


# Cafeteria Import

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# Cafeteria Import

***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.

## 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.

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| **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 codes written to the database and the number of error records. Click **OK**.
- The import listing is displayed. Review, save, and/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.

| | |
|---|---|
| **Preview Errors** | Click to view the error list if errors are encountered.<br>Errors are created if the import file contains any of the following:<br>•<br>Invalid economic disadvantage codes<br>•<br>A student campus ID that does not equal the campus ID from the import file<br>•<br>A student ID that is not found on the campus ID from the import file<br>•<br>A date of birth from the import file that does not match the student's date of birth record at the campus<br>•<br>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.<br>Errors are sorted by campus<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.<br>Click **Preview Report** to return to the import listing. |


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