1. Select choose file button

2. Locate the excel file needed to be imported
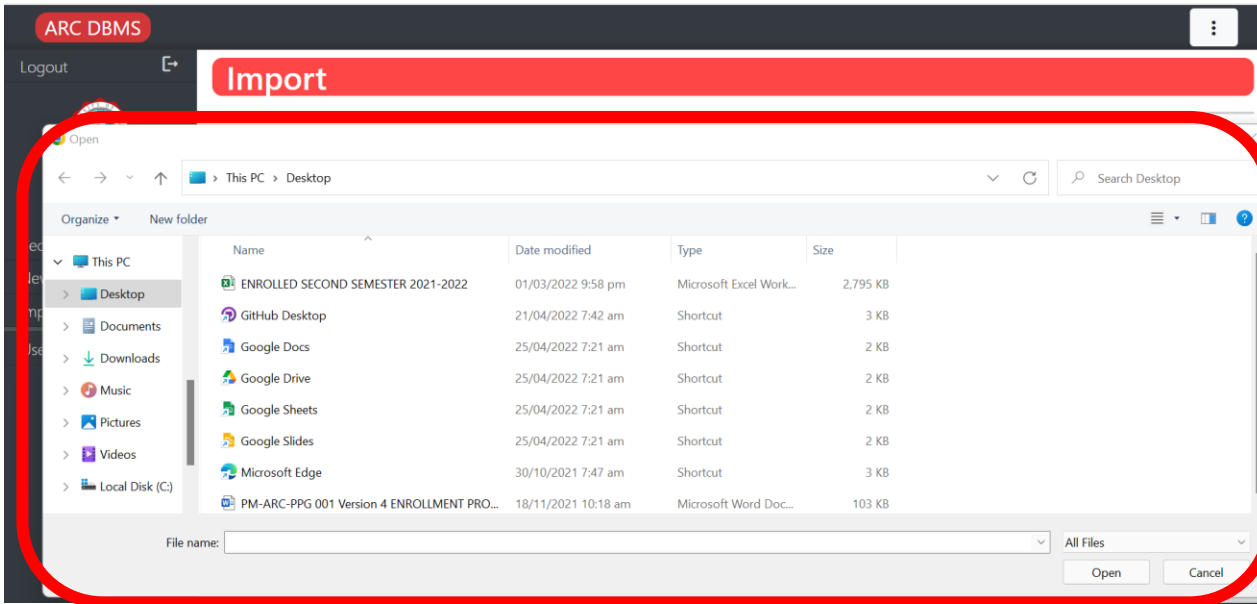