

Import

Blackbaud Training

Import is a one-day, intermediate-level course that concentrates on the fundamentals of the import function in **The Raiser's Edge** and will teach participants to move data from one programme to another. The course will cover the basic process of import, rules, and tips for successful importing and provide participants with an opportunity to practise importing both constituent and gift records. Participants will also learn how to export data for manipulation outside **The Raiser's Edge** before re-importing it back into the database.

COURSE OBJECTIVES

Upon completion of this course, you will be able to:

- Understand the fundamentals of the import function
- Understand import rules and tips
- Recognise import types
- Import new constituent records
- Import new gift records
- Create import files
- Manipulate data files in Microsoft Excel that are ready for import
- Update records using import
- Understand exception reports

WHO SHOULD ATTEND

Database administrators, power users, and any other individuals responsible for managing, maintaining, and moving Raiser's Edge data would benefit from this class.

PREREQUISITES AND ADVANCED PREPARATION

This class is intended for those who have completed *The Raiser's Edge Essentials* parts I and II. Before attending this class, you should be comfortable using **The Raiser's Edge 7** on a Microsoft Windows operating system.

For on-site training, this course assumes that you have installed **The Raiser's Edge 7** and that your computers meet the Detailed System Requirements listed on the Blackbaud website at www.blackbaud.co.uk.



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