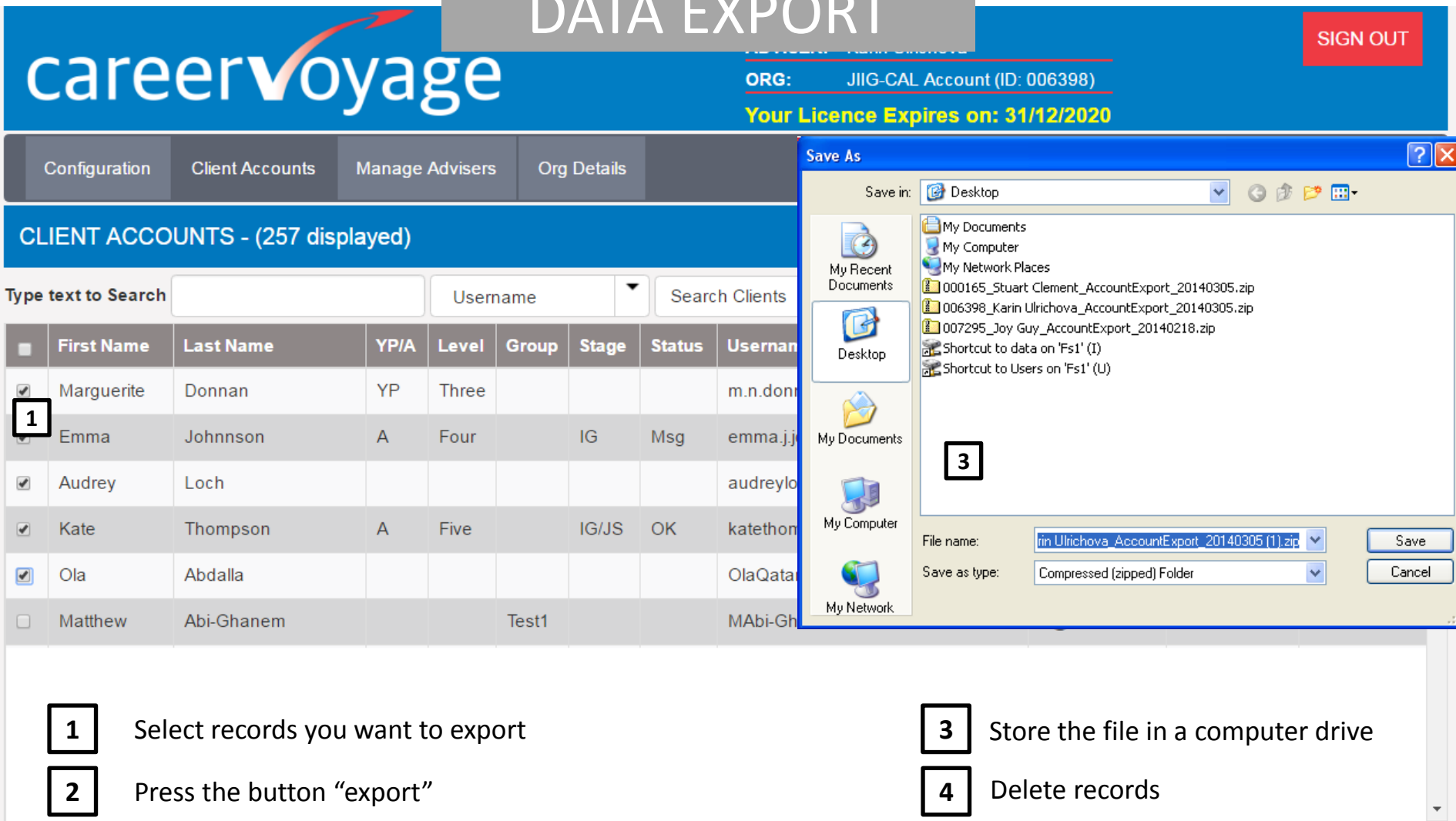
DATA EXPORT



1 Select records you want to export

2 Press the button “export”

3 Store the file in a computer drive

4 Delete records

***Comment**: All records will be exported as a zipped JSON file. To access the records again you have to import the JSON file into Career Voyage application again – see the following slides.*

