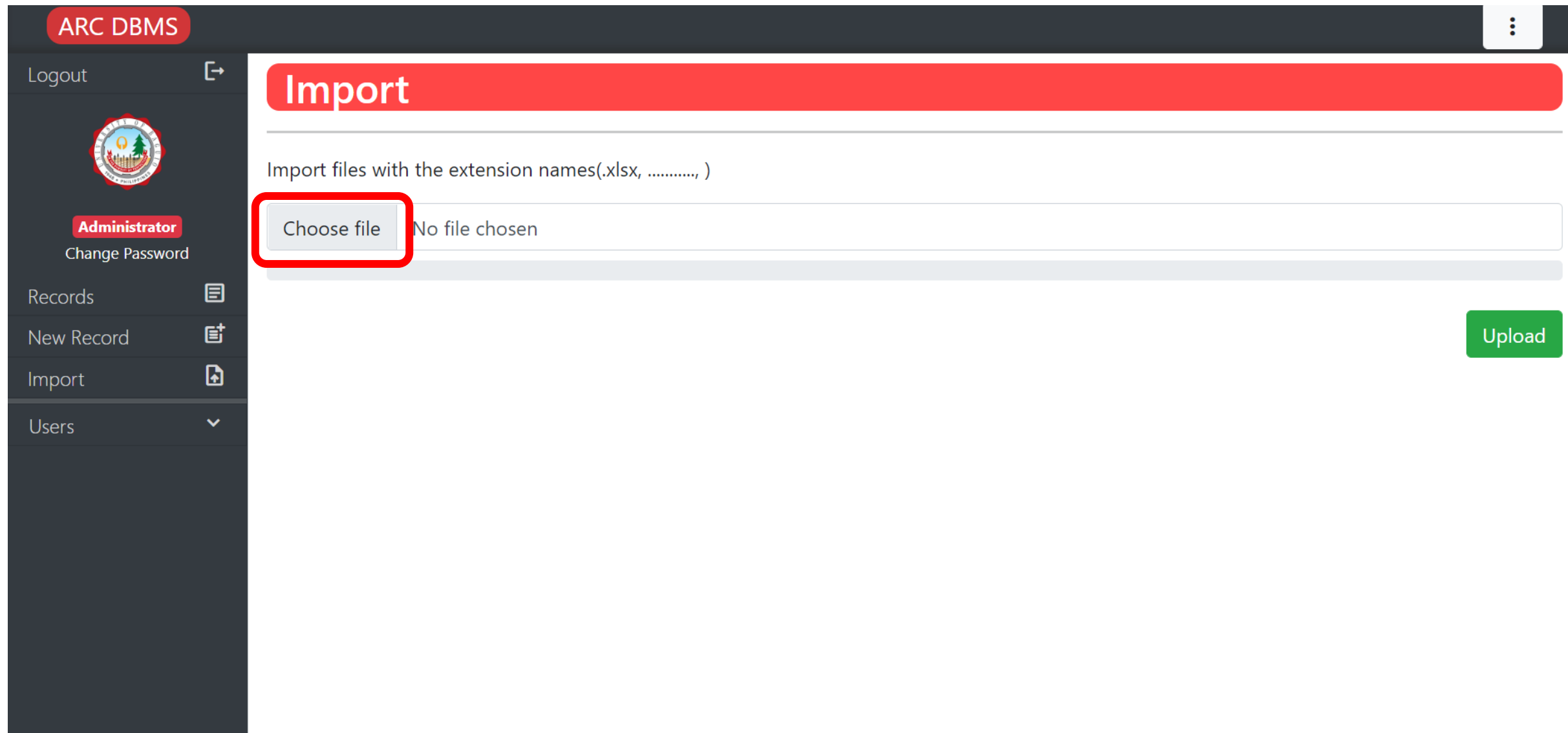



1. Select choose file button



ARC DBMS

Logout



Administrator

Change Password

Records

New Record

Import

Users

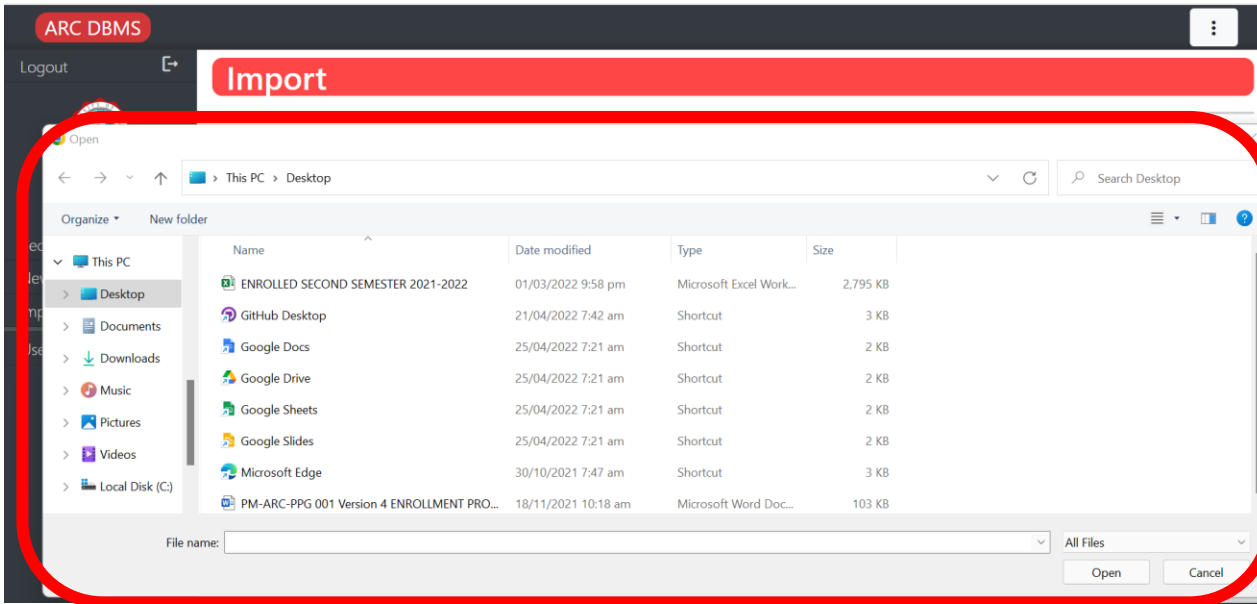
Import

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

Choose file No file chosen

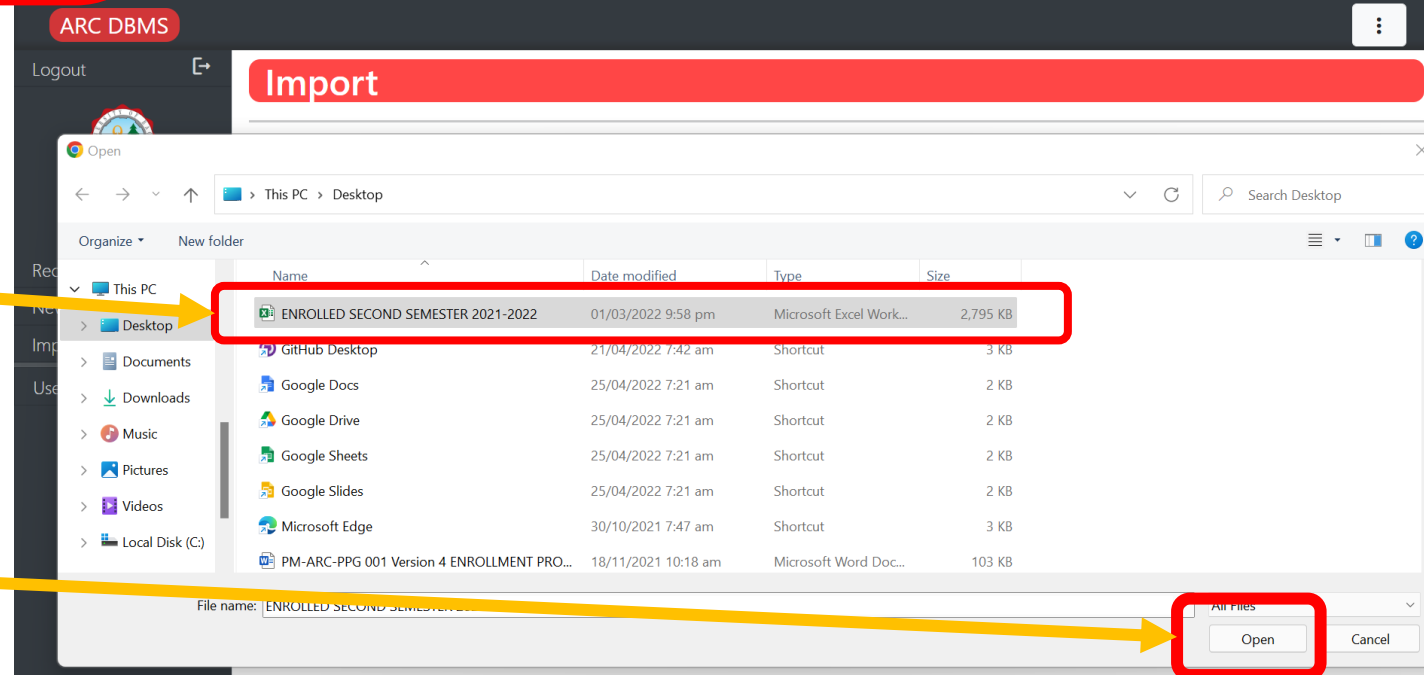
Upload

