

# DataManager Location Cleanup



While locations that are linked to scored data cannot be deleted, there is a way for a DataManager customer to “clean up” their locations by deactivating those locations that they will no longer be using. No data will be lost during this process. This procedure can be used by any customer during any period where there is no open Test Event.

The following steps should be taken for Location Clean-up:



1. Customer exports a staff file (spreadsheet) from DataManager.

## MANAGE STAFF

A screenshot of the "MANAGE STAFF" interface. It contains four menu items: "Add Staff/Users" (Click on this link to add a staff.), "Search/Edit Staff/Users" (Click on this link to search for and edit staff.), "Usage Report" (Click on this link to see who has accessed the system), and "Export Staff Users" (Click to Export a list of staff users with all the details you already have entered in DataManager.). A mouse cursor is hovering over the "Export Staff Users" link. A "Back" button is located at the bottom right of the menu.

2. Customer deletes the Class, Code, and Grade values

...so that the user is not connected to any specific class or grade, only to the school. If removing any school locations, you will simply remove the school building and school building code from the spreadsheet and keep your staff rostered to the district level. If the staff user should not have access to campus or district level data, put an "N" under the Active User column. Note: this staff user will not be able to log into DataManager until the new staff roster is uploaded.

3. Upload Staff File to the sFTP site. Add "CLEAN-UP" to the beginning of your file name.

A screenshot of the Riverside Insights login page. On the left is the Riverside Insights logo. On the right is a login form with fields for "Username" (containing "risampledistrict"), "Password" (masked with dots), "Language" (a dropdown menu set to "English"), and a "Remember me" checkbox. An orange "Sign In" button is at the bottom of the form.

4. Riverside Insights imports the staff file to move all users to the building or district locations.



5. Customer exports all locations from DataManager.

#### MANAGE LOCATIONS

View/Manage Locations  
Click on this link to search for and add/edit/delete locations.


Export Prepopulated Location Template  
Export a location import template prepopulated with all of the locations you already have entered in DataManager. You can use this template to help prepare future imports using the exact location names you have entered previously.

Location Import Template  
Choose this option to download a template for uploading locations.

Back

6. Customer edits the export file, deleting all locations that are to be deactivated and adding any new ones.

7. Upload Location File to the sFTP site. Add "CLEAN-UP" to the beginning of your file name.



Username  
risampledistrict

Password  
.....

Language  
English

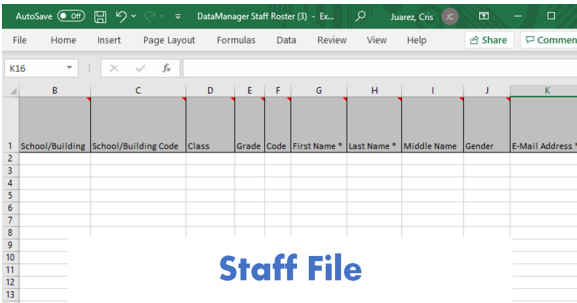
Remember me

Sign In



8. Riverside Insights processes your Location File, which will activate only those locations in the file and deactivate your unused locations.

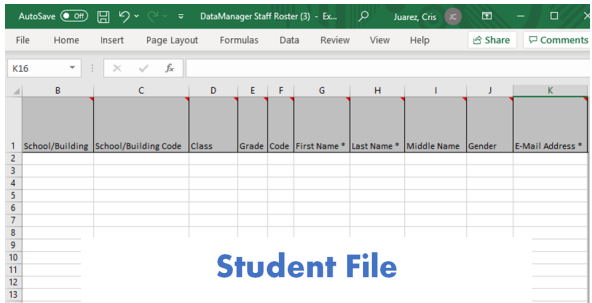
9. A new staff file can be uploaded if the users need to be assigned to newly added classrooms and/or buildings.



Staff File

|    | B               | C                    | D     | E     | F    | G            | H           | I           | J      | K                |
|----|-----------------|----------------------|-------|-------|------|--------------|-------------|-------------|--------|------------------|
| 1  | School/Building | School/Building Code | Class | Grade | Code | First Name * | Last Name * | Middle Name | Gender | E-Mail Address * |
| 2  |                 |                      |       |       |      |              |             |             |        |                  |
| 3  |                 |                      |       |       |      |              |             |             |        |                  |
| 4  |                 |                      |       |       |      |              |             |             |        |                  |
| 5  |                 |                      |       |       |      |              |             |             |        |                  |
| 6  |                 |                      |       |       |      |              |             |             |        |                  |
| 7  |                 |                      |       |       |      |              |             |             |        |                  |
| 8  |                 |                      |       |       |      |              |             |             |        |                  |
| 9  |                 |                      |       |       |      |              |             |             |        |                  |
| 10 |                 |                      |       |       |      |              |             |             |        |                  |
| 11 |                 |                      |       |       |      |              |             |             |        |                  |
| 12 |                 |                      |       |       |      |              |             |             |        |                  |
| 13 |                 |                      |       |       |      |              |             |             |        |                  |
| 14 |                 |                      |       |       |      |              |             |             |        |                  |

10. A new student roster file should be uploaded with students assigned to the correct locations (usually done right before the next testing window).



Student File

|    | B               | C                    | D     | E     | F    | G            | H           | I           | J      | K                |
|----|-----------------|----------------------|-------|-------|------|--------------|-------------|-------------|--------|------------------|
| 1  | School/Building | School/Building Code | Class | Grade | Code | First Name * | Last Name * | Middle Name | Gender | E-Mail Address * |
| 2  |                 |                      |       |       |      |              |             |             |        |                  |
| 3  |                 |                      |       |       |      |              |             |             |        |                  |
| 4  |                 |                      |       |       |      |              |             |             |        |                  |
| 5  |                 |                      |       |       |      |              |             |             |        |                  |
| 6  |                 |                      |       |       |      |              |             |             |        |                  |
| 7  |                 |                      |       |       |      |              |             |             |        |                  |
| 8  |                 |                      |       |       |      |              |             |             |        |                  |
| 9  |                 |                      |       |       |      |              |             |             |        |                  |
| 10 |                 |                      |       |       |      |              |             |             |        |                  |
| 11 |                 |                      |       |       |      |              |             |             |        |                  |
| 12 |                 |                      |       |       |      |              |             |             |        |                  |
| 13 |                 |                      |       |       |      |              |             |             |        |                  |
| 14 |                 |                      |       |       |      |              |             |             |        |                  |