Eastern Suffolk **BOCES**
Educational Services That Transform Lives

How to...

**Electronically Import
A File into Level 0**

Loading the CSV into Level 0.

Log into Level 0
Hover over ELECTRONIC IMPORT
Click on **Template Name**

Step 1 & Step 2: default settings do not need to be adjusted
Step 3: Click on CHOOSE FILE to select your CSV
STEP 4: Click on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over. Need help? Call us at 631.218.4134
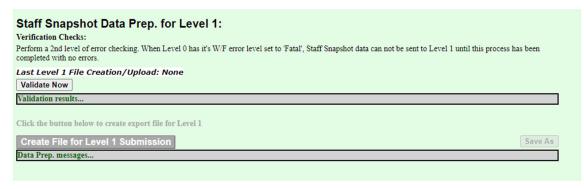
Green message? Proceed to...

Step 5: Validate

If a red message pops up, the file has loaded with some errors. Click on view report to manually correct records as necessary or return to your Excel file to make corrections and import the data again. Need help? Call us at 631.218.4134

Green message? Yeah!

Staff Snapshot Import:
Step 1 - Select Import file type:
(Note: First line of file must contain a staff record.)
◉ Comma Delimited Text
Step 2 - Insert/Update Choices:
◉ Update EXISTING Records in Level 0 AND Insert NEW Records ○ Insert NEW Records Only
Step 3 - Import File Location: (Use browse button to find file)
Choose File | No file chosen
Step 4 - Click button to prepare file for validation:
Prepare Import File
Step 5 - Click button to validate data file:
Validate Data
Import/Validation Messages:

Hover over **L1-DATA PREP**
Click on **Template Name**
Complete two clicks on this screen to CREATE a file.
Great job!

Staff Snapshot Data Prep. for Level 1:
Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Staff Snapshot data can not be sent to Level 1 until this process has been completed with no errors.
Last Level 1 File Creation/Upload: None
Validate Now
Validation results...

Click the button below to create export file for Level 1
Create File for Level 1 Submission   Save As
Data Prep. messages...

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