

Importing Student Data from eTap

From the eTAP main menu go to Pupil Lists

From the Columns section select the following fields:

- Unique ID - First field at upper left
- First Name (Should already be selected) - you can untick this and select preferred name instead.
- Surname (Should already be selected) - you can untick this and select preferred surname instead.
- Gender
- DOB
- Year Level
- First started school
- Previous school

At upper right select ' Export file csv' and save the file somewhere on your hard-drive.

Email the file to help@enternow.co.nz and we will check the file and import it for you.

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