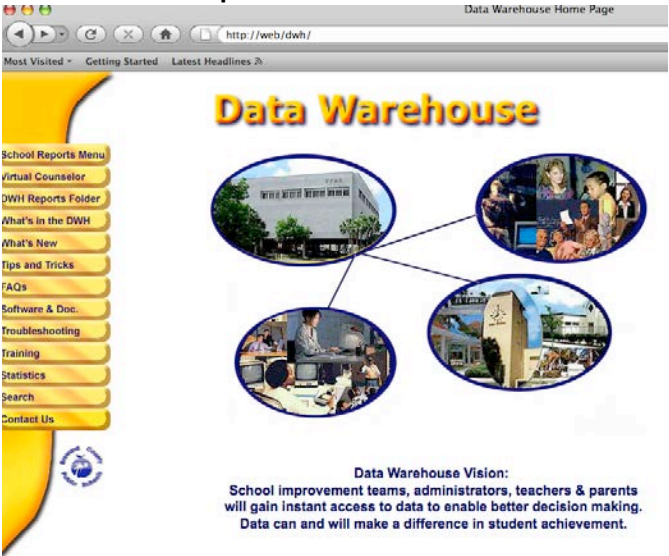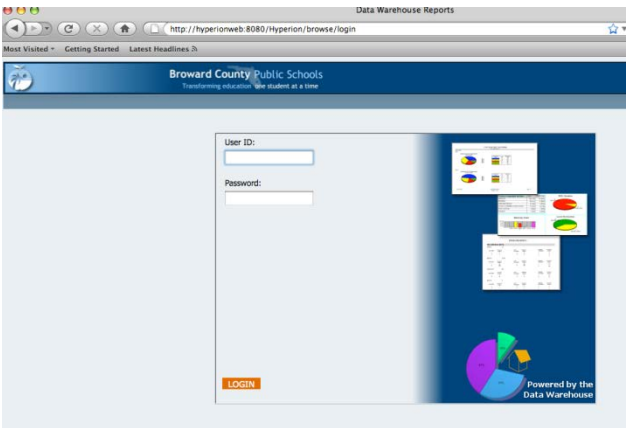# Loading the student demographic info into Mobile PIMS from Broward Schools Data Warehouse
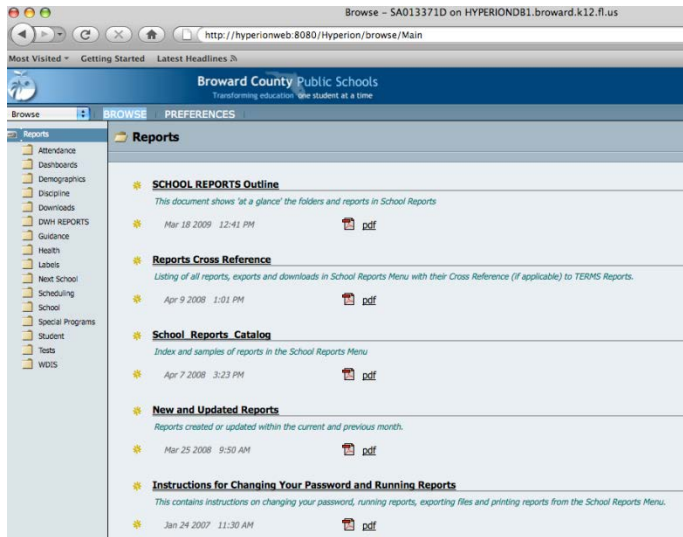
1. Type http://web/dwh/ on the address bar of your web browser:
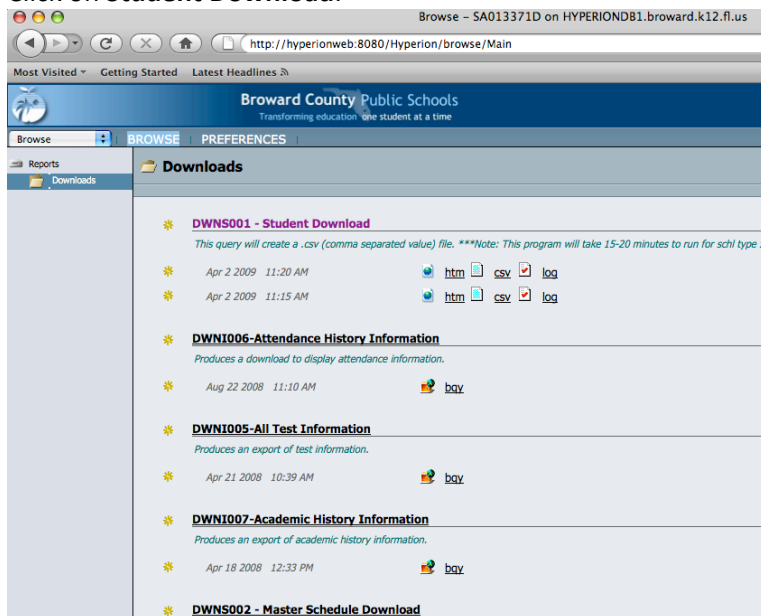2. Click on **School Reports Menu**:

