - I accept all reported issues and understand that records with errors will not be imported into SCRIBE.

Note: This will not yet change your SCRIBE data.

Close Save Data Validation Result

- a. **Cancel Import:** This will delete the file you just imported and take you back to the Import List.
- b. **Revalidate Import** if you updated SCRIBE to address the error(s)
- c. **Accept Errors / Issues** (Note: records with errors will NOT be imported into SCRIBE. It is not recommended to pick this option.)

Click **Save Data Validation Result**

OR

Troubleshooting Importing Data in SCRIBE

✓ File Format

✱ Data Validation

Data Summary

Import Results

4 records in file. 2 have errors.

Fields with Errors

SchoolNumber ▼ 2 records

1 errors

Download Invalid Values

Download Validation Info

- Click the **Download Invalid Values** button to download a spreadsheet that lists which fields have an error (FieldName), the invalid value (InvalidValue), why there is an error (ErrorMessage) and the number of records that have that specific error (NumberOfRecords).

	A	B	C	D
1	FieldName	InvalidValue	ErrorMessage	NumberOfRecords
2	SchoolNumber	22	School 22 is not valid for this School Year	3
3				

- Click the **Download Validation Info** button to download a spreadsheet that indicates which rows contain errors (Record_Has_Errors) and what the errors are (Record_Error_Description).

	A	B	C	D	E	F	G	H
1	RECORD_HAS_ERRORS	RECORD_HAS_CHANGES	RECORD_ERROR_DESCRIPTION	StudentID	FirstName	MiddleName	LastName	Gender
2	Yes		[SchoolNumber] School 22 is not valid for this School Year	1234	Carol		Danvers	M
3	Yes		[SchoolNumber] School 22 is not valid for this School Year	4321	Natalia		Romanova	F
4	Yes		[SchoolNumber] School 22 is not valid for this School Year	9876	Stephen	Vincent	Strange	M
5	No	No		6789	Anthony	Edward	Stark	M
6	No	No		4567	T'Challa	Black	Panther	F
7								

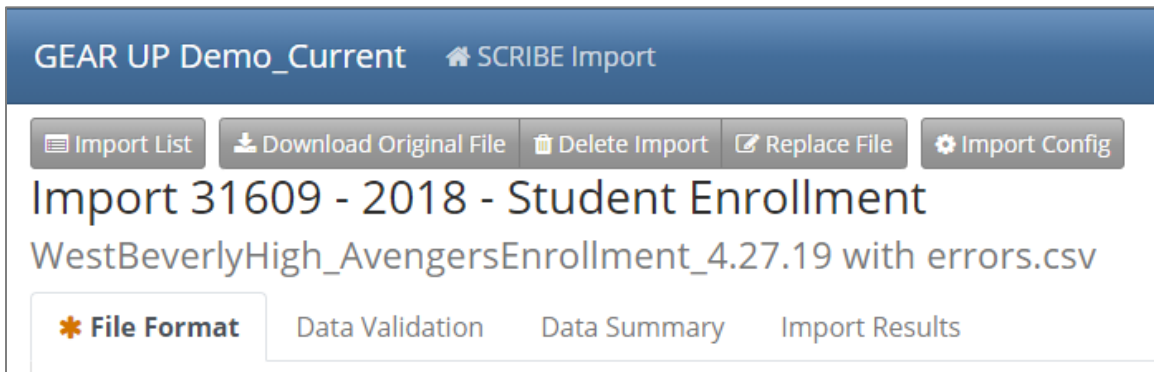
- This file also contains all of the fields in the original import file. Fix the error(s) in this file, delete columns A-C and save the file.* Click **Replace File** to replace the files with errors with the corrected file.

*Note: It is best practice to save the corrected file as a separate, new file instead of replacing the original file that had issues. Name the corrected file to indicate it has been corrected (e.g., "18-19_studentenrollment_WestBeverlyHS_*corrected*.")

OR

Troubleshooting Importing Data in SCRIBE

3. Other options are:



- Click the **Download Original File** button at the top of the File Format tab to download the original file you are trying to import.
- Click the **Delete Import** button at the top of the File Format tab to delete the import. This will delete the file you just imported and take you back to the Import List.
- Click the **Replace File** button at the top of the File Format tab to upload a new, corrected import file. Click Browse to select the file from your computer then click **Replace Import**.

A screenshot of the "Replace Import File" dialog box. At the top, it says "Replace Import File". Below that is a yellow warning box with the text "Warning! The data file for this Import will be overwritten with the file selected below." Underneath the warning is a paragraph: "Provide your data as a CSV (comma-separated variable) file or MS Excel (XLSX) file with one Worksheet. It's best to only include the data you intend to be imported into SCRIBE." Below this is a button labeled "View Specification". Then, there is a section labeled "Data File" with a text input field containing "Choose import data file" and a "Browse" button to its right. At the bottom of the dialog are two buttons: "Cancel" and "Replace Import" (which is orange and has a download icon).

4. SCRIBE will scan the corrected import file beginning with the File Format phase and proceed as normal.