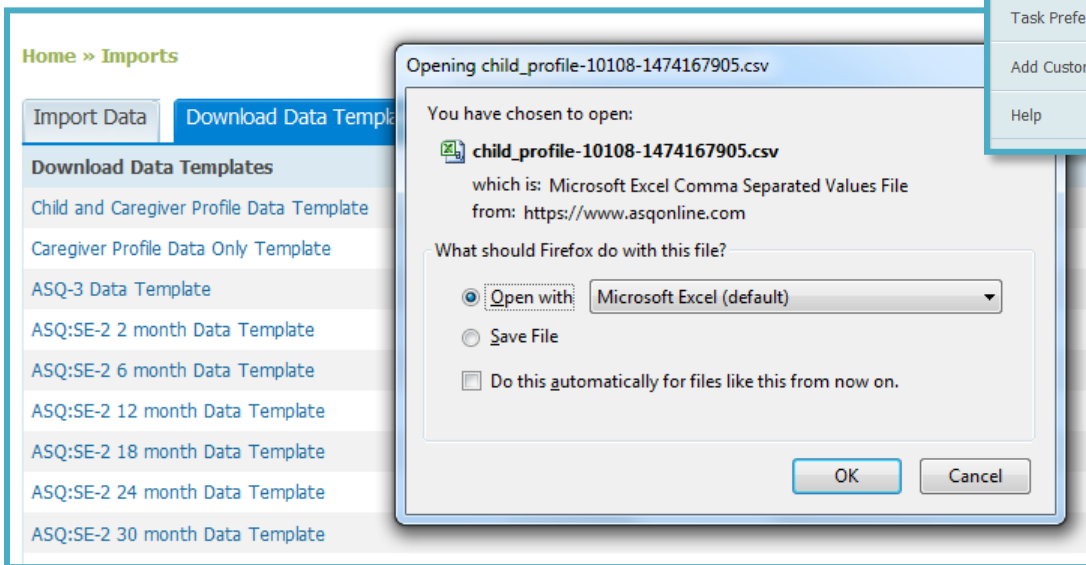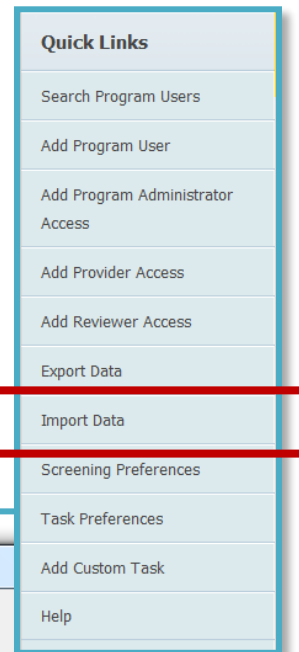## ASQ Online Import Guide

As administrator, you can import Child and Caregiver data from any database system (e.g. PowerSchool, Skyward, etc.) using a data template provided by ASQ Online. Instructions on how to import Child and Caregiver data are provided below.

To import child and caregiver profile data:

1. Select "Program" from the main menu navigation.

2. Select the "Import Data" *Quick Link*.

3. Select the "Download Data Templates" tab.

4. Click the "Child and Caregiver Profile Data Template" link and save the file to your computer.

Quick Links

Search Program Users

Add Program User

Add Program Administrator Access

Add Provider Access

Add Reviewer Access

Export Data

Import Data

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Download Data Templates

Child and Caregiver Profile Data Template

Caregiver Profile Data Only Template

ASQ-3 Data Template

ASQ:SE-2 2 month Data Template

ASQ:SE-2 6 month Data Template

ASQ:SE-2 12 month Data Template

ASQ:SE-2 18 month Data Template

ASQ:SE-2 24 month Data Template

ASQ:SE-2 30 month Data Template

Opening child_profile-10108-1474167905.csv

You have chosen to open:

child_profile-10108-1474167905.csv

which is: Microsoft Excel Comma Separated Values File
from: https://www.asqonline.com

What should Firefox do with this file?

☉ Open with   Microsoft Excel (default) ▼

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

5. Enter the data or format the data from your database management system into the template. The template is a comma separated value file format that can be opened in Microsoft Excel. See pages 4-6 for a list of fields and the correct format to include in the template. See *sample_import.csv* for a sample import file to use as a guide.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Program	Program II	Child ID	Alt ID	Last Name	Middle Na	First Nam	Status	DOB	Weeks Pro	Adjusted	Gender	Birth Weig	Ethnicity	Address1	Address2	Address3	City	County/I
2				123456	McAdams		Timmy	Active	9/1/2010	0		Male			123 Main St.			Topeka	
3																			
4																			
5																			
6																			
7																			
8																			
9																			

6. Once you have finished adding the data to your template file, save it. *Note: Makes sure the file is in a csv format (comma separated value).*

7. When you are ready to import, login to ASQ Online and select "Program" from the main menu. Then select the "Import Data" *Quick Link*.

