



## Student Requests (Unload) (Export)



## Table of Contents

<b>Student Requests (Unload) (Export)</b> .....	1
---	---



# Student Requests (Unload) (Export)

**Scheduling > Utilities > Export > Student Requests (Unload)**

This utility exports student requests 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:

Create a password:

<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**.

The export function creates an encrypted, zipped file containing the exported data named ASCENDER\_DBccccc\_STUREQ###\_yyyymmdd.zip, where *ccccc* is the county-district number, *###* is the campus to which you are logged on, and *yyyymmdd* is the current date. You can rename the file as needed.

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.](#)

## 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.



## Back Cover