3. Type in your username and password
   ** If you don't have one, your DPC will provide you with one.

4. Click on **Downloads** from the left menu:

5. Click on **Student Download**:

6. Select the appropriate fields: (your school number, year, Day, Active, All, All, All)

7. Click on **Run** at the bottom of the page:
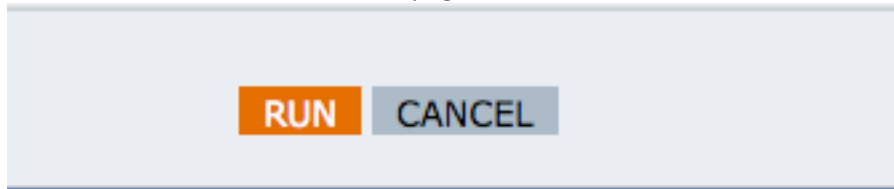
8. Scroll down to the bottom of the page, and on the bottom of the new page, click on **Click here to access the DWNS001CSV.CSV file:**

Your Execution Results:

DWNS001CSV.csv has been created successfully.
Your selection criteria generated an export file containing 857 records.
Click here to access the DWNS001CSV.CSV file.

DO NOT open the file, just save it. If you open the file, Excel will remove the leading zeros.

9. Log into Mobile PIMS from your desktop (http://www.pims.mobi) with your username and password. Click the "Upload Student Data File" Button/Link. If this button does not appear, contact Fox-Mar or your school site PIMS administrator to add the permission for your account.

10. On the next screen, choose your CSV File that you just downloaded (most likely to your desktop), and click "Upload Students."
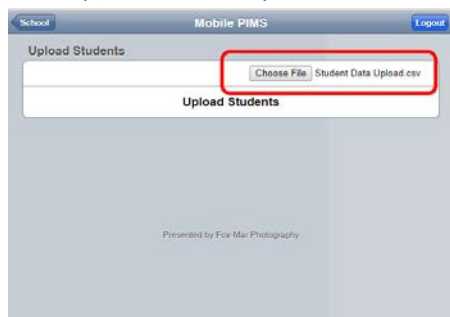
11. On the next page, choose to Click the Header "On." Choose "Comma" for Fields Separated By, and Press Next.

12. Match the fields in the import file to where you want them to appear in Mobile PIMS, and press "Process." If the field does not exist in mobile PIMS, put it into an alternate field. Contact us at Fox-Mar, and we can adjust the captions/titles of the fields to suit your school's specific needs.

13. Once you press PROCESS, it goes through each record and updates the information for each student. **This process can take a while. Sometimes up to 5 minutes. Do not leave the page until it is done.** When it is done, it goes back to the landing page. Pull up a random student's record to make sure it uploaded correctly.

You are all done!