DATA IMPORT

careervoyage

SIGN OUT

ORG: JIIG-CAL Account (ID: 006398)

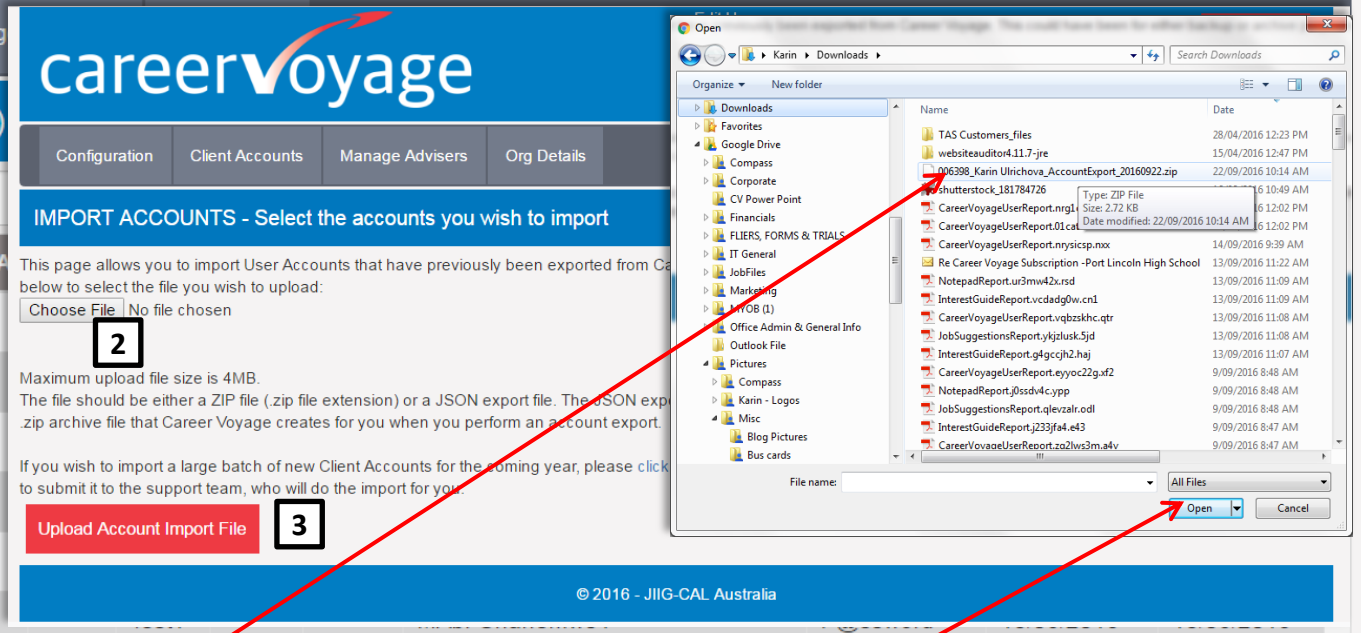
Your Licence Expires on: 31/12/2020

Configuration | Client Accounts | Manag

CLIENT ACCOUNTS - (257 displayed)

Type text to Search

	First Name	Last Name	YP/A
☑	Marguerite	Donnan	YP
☑	Emma	Johnnson	A
☑	Audrey	Loch	
☑	Kate	Thompson	A
☑	Ola	Abdalla	
☐	Matthew	Abi-Ghanem	



