

Cafeteria Import

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Registration > Utilities > Cafeteria Import

This utility imports economic disadvantage codes from a comma-delimited text file from a third-party cafeteria system. The import overwrites the **Eco Disadvan** field on Maintenance > Student Enrollment > Demo1.

Click here to view the interface (PDF format).

Import data:

A pop-up window prompts you to locate and select the import file. Click **Browse** to locate the file. Select the text file that has records beginning with CAFIMP.

Field	Description
File Selected	The selected file name is displayed.

Click Submit.

- You are prompted to confirm that the correct file is selected. Click **Yes**.
- When the import is complete, a message is displayed indicating the number of economic disadvantage codes written to the database and the number of error records. Click OK.
- The import listing is displayed. Review, save, or print the report.

Click Preview Errors to view the error listing.

Errors are created if the import file contains any of the following:

Invalid eco disadvantage codes

A student campus ID that does not equal the campus ID from the import file

A student ID that is not found on the campus ID from the import file

A date of birth from the import file that does not match the student's date of birth record at the campus

A student name in the import file that does not match the enrollment record at the campus. In this case, the data is still imported, but the name is not overwritten.

Errors are sorted by campus

Review, save, or print the report. Click Preview Report to return to the import listing.


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