1. Select choose file button

2. Locate the excel file needed to be imported
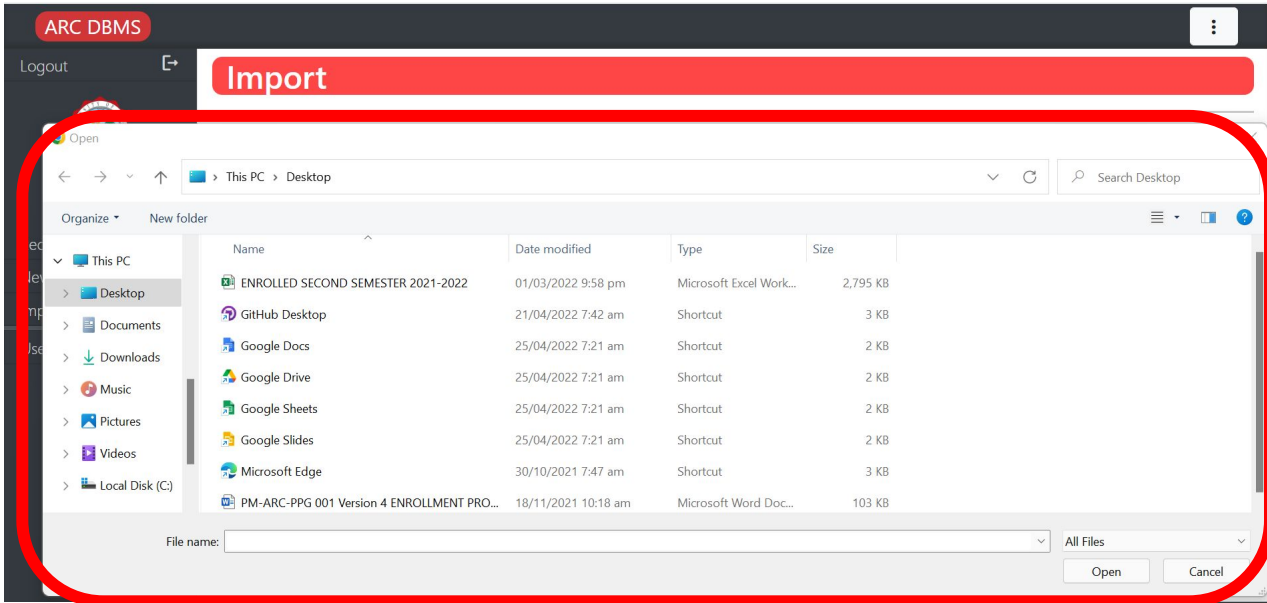
2.1. Select file to be imported

