

# How to use Quick Import

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Verify that you are logged in to the appropriate school. If the school is incorrect, click **School** at the top of the page to choose a new school before starting this procedure.

1. On the start page, choose **Special Functions** from the main menu
2. On the Special Functions page, click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Quick Import**. The Quick Import page appears
4. Use the following table to enter information in the fields on the Quick Import page

Field	Description
<b>Table</b>	Choose the table to which the data will be imported from the pop-up menu.
<b>Field Delimiter</b>	Choose the field delimiter from the pop-up menu. This refers to the item that will separate the fields in the individual records to be imported.  <b>Tab:</b> Separates fields with a tab <b>Other:</b> Enter a field delimiter in the blank field, such as a comma (,)
<b>End-of-line Marker</b>	Choose the end-of-line market from the pop-up menu. This refers to the item that will separate the records in the import.  <b>CR:</b> Carriage Return <b>CRLF:</b> Carriage Return Line Feed <b>LF:</b> Line Feed <b>Other:</b> Enter a delimiter in the blank field
<b>Character Set</b>	Use this pop-up menu to choose the character set for the import file. This selections choice is based upon what operating system you are using  <b>Windows ANSI</b> (Windows) <b>Mac Roman</b> (Mac) <b>ISO 8859-1</b> (Unix / Linux)
<b>File to import</b>	Enter the path or click <b>Choose File</b> , navigate to the data file, and click <b>Open</b>
<b>Suggested field map</b>	Select the checkbox to have PowerSchool suggest to you the fields each piece of data is to be imported to. These are just suggestions that can be changed before saving.

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5. Click Import (This will bring up the import map screen)  
Note: When importing test data the Select Test page appears next.

## Import Maps

An import map is a set of directions that the system follows to find a place for each piece of data in your PowerSchool system. Create an import map to determine into which PowerSchool fields the system will import each field of data from the file. Determine what the system will do with records that contain a student number that already exists in your PowerSchool system.

On the left side of the Import Records from an ASCII Text File page, the "From your file" column displays the fields of the first record in the import file.

- If you select the **Suggest field map** checkbox on the Quick Import page, the To PowerSchool column displays the PowerSchool fields suggested for each piece of data imported.
- If you do not select the **Suggest field map** checkbox or you need to change the fields, use the pop-up menu to choose the PowerSchool field into which the system imports the data from the import file.

## How to Enter a New Value in a Field for All Records in the Import File

On the Import Records from an ASCII Text File page, determine whether you want to enter a new value or update an existing value in a PowerSchool field for all records from the import file. For example, you can enter the same city for all student records in an import file.

1. Choose the PowerSchool field into which you want to enter each value from the **To PowerSchool** pop-up menu.
2. Enter the imported value for unmapped fields that you want to use, such as the city name, and choose the PowerSchool field from the pop-up menu.
3. Either click **Submit**, or, if applicable, select any combination of the advanced import options. For more information, see *Advanced Import Options*.

The Import Progress page displays the records that were successfully imported and those that the system could not import because of your specifications. The system imports the data into the selected table. Depending on the type of data, you can view, edit, or report on it.