scheduling_export_sections_body

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❏ Create a password:

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**.

The export function creates an encrypted, zipped file containing the exported data named ASCENDER_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. 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.

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