

Sections (Unload) (Export)

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This utility exports sections for the campus to which you are logged on. The export function creates an encrypted, zipped file with the format TXEIS_DB*cccddd*_SECTION###_*yyyymmdd*.ZIP, where *cccddd* is the county-district number, ### is the campus to which you are logged on, and *yyyymmdd* is the current date. The zipped file contains the exported data. You can rename the file as needed.

WARNING: If the export is run more than once on the same day, be careful not to overwrite files.

Export sections:

Field	Description
Password	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. **CAUTION:** Record this password.
Verify Password	Retype the password to confirm that you typed it as intended.

In the Verify Password field, retype the password to verify its accuracy.

Click Export. The File Download dialog box is displayed allowing you to save the zipped file. You are prompted to open or save the file.

Click Save. The Save As dialog box opens.

Select the location in which to save the file.

Note: For larger districts, a disk is not recommended for saving the files because of the limited disk space.

Click Save. The file is saved to the specified location.

If errors occur, the Show Error button is displayed. Click Show Error to view the error listing. Review, save, or print the report.


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