

Sections (Unload) (Export)

Table of Contents

Sections (Unload) (Export) 1

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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
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.

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.


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Back Cover