1 Press the button “import”

2 Choose the zipped JSON file you want to import and press the button “Open”

3 Press the button “Upload Account Import File”

1

Temp Client List | Import | Change Group | Report Centre | Open Record

Client List Report | Export | Check IG | Delete Records | Add Temp Accounts

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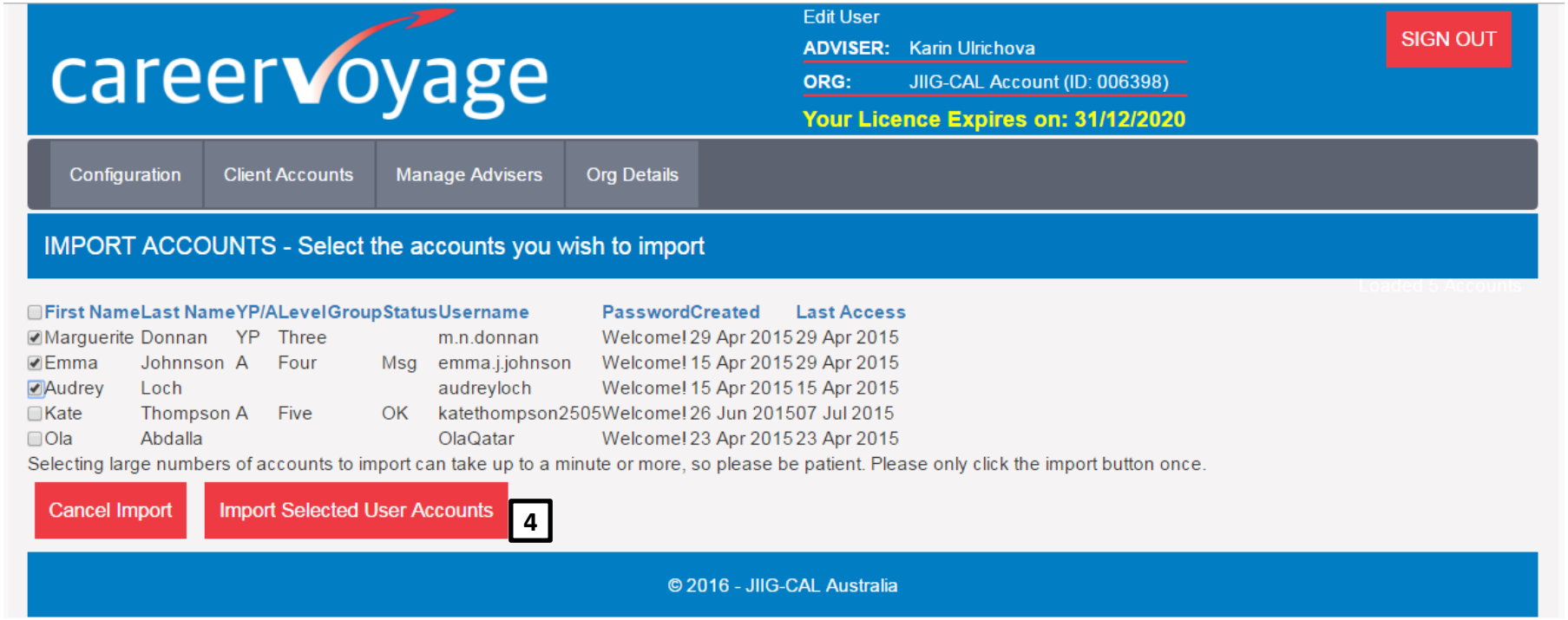
DATA IMPORT



4 The software will ask you to choose client records you want to import.
After your selection, press the button “Import Selected User Accounts”

DATA IMPORT

careervoyage

ORG: JIIG-CAL Account (ID: 006398)

Your Licence Expires on: 31/12/2020

SIGN OUT

Configuration | Client Accounts | Manage Advisers | Org Details

CLIENT ACCOUNTS - (255 displayed) Accounts Used: 254 Total Allowed: 500

Type text to Search | Search text | Username | Search Clients | Reset

First Name	Last Name	YP/A	Level	Group	Stage	Status	Username	Password	Created Date	Last Access
Marguerite	Donnan	YP	Three						22/09/2016	22/09/2016
Emma	Johnnson		Four		IG	Msg			22/09/2016	22/09/2016
Audrey	Loch								22/09/2016	22/09/2016
Matthew	Abi-Ghanem			Test1					18/06/2015	18/06/2015
Matthew	Abi-Ghanem								16/06/2015	16/06/2015
Mark	Achburner								14/05/2015	14/05/2015
Career	Advisor								09/06/2015	09/06/2015
Career	Advisor	YP	Five		IG/JS	OK			09/06/2015	07/10/2015
Georgia*	Albertella								16/06/2015	16/06/2015
Georgia	Albertella			Test1					18/06/2015	18/06/2015

Imported records

Comments:
Created Date for imported records is the date of import

If you import records which haven't been deleted after the export, the system will create duplicate records.

Temp Client List | Import | Change Group | Report Centre | Open Record

Client List Report | Export | Check IG | Delete Records | Add Temp Accounts

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