2. Locate the excel file needed to be imported

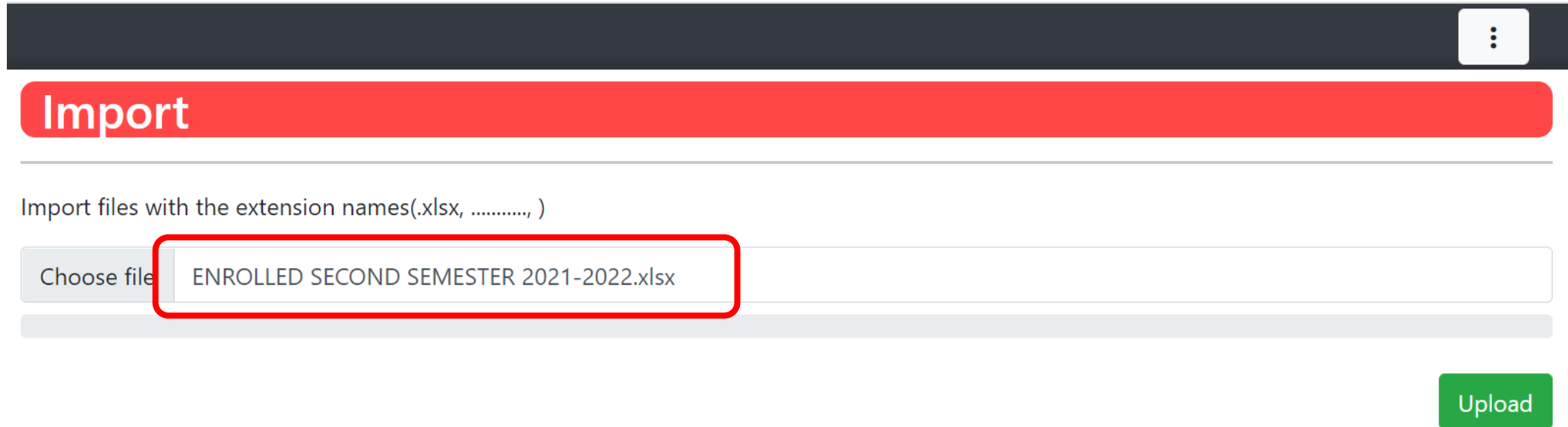


2.1. Select file to be imported

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, there is a dark grey header bar with a white three-dot menu icon on the right. Below the header is a prominent red bar with the word "Import" in white text. Underneath the red bar, a horizontal line separates the header from the main content area. The text "Import files with the extension names(.xlsx, ,)" is displayed in a small, grey font. Below this text 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 horizontal bar. In the bottom right corner of the interface, there is a green button with the word "Upload" in white text.

