registration_district_az_import_body

Table of Contents

❑ 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.

Back Cover