2.2. Select "Open"

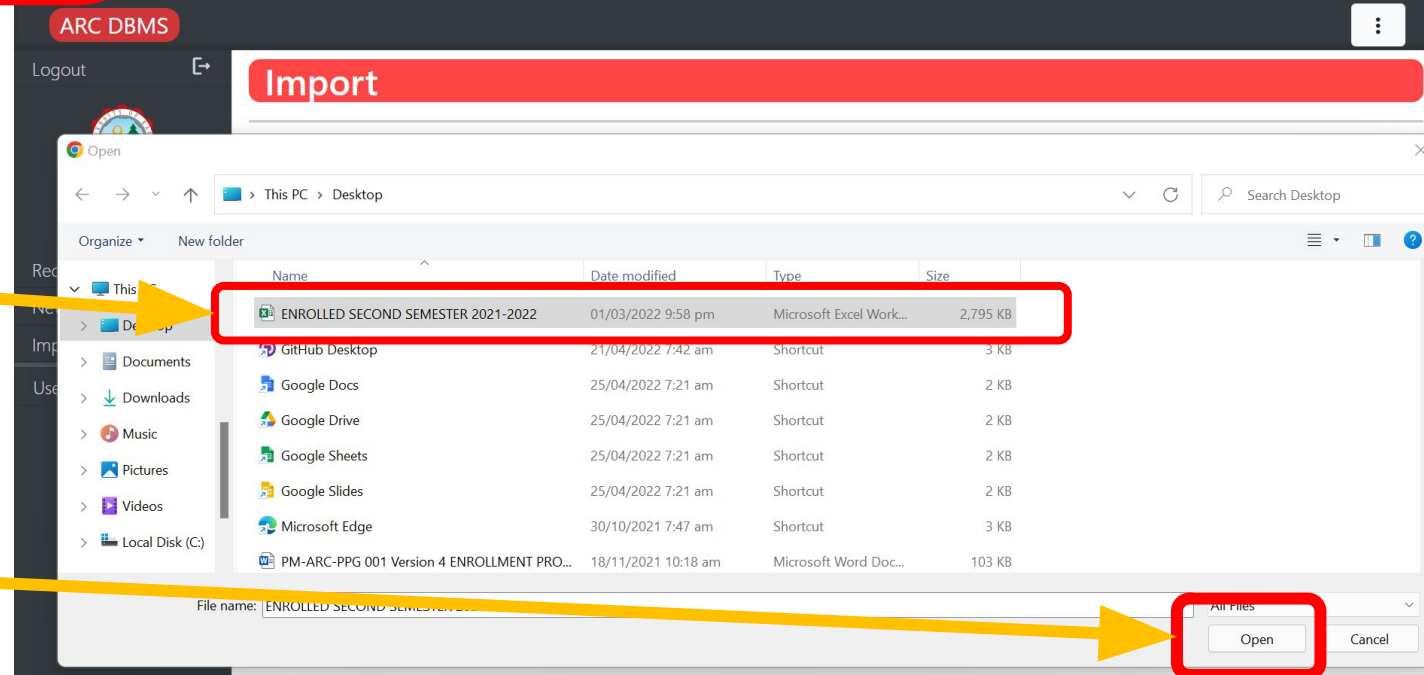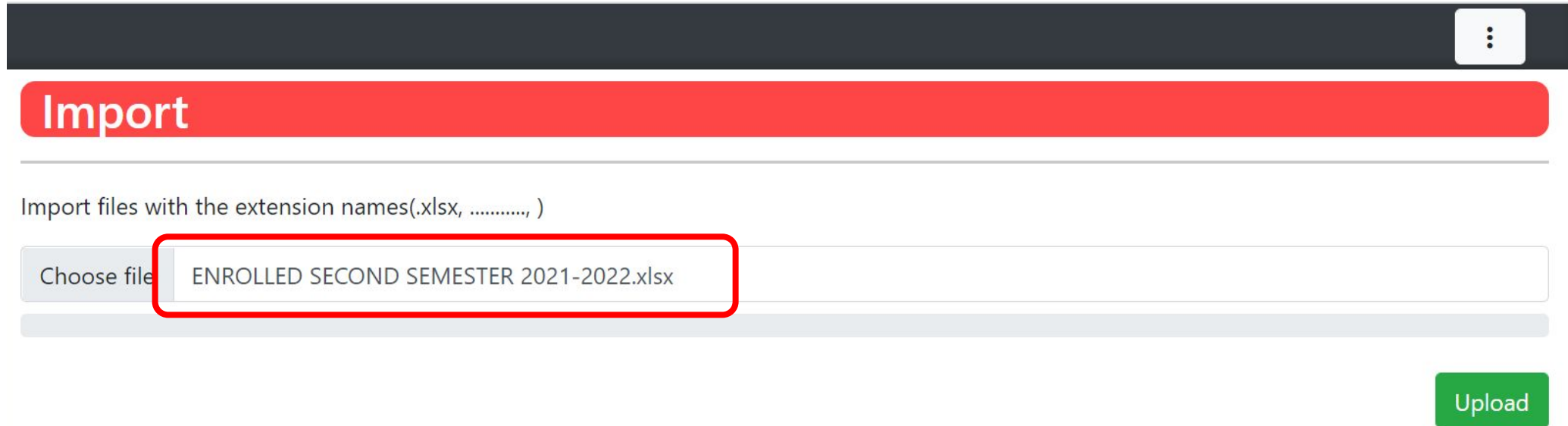# 3. Make sure that the file is selected with the right filename

