



## Sections (Unload) (Export)



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# Sections (Unload)

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This utility exports sections for the campus to which you are logged on. The export function creates an encrypted, zipped file with the format TXEIS\_DBccccdd\_SECTION###\_yyyymmdd.ZIP, where *ccccdd* is the county-district number, *###* is the campus to which you are logged on, and *yyyymmdd* is the current date. The zipped file contains the exported data. You can rename the file as needed.

**WARNING:** If the export is run more than once on the same day, be careful not to overwrite files.

### Export sections:

Field	Description
<b>Password</b>	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. <b>CAUTION:</b> Record this password.
<b>Verify Password</b>	Retype the password to confirm that you typed it as intended.

Click **Export**. You are prompted to open or save the zipped file. Save the file in a known location.

If errors occur, the Show Error button is displayed. Click Show Error to view the error listing. Review, save, or print the report.



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