

registration_district_az_import_body

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❑ Click **Browse**, then locate and select the .csv or .txt file.

The **Import** button is enabled.

❑ Click **Import**.

A message indicates that the process is completed. Click **OK**.

Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Once imported, Registration > Maintenance > District Profile > District Information > Attendance Zones is populated.


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