



ASCENDER GUIDES




body

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Select next to the table(s) you want to include.

Select again to unselect a table.

Click  if you do not want to copy the entire table, but want to include specific data from a table.

Click **Select All Tables** to select all next year tables to be copied to the current year.

Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table.

[Review the reports.](#)

Click **Process** on each table report to copy the data. A message is displayed with the table names and the number of rows that were copied. Click **OK**.

Note: When copying the school calendar table from next year to current year, the calendar code, description, and days are copied. If a calendar code exists in next year and current year, the data for next year replaces the entire calendar contents for the current year for that calendar code.