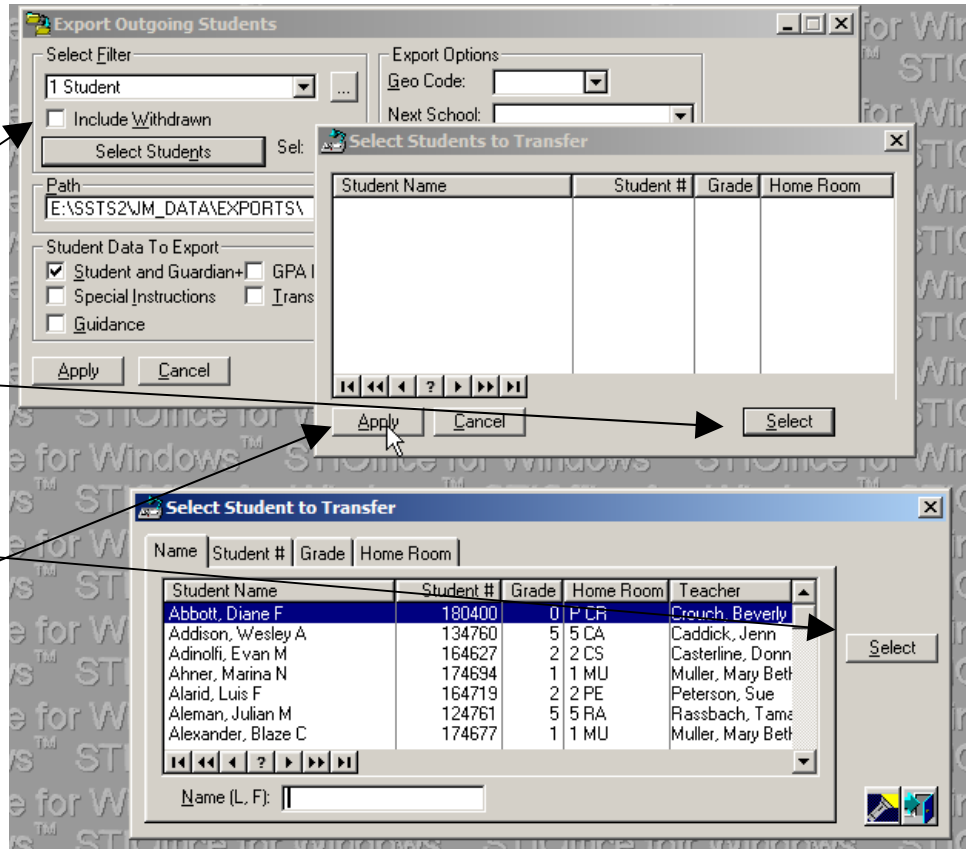
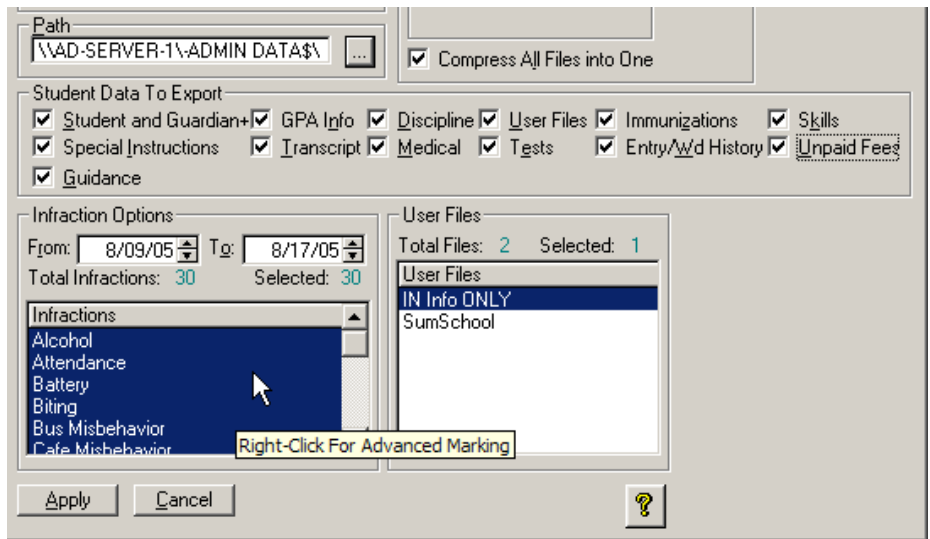
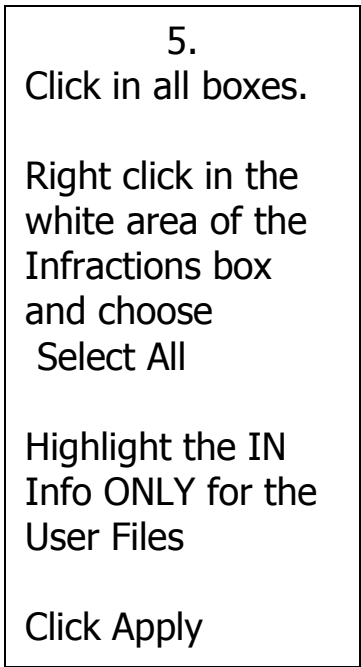
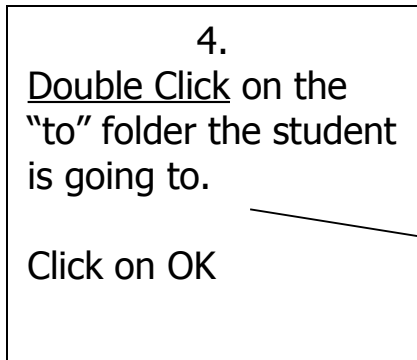
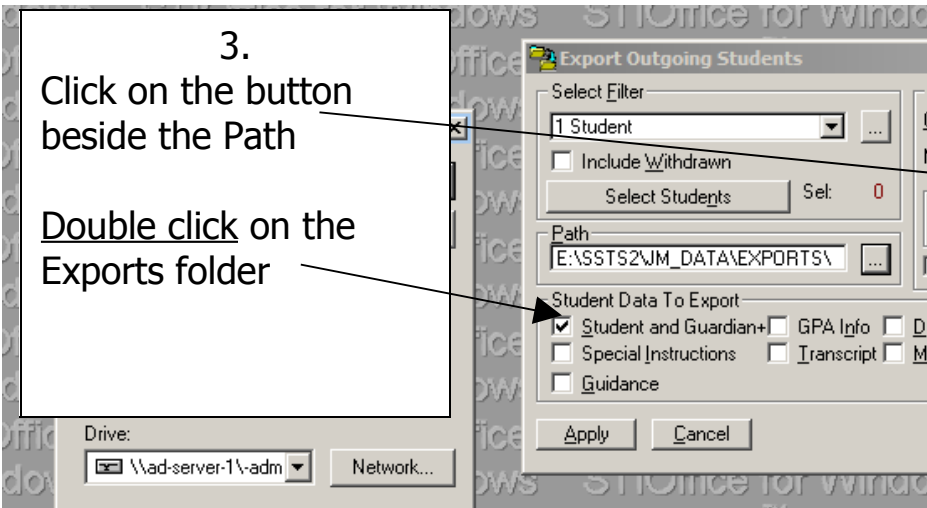