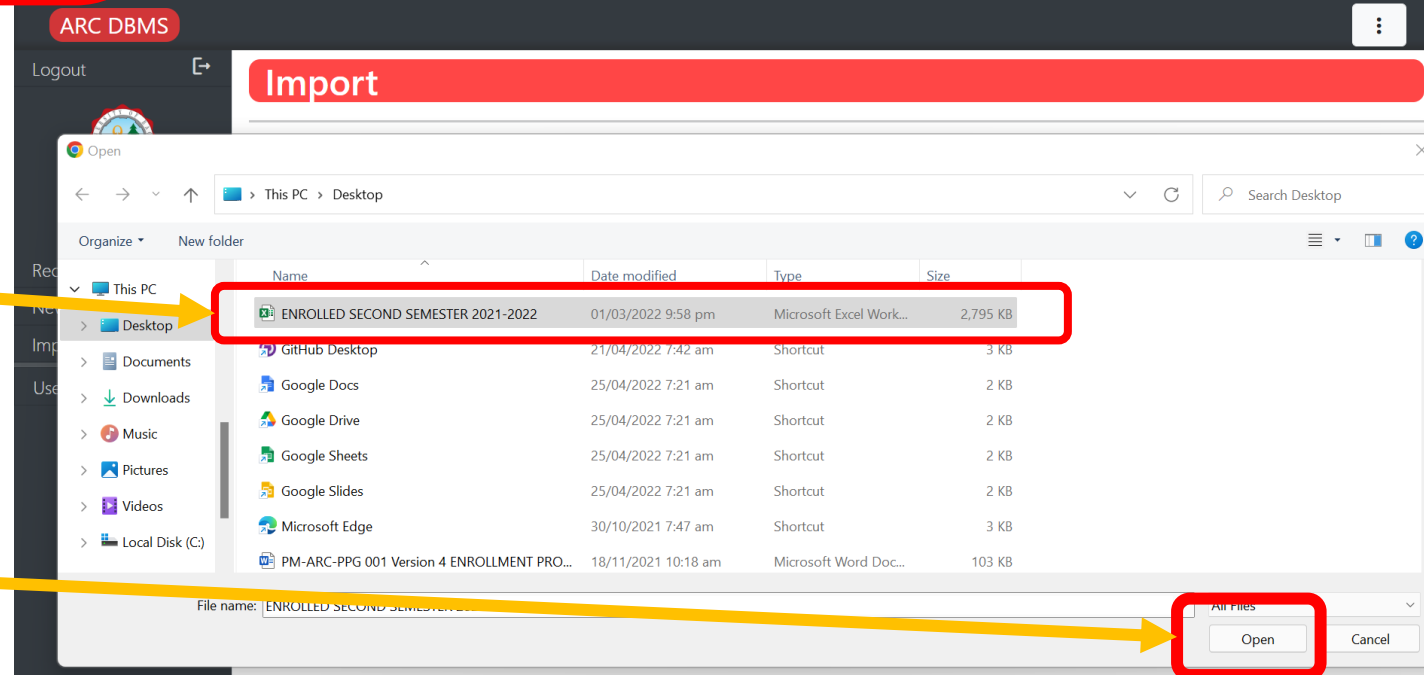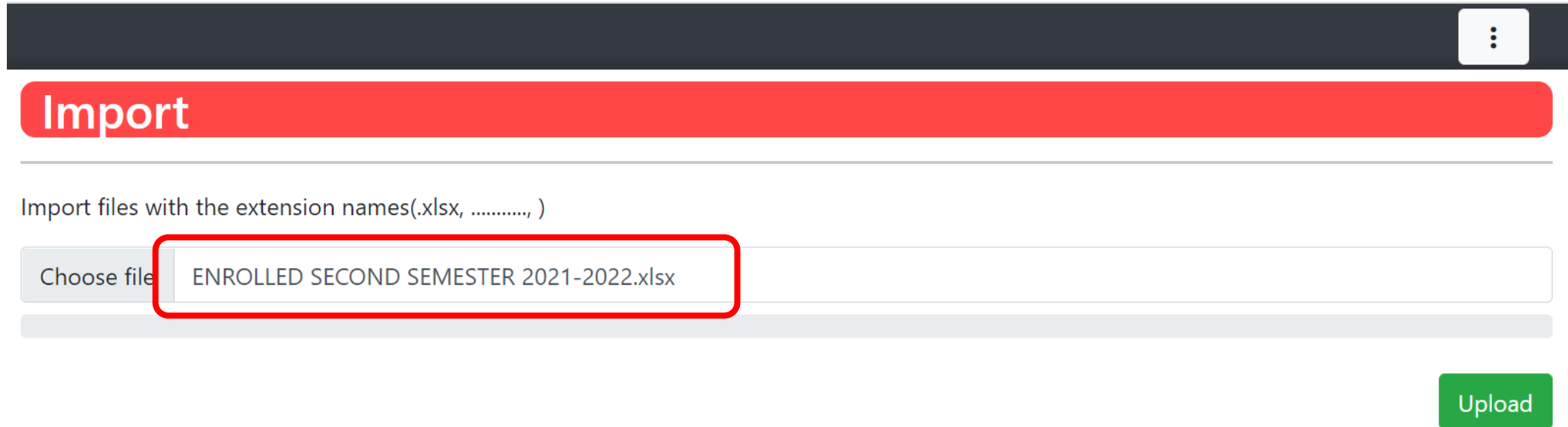

