



## ASCENDER GUIDES



# Sections (Unload) (Export)



## Table of Contents

Sections (Unload) (Export) .....	1
----------------------------------	---



# Sections (Unload) (Export)

## ***Scheduling > Utilities > Export > Sections (Unload)***

This utility exports sections for the campus to which you are logged on.

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

### **Export data:**

Field	Description
<b>Password</b>	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. <b>CAUTION:</b> Record this password.
<b>Verify Password</b>	Retype the password to confirm that you typed it as intended.

Click **Export**. You are prompted to open or save the zipped file. Save the file in a known location.

If errors are encountered, click **Show Errors** to view the error report. [Review, save, or print the report.](#)



## Back Cover