



# Import Campus Attendance Zones



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## Registration > Utilities > Import Campus Attendance Zones

This utility imports campus attendance zones from a .csv or .txt file.



### Import data:

- Click **Browse**, then locate and select the file.





The **Import** button is enabled.

- Click **Import**.
- 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  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.



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