4. Continue to upload or Cancel the upload
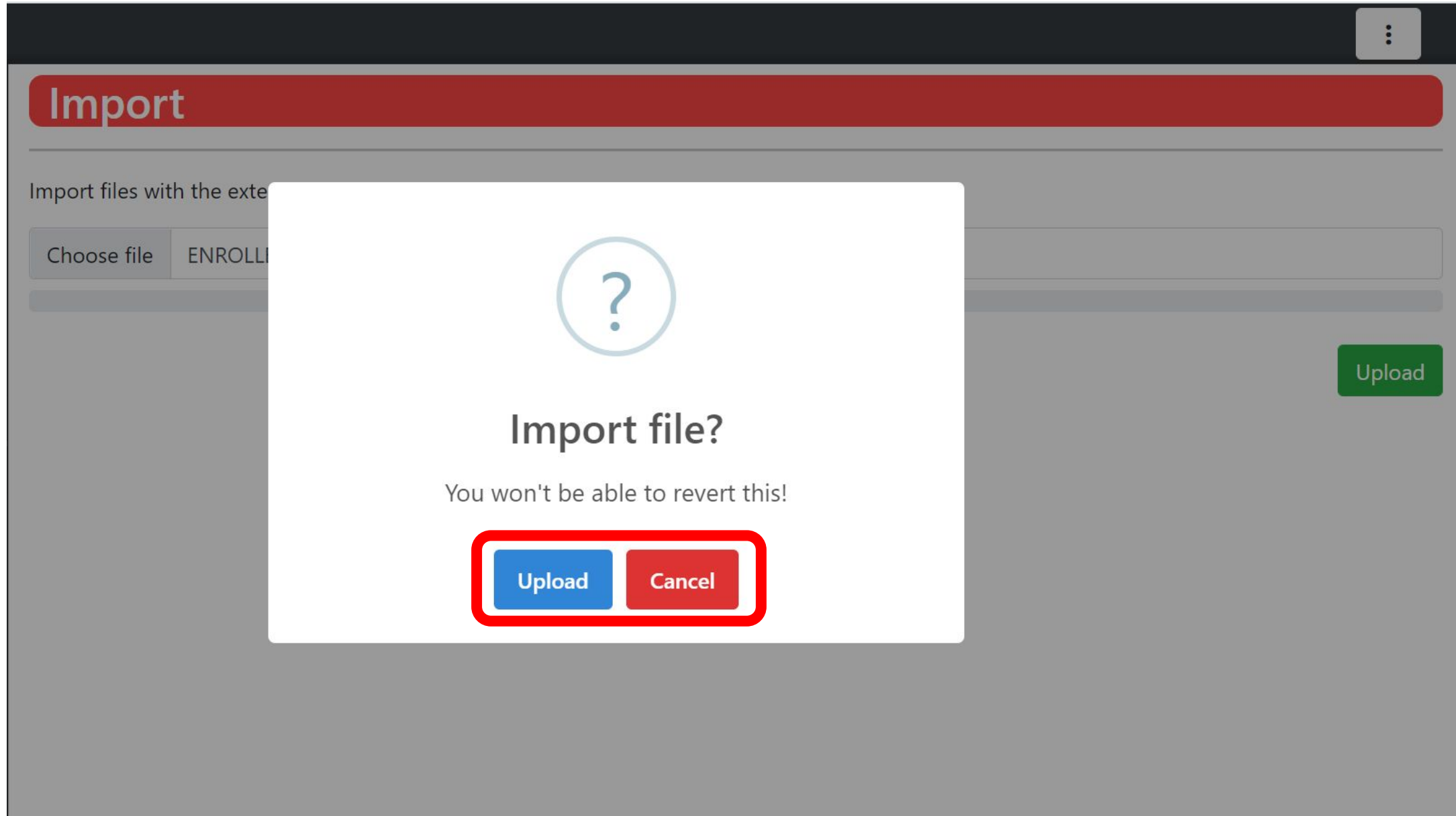
5. Uploading notification will be shown