8. Select "Child and Caregiver Profile Data Template" from the "Import type" dropdown menu.

9. Select "mm/dd/yyyy" from the "Date format" dropdown menu.

10. Click "Browse" and select the csv file you wish to import.

11. Click "Import".

12. After the records have been processed, click the "Finalize Import" button to import the records.

Import Status | Import Data | Download Data Templates | Recent Imports

Child and Caregiver Profile Data Template

State	Imported by	Import started at	Records processed
Pending review	Belle, Monica	2017-12-17 23:49:48	1

Need Help? Click here to take a tour of the import interface.

Resolution Methods:
Ignore
   Do not import this record
Merge
   Update an existing profile with the data from this record
Create new
   Create a new profile with a new ID using the data from the record

Finalize import | Cancel import

Row #	Child Name	ID	Alt ID	Program	Resolution	Resolution Method
2	McAdams, Timmy	✓	✓	✓	New	✓

Finalize import | Cancel import

13. Once the data has been successfully, it will give you a confirmation message and the number of records imported.

14. If there are any errors, the error message will display the type of errors that occurred. Fix the errors in your import file and import again.

List of Child and Caregiver Fields for Import File

Field Name	Required	Format/Options	Example	Special Instructions
Program	N	Text		Leave Blank
Program ID	N	Number		Leave Blank
Child ID	N	Text		Leave Blank. When using import to update existing Child profiles, include the ASQ Online Child ID.
Alt ID	Y	Text	123456	Enter KIDS ID.
Last Name	Y	Text	McAdams	
Middle Name	N	Text		
First Name	Y	Text	Timmy	
Status	Y	Active Archived	Active	List active for all child profiles listed
DOB	Y	mm/dd/yyyy	09/01/2010	Make sure "0" is in front of single-digit months and days.
Weeks Premature	Y	Number	0	Enter 0 if the child was not born prematurely.
Adjusted Age	N	Text		Leave this field blank
Gender	Y	Male Female	Male	
Ethnicity	N	Caucasian African American Hispanic or Latino Asian Middle-Eastern Native American Hawaiian Pacific Islander Other Unknown	Caucasian; African American	Can select more than one option by entering ";" between each option. See Example.

Address1	Y	Text	123 Main St.	
Address2	N	Text		
Address3	N	Text		
City	Y	Text	Topeka	
County/District	N	Text		
State/Province	Y	Text	Kansas	
Zip/Postal Code	Y	Text	66621 66621-4521	
Country	Y	Text	United States	
Phone	Y	xxx-xxx-xxxx	000-000-0000	
Previous care and education:	Y	Options include: School/District preschool School/District special education program Head Start Early Head Start Daycare Center Daycare In-Home Private Preschool Home care with parent, family member or friend Other (please describe below)	Head Start; School/District preschool	Can select more than one option by entering ";" between each option.
Other:	N	Text	Private Homecare	If "Other (please describe below) is selected, enter information here.
Caregiver ID	N			Leave Blank. If using import to update existing Caregiver Profiles, include the ASQ Online Caregiver ID

Caregiver Prefix	Y	Mr. Mrs. Ms. Miss Dr.	Mrs.	
Caregiver First Name	Y		Mary	
Caregiver Middle Name	N			
Caregiver Last Name	Y		McAdams	
Relationship To Child	Y	Mother Father Grandparent or other relative Foster parent Guardian Teacher Child care provider Other	Mother	
Caregiver Phone	Y	xxx-xxx-xxxx	000-000-0000	
Caregiver Alternate Phone	N	xxx-xxx-xxxx	000-000-0000	
Caregiver Email	N	Text	mary@gmail.com	Must be valid email address.
Primary Caregiver	Y	Yes No	Yes	Enter yes for all child profiles.
Caregiver Address1	Y	Text	123 Main St.	
Caregiver Address2	N	Text		
Caregiver Address3	N	Text		
Caregiver City	Y	Text	Topeka	
Caregiver County/District	N	Text		
Caregiver State/Province	Y	Text	Kansas	Use full State name
Caregiver Zip/Postal Code	Y	Text	66621	Can also use format 66621-1234
Caregiver Country	Y	United States	United States	