

Unite Education Program v6.0

Job Aid: 5181

Run a Custom Import Job

After you create a custom data import template, you can import data from a .CSV (comma separated) or .TXT (fixed length) file that has a matching layout.

To run the import job

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. On the *File Processing* tab, click **Imports**.
4. From the **File Type** list box, select **Data Import Templates**.
5. From the **File Layout** list box, select the data import template you want to use.

Note

The template you choose must have a layout that matches the data in your import file. If you do not see a template that matches, you must add a data import template to Unite before you can import data.

6. Select your import options as desired.

Note

Import options vary depending on the data import template you select.

7. Click .
8. On the *Open* window, select the file to import.
9. Click .
10. Click to run the import job.