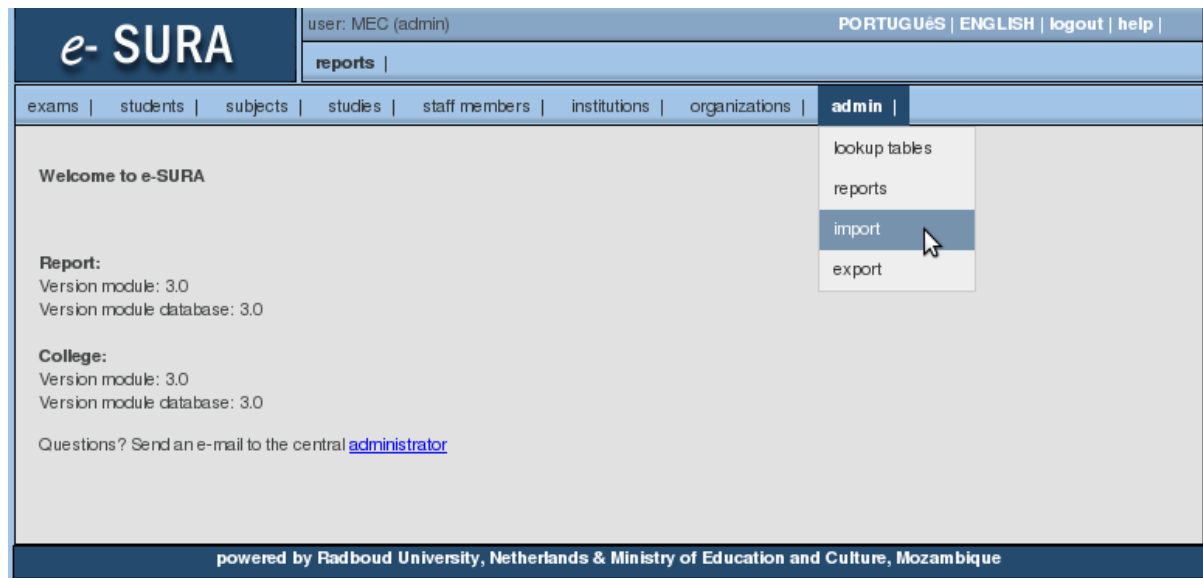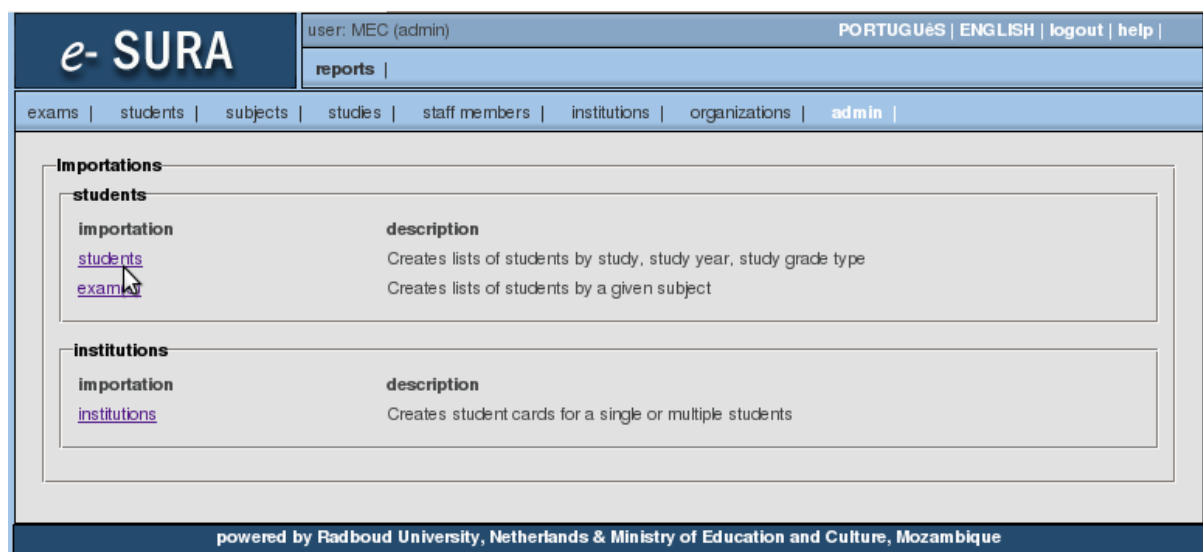Step1:
Go to import link under admin menu

Step2:
Choose what you want to import

Step3:
Choose the file with data for import

Step4:
Choose the items you want to import

The upper table contains the students with no problems for being imported , the lower table contains the list of students with problems.
The last column of the second table enumerates the problems that stop a particular student from being imported.

The import controller compares the data in the XML file against the one in the database for finding duplicating errors .

At this point students are not imported yet , the user has to select the students for importing and then click "Import" .