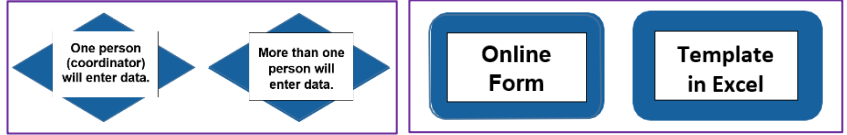


## DASL Data Entry Quick Start Guide 2023-24

This guide will give you a brief overview of the data entry process. See the full [DASL Data Entry Guide](#) for more details on the data entry process. Data entry for both DASL Data Foundation and DASL|BIIS Financial Operations opens Wednesday, June 14. DASL Data Foundation closes on October 13 at 5pm Eastern Time. DASL|BIIS Financial Operations data entry closes on Friday, November 17 at 5pm Eastern Time. If you have questions, please contact us at [daslhelp@nais.org](mailto:daslhelp@nais.org).

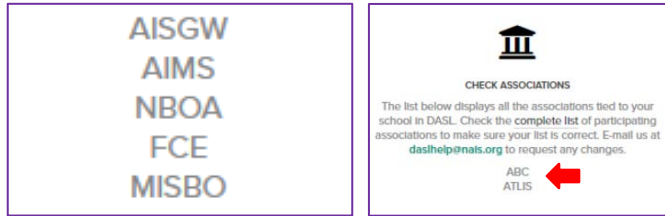
### 1. Decide how your school will enter data.

- One person or multiple people?
- Online form or the Excel template?



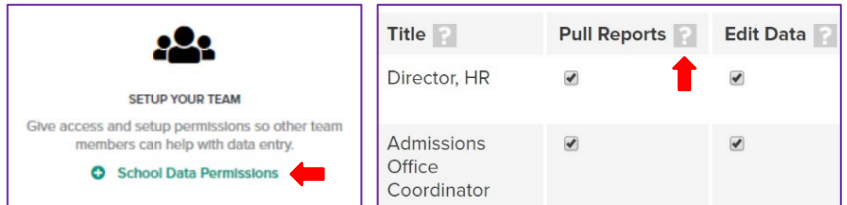
### 2. Confirm the associations to which your school belongs.

- Your association affiliations are listed in the lower right corner of the DASL Home page.
- Or you can review your associations on the DASL Data Entry Home page or
- If one is missing, contact the association to add your school to their roster within DASL.



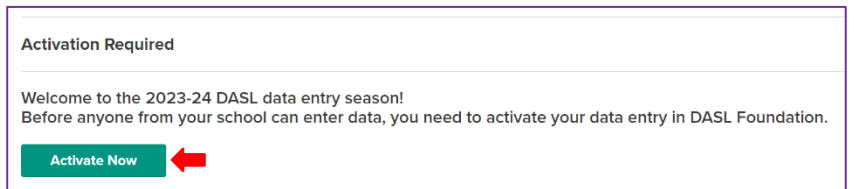
### 3. In DASL, set the appropriate access level for each user.

- Go to ADMIN/School Data Permissions, remove old and add new users, click the boxes to indicate the access level for each person.
- Definitions for each level are available by hovering over the “?” symbol.



### 4. Activate your DASL Data Entry.

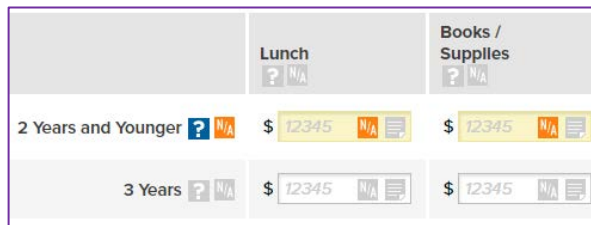
- If you are a Head of School, Business Manager, or a person designated in user permissions to activate DASL, go to Data Entry and click the “Activate Now” button.
- Activation in DASL Data Foundation is required for all DASL Data Entry.



### 5. Enter your data.

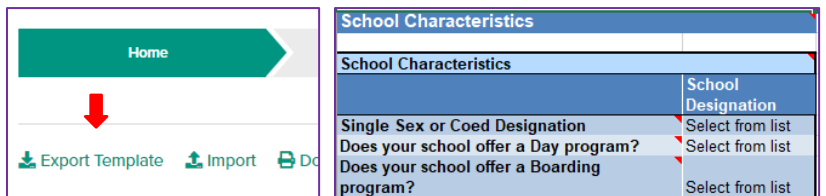
#### Using the Online Form

- There are 12 categories, each having one or more sub-categories.
- Click the category name to go to that section.



#### Using the Excel Template

- On the Data Entry home page, click “Export Template” and save the file.
- Gather your data, and import the template to populate your data into DASL.



**6. Review, approve, and submit your data.**

- Confirm all categories are complete.
- If you are missing data, click on that category and review the subcategories.
- There are two types of potential errors:
  - Yellow alerts indicate potential inaccuracies and/or missing data.
  - Red alerts indicate data missing for required questions.
- Click “Submit Data.”

✖ School and Students - Enrollment

No enrollment information has been entered. Enrollment is

Total Enrollment

---

⚠ School and Students - Enrollment

Please provide the values to contribute to the calculated fi

Total Enrollment [Mark as correct](#)

	Total Number of Students ?	Total \$ Amount Awarded ?
Students of Color ?	5	\$ 40,000
International Students ?	1	\$ 20,000
All Other Students ?	4	\$ 50,000
<b>Total ?</b>	<b>10</b>	<b>\$ 10,000</b>
	<a href="#">Is this correct?</a>	<a href="#">Is this correct?</a>

Do you own your land and/or buildings? ? ?

Yes

No

What is the estimated value of what you own? ?

\$ 1234567890123

**7. Enter Financial Operations Data**

- If you have not yet completed DASL|BIIS Financial Operations data entry, repeat Steps 5 & 6.

**Not Started** NAIS | NBOA

DASL|BIIS Financial Operations | In collaboration with NBOA

Includes only revenues, expenses, balance sheet, endowment, tuition discounting

**Entry Starts**      **Wednesday, June 14, 2023**

**Entry Ends**      **Friday, November 17, 2023**

[Begin](#)