Import Campus Attendance Zones

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Registration > Utilities > Import Campus Attendance Zones

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

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 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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