

## Export

- 1) Navigate to Admin > Import/Export > e-asTTle, NZCER, PACT/TWA
- 2) Select the year groups and save the change
- 3) A message to continue to generate the upload file may display for response.
- 4) Log into the e-asTTle site

The screenshot shows the 'Export Configuration' page in the e-asTTle Admin interface. The page has a purple header with the 'edge' logo and navigation icons for Dashboard, People, Achievement, Timetable, Reports, Attendance, Finance, Pastoral, and Admin. The breadcrumb trail is Admin > Import/Export > e-asTTle, NZCER and PACT/TWA. There are three tabs: 'Manage e-asTTle' (active), 'Manage NZCER', and 'Manage PaCT/TWA'. The 'Export Configuration' section includes a 'Save Change' button and a 'Validation Summary' section. The 'Validation Summary' shows 'Include Pre-Enrollment' as unchecked, 'Selected Year Level' as 'Year 2 Year 3 Year 4', 'Total Student with Error' as 11, and 'Total Selected Students' as 10. Below this is a table of 'Students with Errors' with columns for ID, Student, and NSN. The table lists 10 students with their IDs and names. A 'Print Error Report' button is located at the bottom right of the table. At the bottom of the page, there is an 'Export file' section with a message: 'Errors were found for some students in the selection. Please check the error report. Students with errors will not be included in the export. Do you still wish to generate the export file?' with a 'Yes' checkbox.

**Export Configuration**

All Yr 1 Yr 2 Yr 3 Yr 4 Yr 5 Yr 6 Yr 7 Yr 8  
Applicable Years:

**Validation Summary**

Include Pre-Enrollment:   
Selected Year Level: Year 2 Year 3 Year 4  
Total Student with Error: 11  
Total Selected Students: 10

**Students with Errors**

ID	Student	NSN
760421	Atiā, Andre	
1090082	Boyshtol, Ima	
760425	Campbell, James	
760437	Fleming, Stephen	
760428	Green, Kim	
760431	Hockirk, Wendy	
760441	Maisey, Rebecca	
760417	McKnight, David	
1039903	Monkey, Boy Monty	
760414	Prier, Bob	
760434	Wheeler, Emily	

**Export file**  
Errors were found for some students in the selection. Please check the error report.  
Students with errors will not be included in the export. Do you still wish to generate the export file?  Yes

## Import

- 1) Navigate to Admin > Import/Export > e-asTTle, NZCER, PACT/TWA
- 2) At the bottom of the e-asTTle page, browse and Select the Import file, and click 'Import'

The screenshot shows the 'Import file' section in the e-asTTle Admin interface. The page has the same purple header and navigation icons as the previous screenshot. The breadcrumb trail is Admin > Import/Export > e-asTTle, NZCER and PACT/TWA. There are three tabs: 'Manage e-asTTle' (active), 'Manage NZCER', and 'Manage PaCT/TWA'. The 'Import file' section includes a 'Locate File' input field with a 'Select' button and an 'Import' button.

**Import file**

Locate File: