

1. Select choose file button

The screenshot shows the ARC DBMS web application interface. On the left is a dark sidebar with navigation links: Logout, a circular logo, Administrator (with a red highlight), Change Password, Records, New Record, Import, and Users. The main content area has a red header bar labeled 'Import'. Below this, it says 'Import files with the extension names(.xlsx, ,)'. A file selection area contains a 'Choose file' button, which is highlighted with a red rectangle, and the text 'No file chosen'. An 'Upload' button is located at the bottom right of the main area.

ARC DBMS

Logout

Administrator

Change Password

Records

New Record

Import

Users

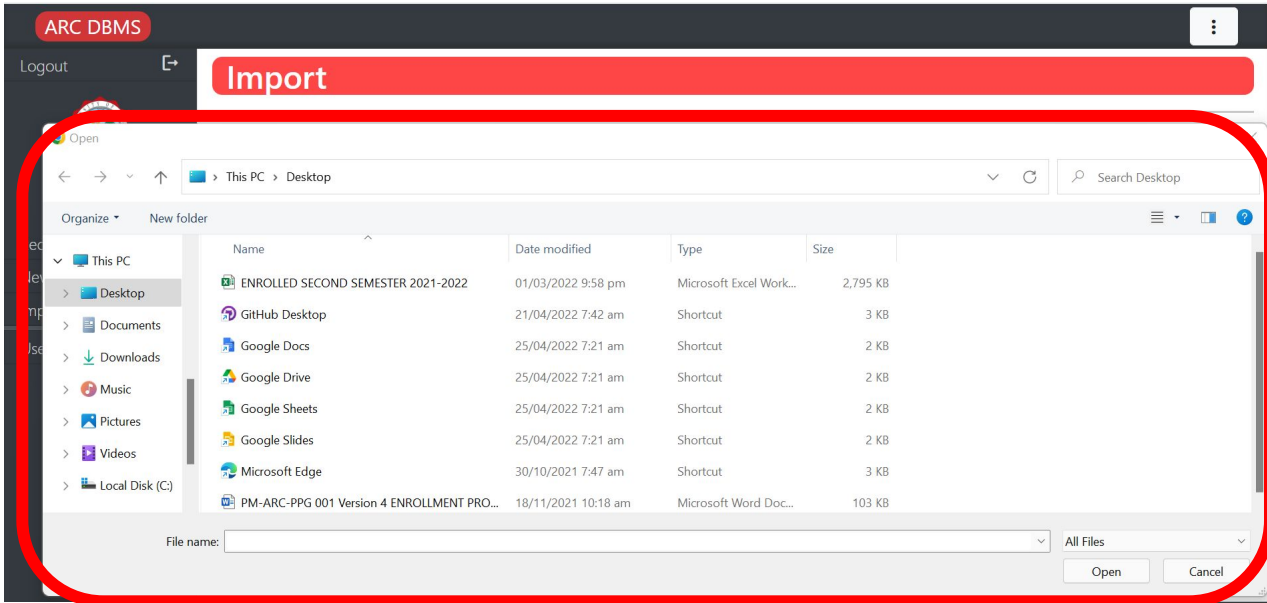
Import

Import files with the extension names(.xlsx, ,)

Choose file No file chosen

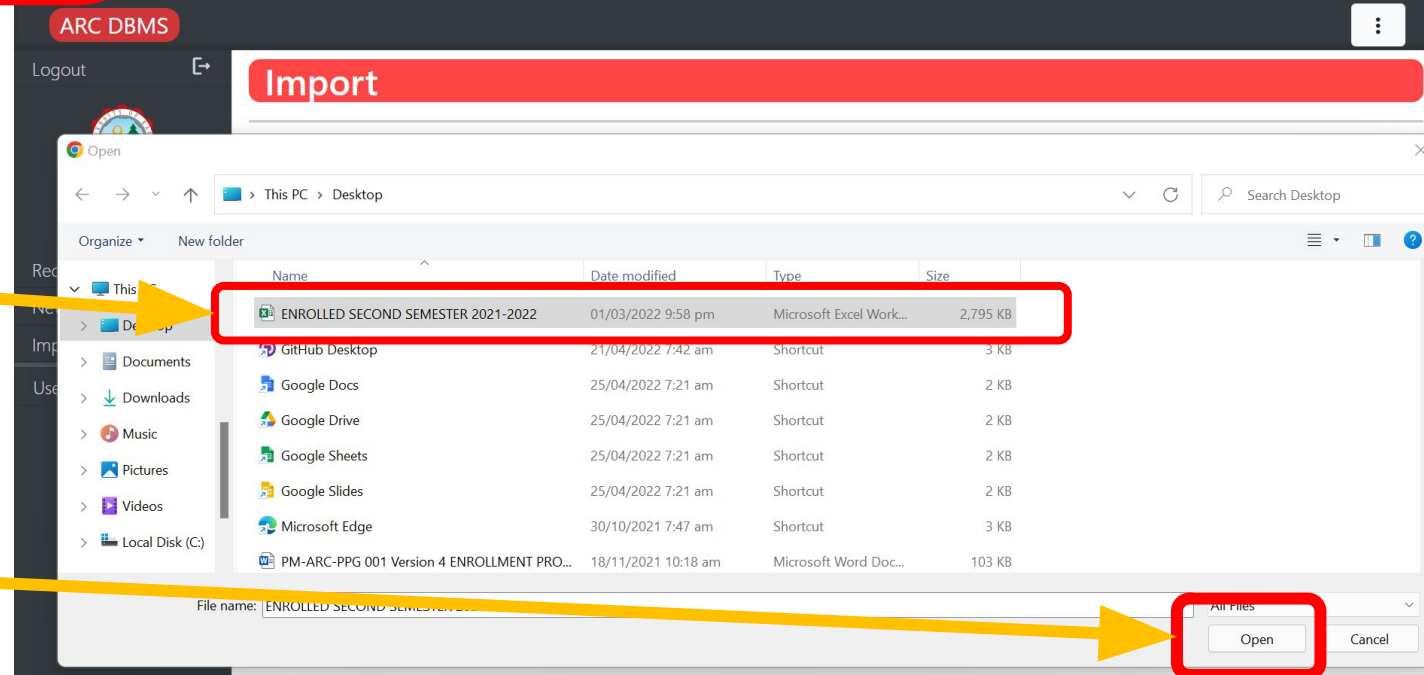
Upload

2. Locate the excel file needed to be imported

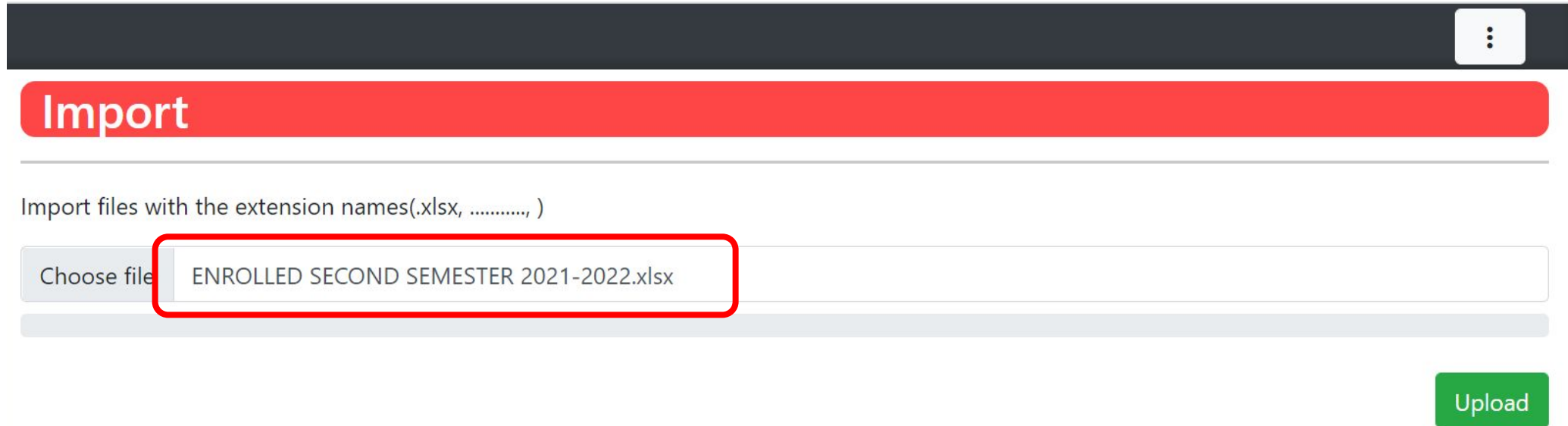


2.1. Select file to be imported

2.2. Select "Open"



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



The screenshot shows a web interface for importing files. At the top is a dark grey header bar with a white menu icon (three vertical dots) on the right. Below the header is a red bar with the word "Import" in white. Underneath is a horizontal line, followed by the text "Import files with the extension names(.xlsx, ,)". Below this is a file selection area. It consists of a light grey button labeled "Choose file" and a text input field. The input field contains the text "ENROLLED SECOND SEMESTER 2021-2022.xlsx", which is highlighted by a red rectangular box. Below the input field is a light grey bar. At the bottom right of the form is a green button labeled "Upload".

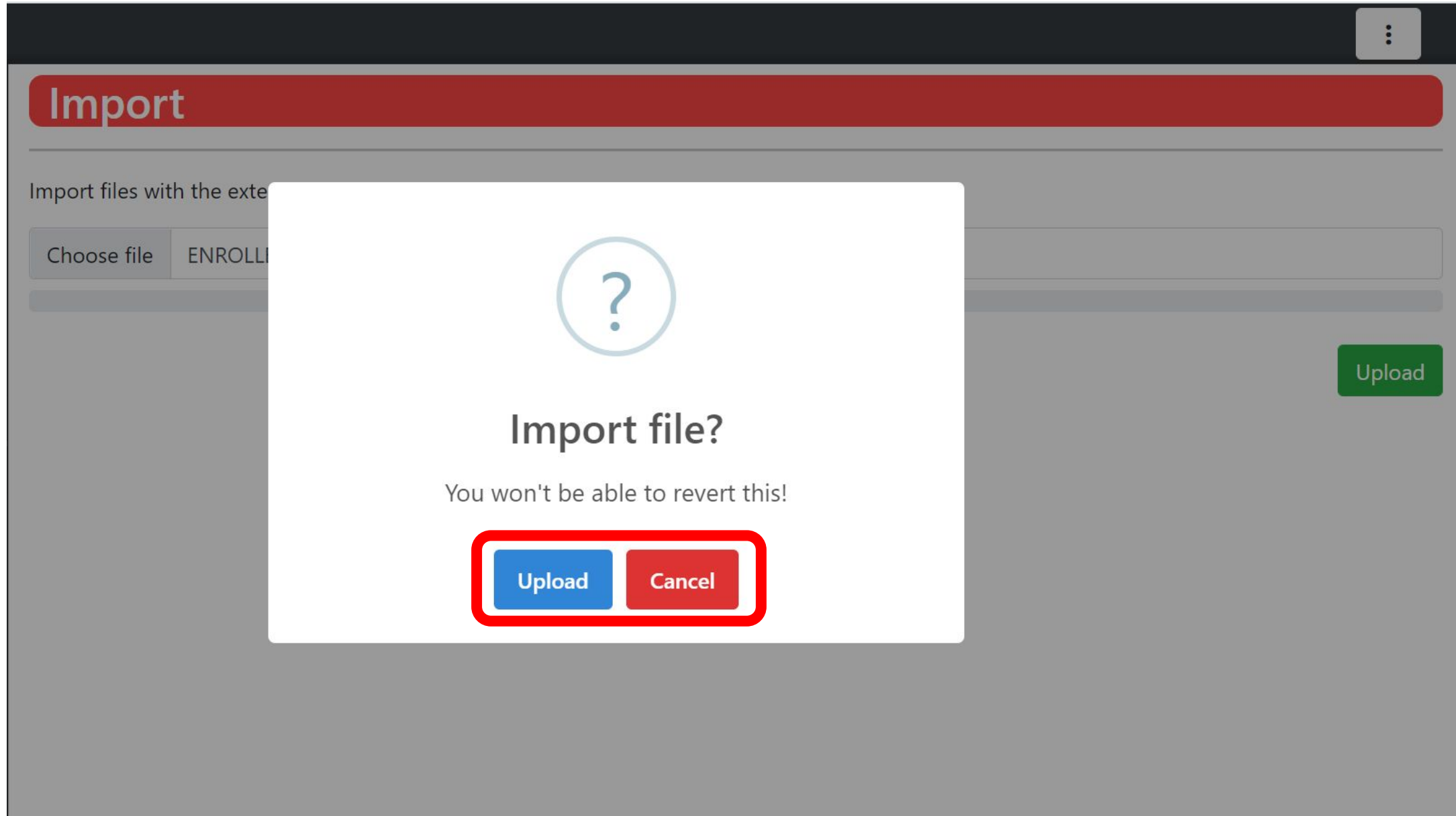
Import

Import files with the extension names(.xlsx, ,)

