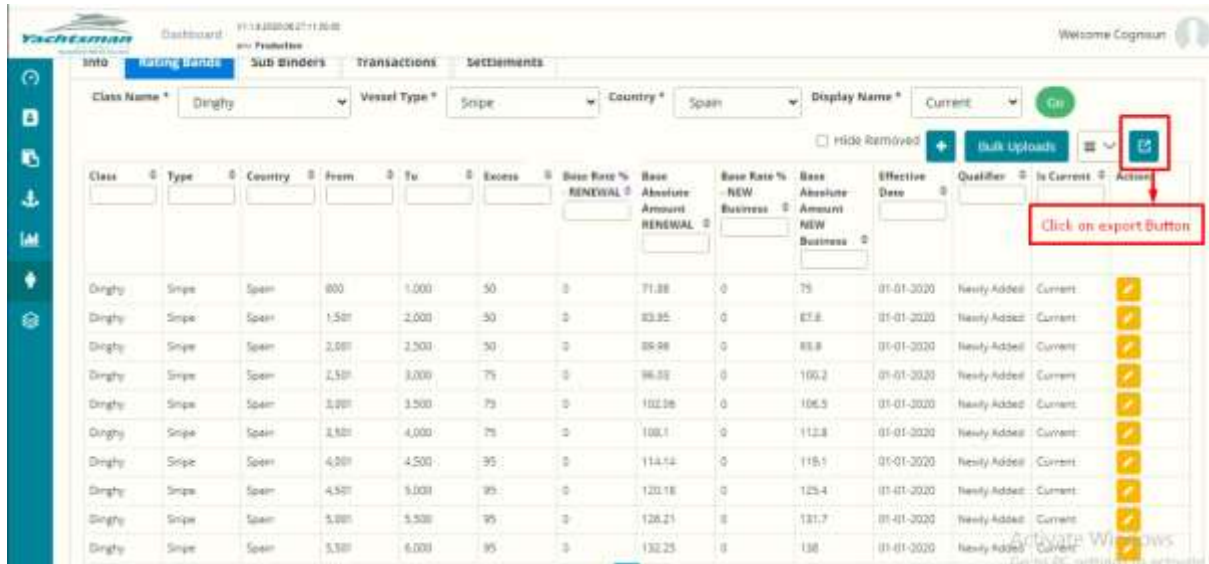


# Binder Bulk Upload Guide

## Step 1: Click on Export Button.

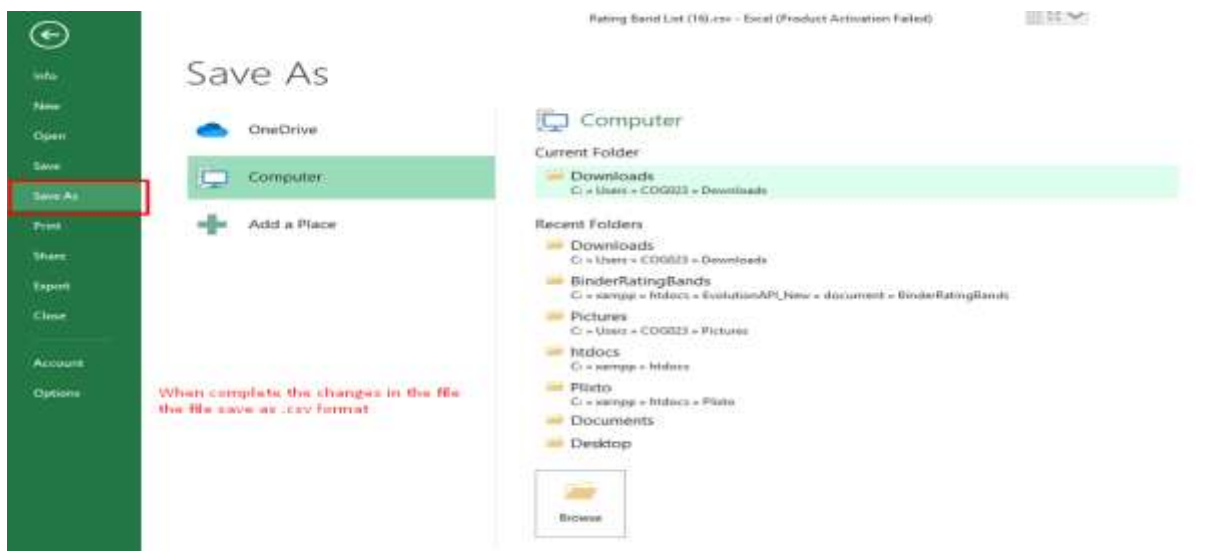


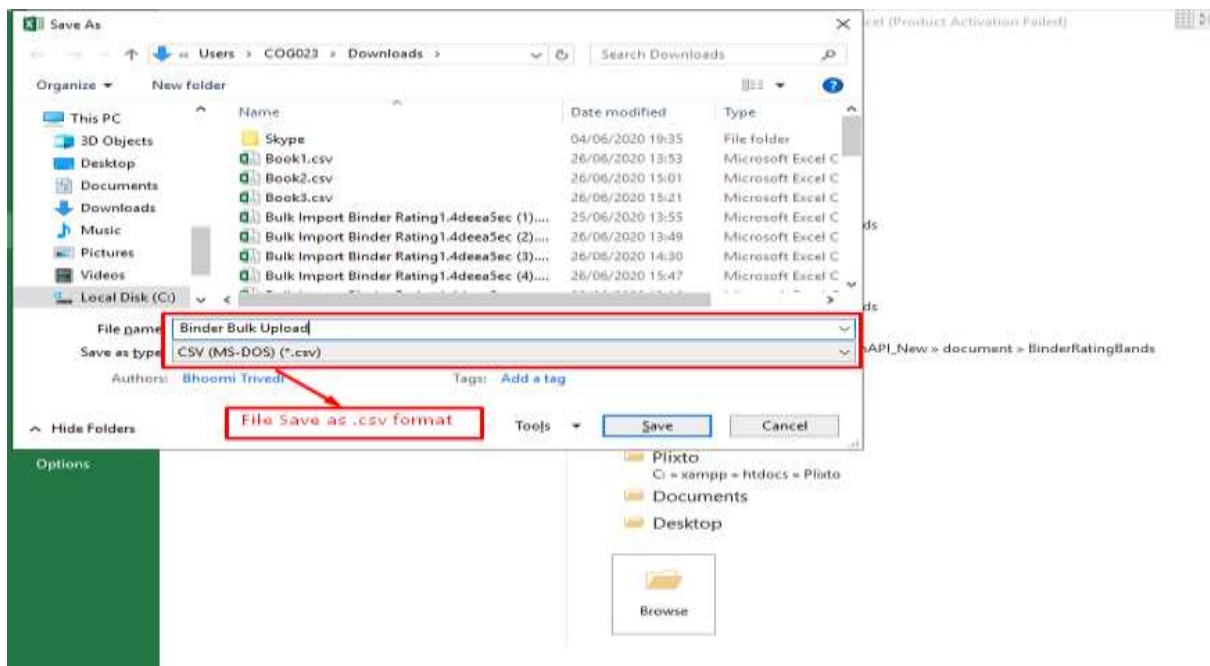
## Step 2: Save the exported file

## Step 3: Open exported file

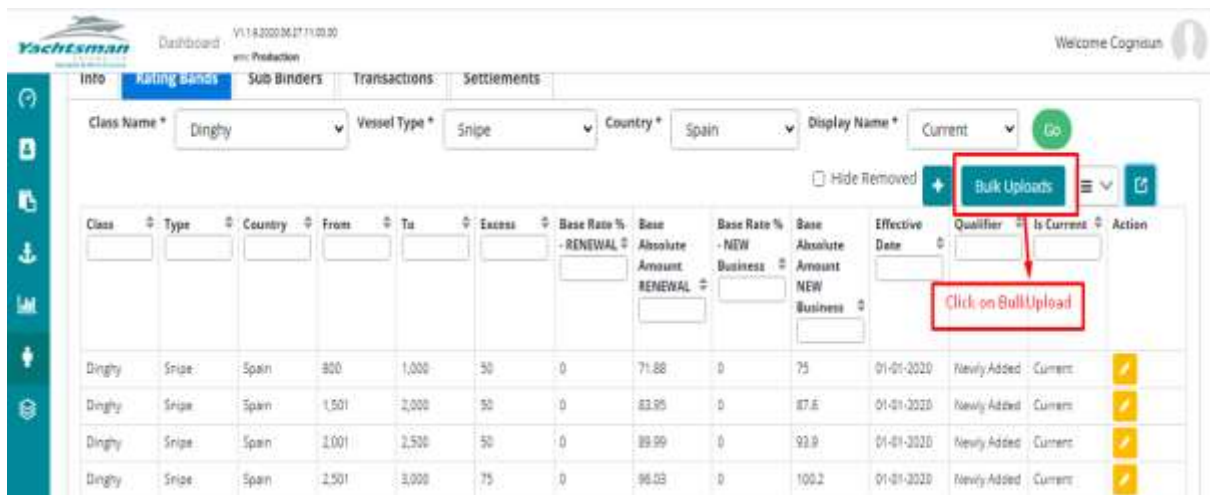
## Step 4: Update your changes in the file

## Step 5: After updating file save as .csv format





## Step 6: Click on Bulk Upload



## Step 7: Select full replacement and Select updated file

The screenshot shows a web application window titled "Bulk Upload". The main heading is "Bulk Import Rating Bands for Binder". Under the "Import Type" section, there are two radio button options: "Full Replacement" (which is selected) and "Incremental". The "Full Replacement" option is highlighted with a red box, and a red arrow points from it to a red box containing the text "Select Full Replacement". Below the "Full Replacement" option, there is a descriptive text: "This Option will completely replace the existing band values with the file value being imported. the band values that are not specified in new file will not be inactivated." The "Incremental" option has a descriptive text: "This Option will only add or update the band values with the file values being imported. The band values that are not specified in the file will stay intact." On the left side, there is a button labeled "Download Sample File". Below this, the "Specify File to Import" section contains a "Choose file" button and the text "No file chosen". A red box highlights the "Choose file" button, and a red arrow points from it to a red box containing the text "Select updated file". At the bottom right, there is a green button labeled "Check File Data" with a right-pointing arrow. The window has a standard macOS-style title bar at the top with the title "Bulk Upload" and window control buttons (close, zoom, full screen).

**Bulk Upload**

Bulk Import Rating Bands for Binder

Import Type

☒ Full Replacement

This Option will completely replace the existing band values with the file value being imported. the band values that are not specified in new file will not be inactivated.

☐ Incremental

This Option will only add or update the band values with the file values being imported. The band values that are not specified in the file will stay intact.

Download Sample File

Specify File to Import

Choose file No file chosen

Check File Data →