



Import Campus Attendance Zones

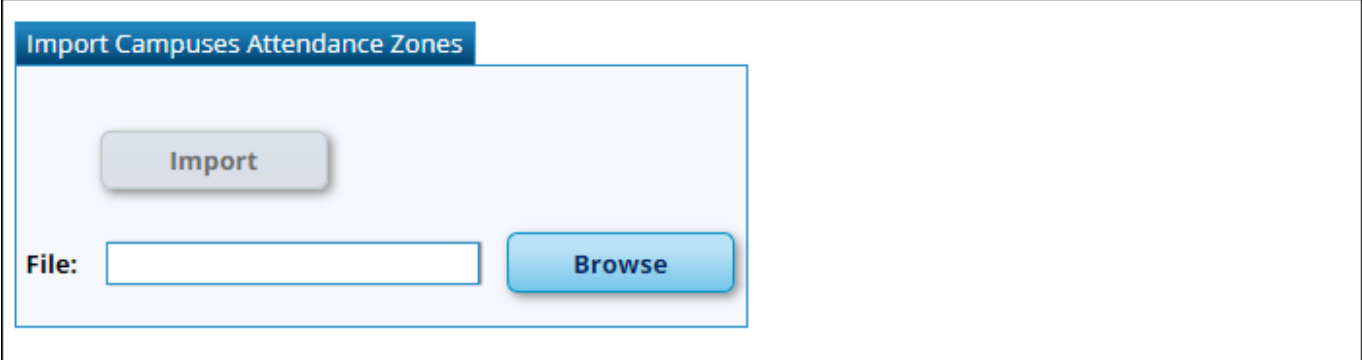
Table of Contents

Import Campus Attendance Zones 1

Import Campus Attendance Zones

Registration > Utilities > Import Campus Attendance Zones

This utility imports campus attendance zones from a .csv or .txt file.



The screenshot shows a window titled "Import Campuses Attendance Zones". Inside the window, there is a light blue panel containing an "Import" button. Below this panel, there is a "File:" label followed by a text input field and a "Browse" button.





Import data:

- ☐ Click **Browse**, Locate and select the file.
- ☐ Click **Import**.
- ☐ Click **Import**.




A message indicates that the process is completed. Click **OK**.

[Review, save, and/or print the report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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