Choose file ENROLLED SECOND SEMESTER 2021-2022.xlsx

Upload

4. Continue to upload or Cancel the upload



5. Uploading notification will be shown


Import

Import files with the extension names(.xlsx, ,)

Choose file

ENROLLED SECOND SEMESTER 2021-2022.xlsx

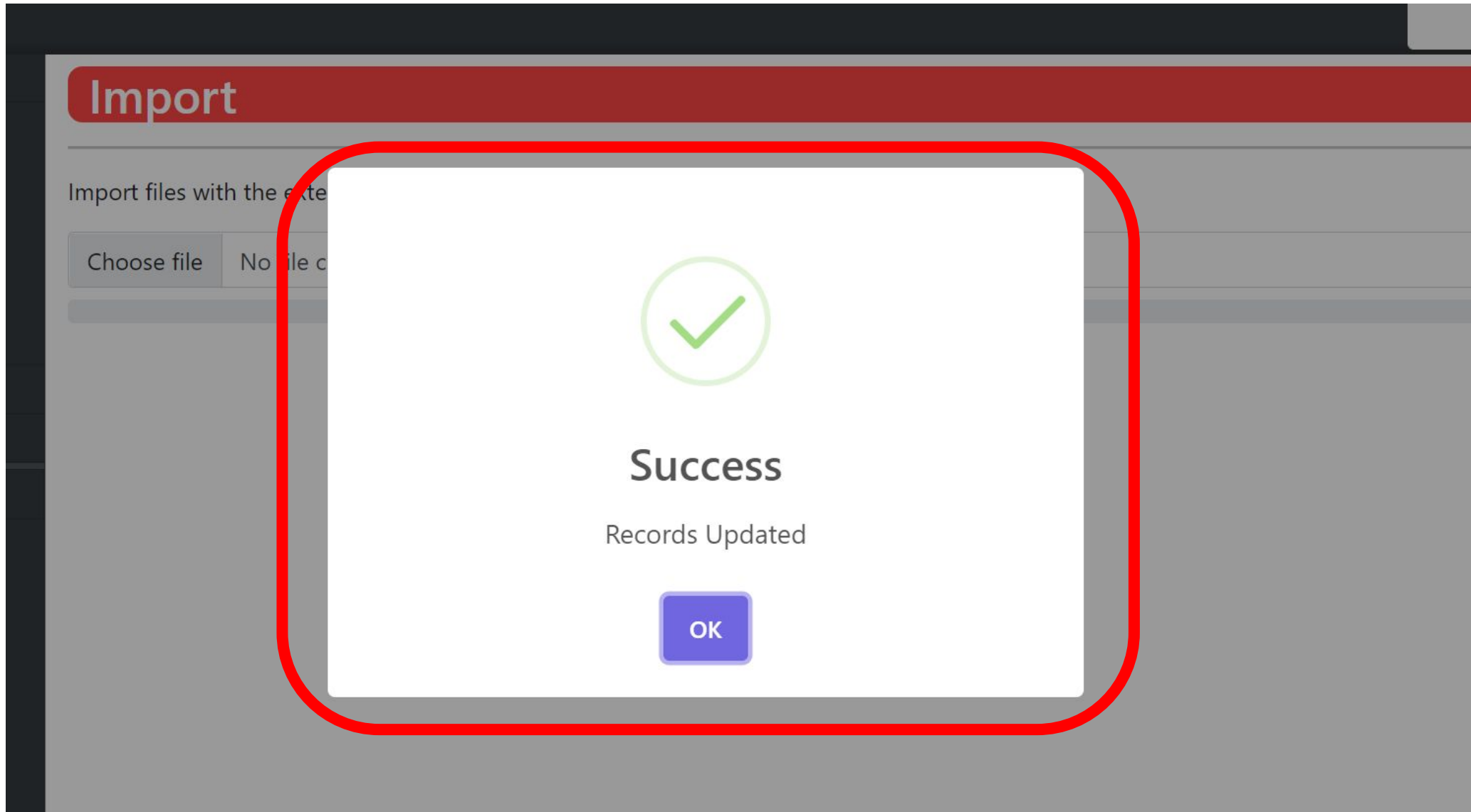
Upload



Uploading

You'll be notified after upload

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