2.1. Select file to be imported

2.2. Select "Open"

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

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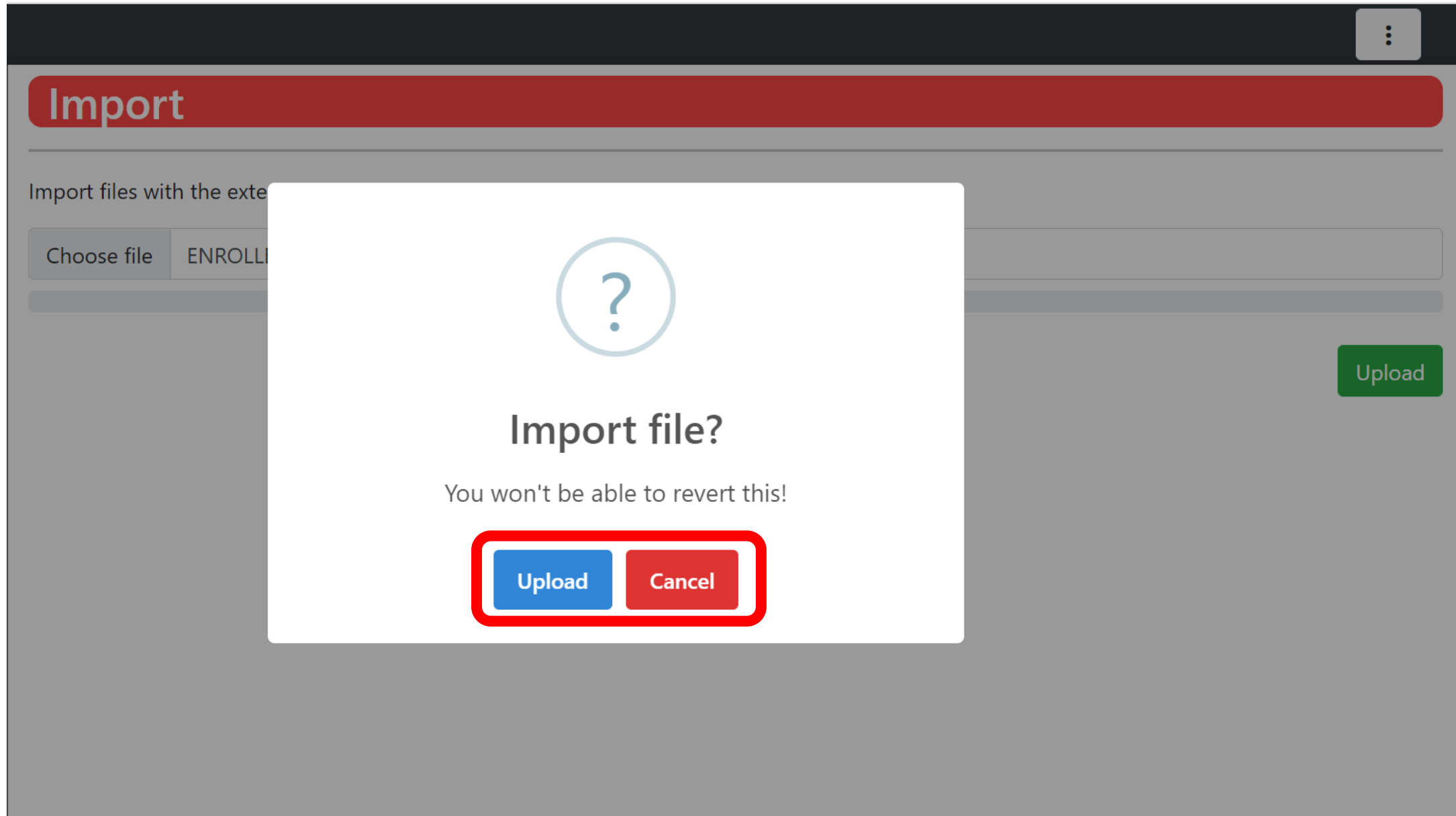
5. Uploading notification will be shown

6. Notification that the records is updated / success notification