Exporting Students to another Hobart school:

1. Go to Utilities—Students—Export Outgoing

2. Select 1 Student Filter—
Click on Select Students
button
- Click on Select button
on new screen
- Highlight a student to
be exported and click
Select
- Then click Apply





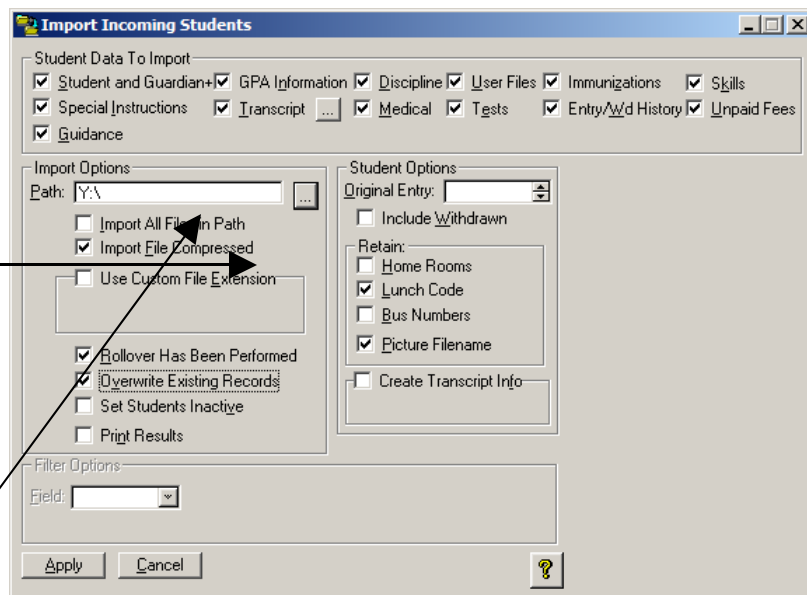
Call the secretary at the next school to let her know that the info has been exported.

