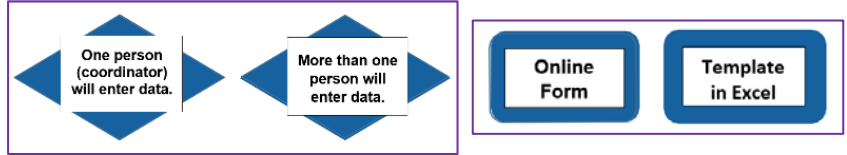


## DASL Data Entry Quick Start Guide - 2020-21

This guide will give you a brief overview of the data entry process so you can begin entering your data. See the full [DASL Data Entry Guide](#) for details on the data entry process. To get to DASL, go to <https://dasl.nais.org>. The DASL data entry opens June 11, 2020 and closes on October 15, 2020 at 5pm EST. 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.

- Review your associations in DASL.
- If one is not on the list, email [daslhelp@nais.org](mailto:daslhelp@nais.org).

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

- In “School Data Permissions,” 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 the person designated in Permissions,” go to Data Entry 2020-21 and click “Start Activation Now.”

### 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.

	Lunch ? N/A	Books / Supplies ? N/A
2 Years and Younger ? N/A	\$ 12345 ? N/A	\$ 12345 ? N/A
3 Years ? N/A	\$ 12345 ? N/A	\$ 12345 ? N/A

#### Using the Excel Template

- On the Data Entry 2020-21 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.”