6. Notification that the records is updated / success notification
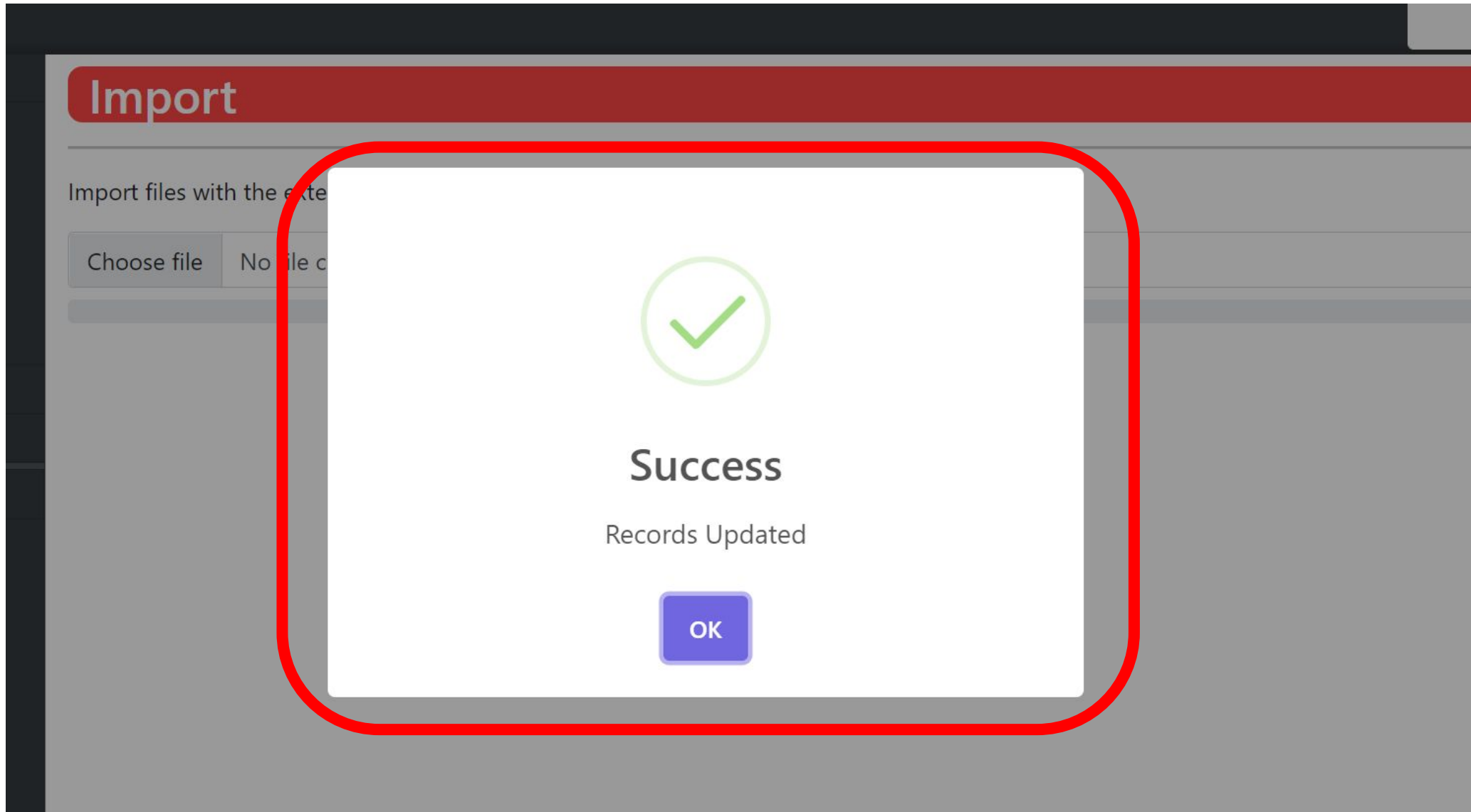
EXCEL FORMAT FOR UPLOADING EXCEL FILE

EXCEL FILE SHOULD HAVE THE FOLLOWING ATTRIBUTES TO BE UPLOADED IN THE SYSTEM's DATABASE

STUDENT ID	LAST NAME	GIVEN NAME	MIDDLE NAME	COMPLETE PROGRAM NAME