Import Incoming Students from another Hobart school:

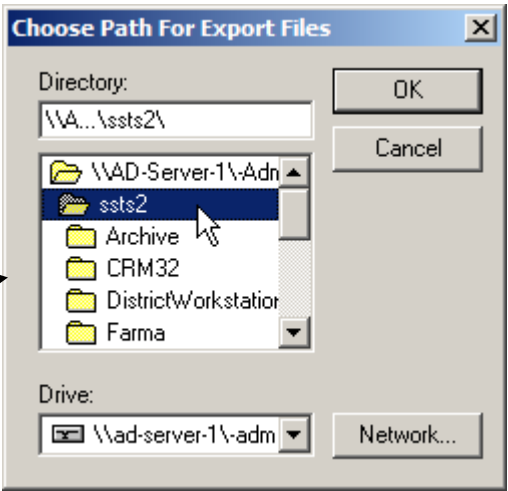
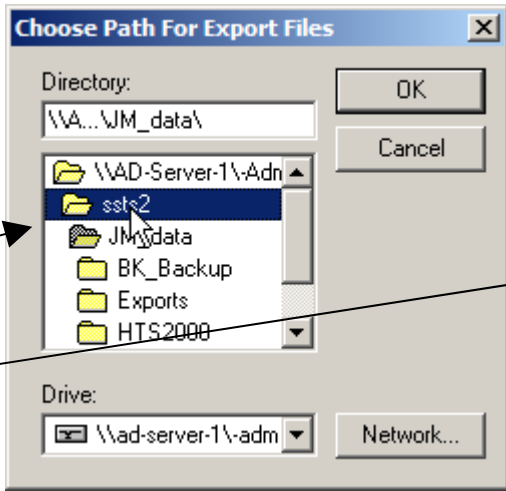
1. Go to Utilities—Students—Import Incoming

2.
Check mark all the
boxes at the top

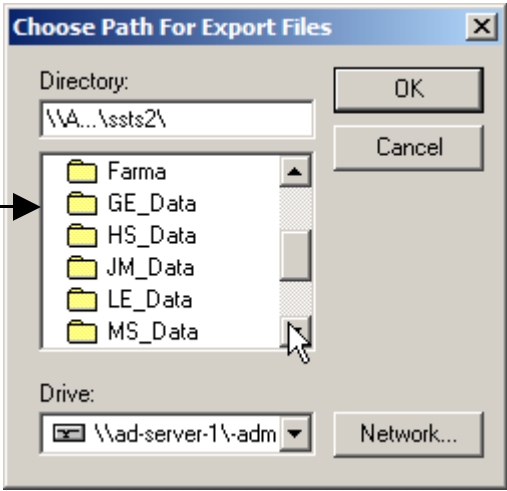
Also check mark:
Lunch Code
Picture filename
Rollover has been
performed
Overwrite
Existing Records



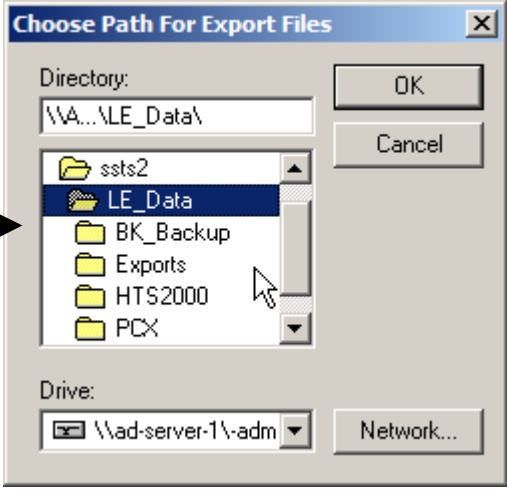
4.
Click on the Path button
Highlight ssts2 folder
Double click on the folder



5.
Scroll down until you see the Data files

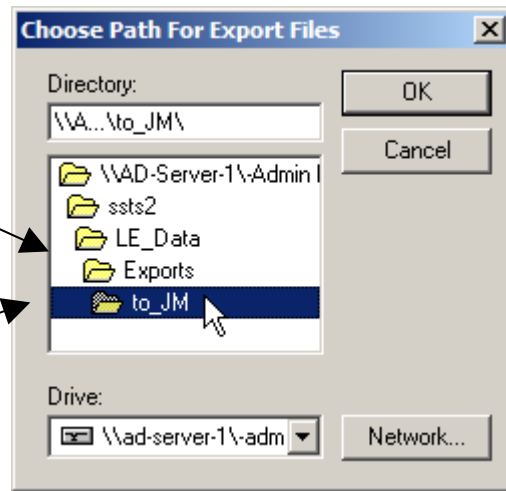


6.
Double click on the school the student is coming from



7.
Double click on the Exports folder

Double click on your school's "to" folder



8.
Click on Apply at the bottom of the screen. Go to Add/Edit and make sure the data went through.