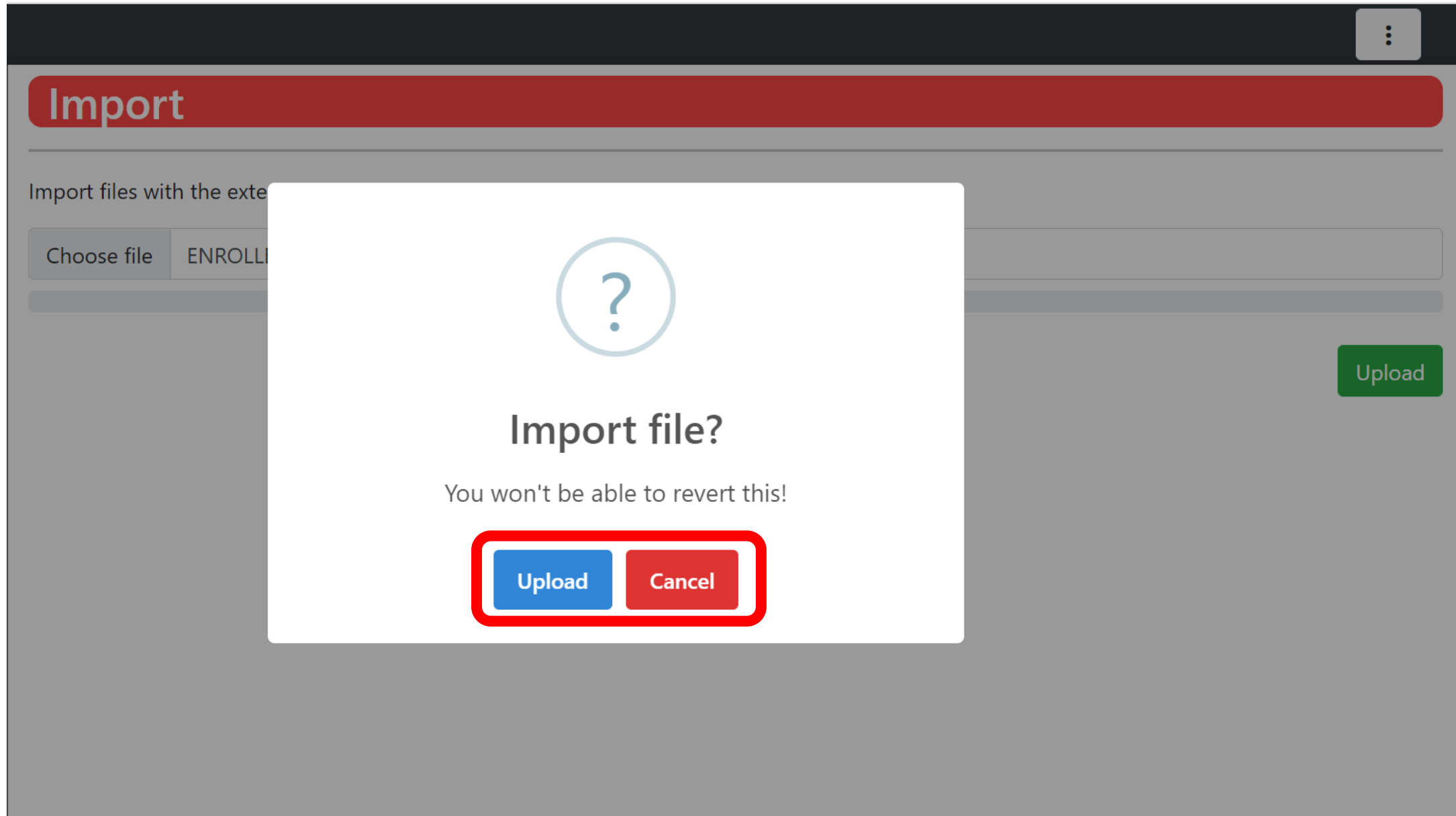
Import

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

6. Notification that the records is updated / success notification

