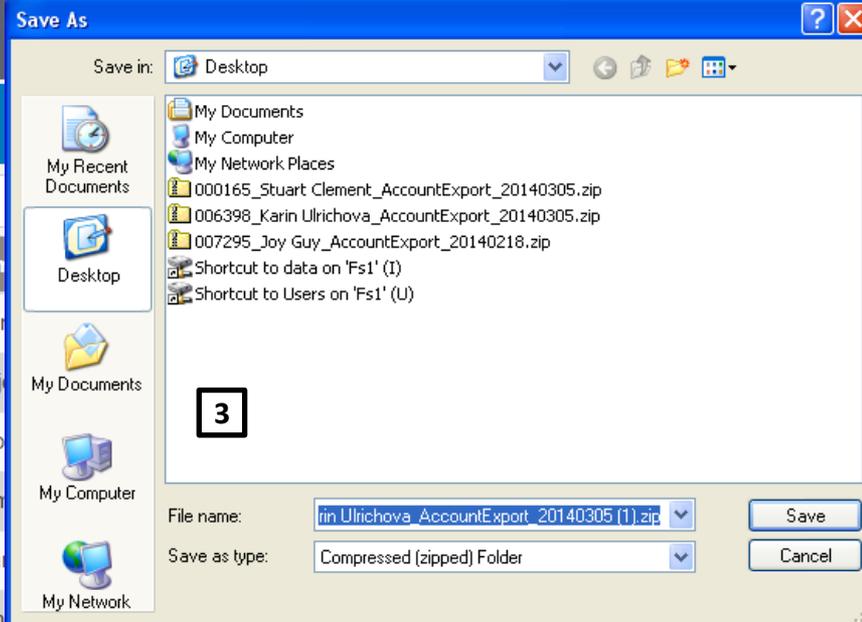


CLIENT ACCOUNTS - (257 displayed)

Type text to Search Username Search Clients

	First Name	Last Name	YP/A	Level	Group	Stage	Status	Username
<input checked="" type="checkbox"/>	Marguerite	Donnan	YP	Three				m.n.donnan
<input checked="" type="checkbox"/>	Emma	Johnnson	A	Four		IG	Msg	emma.jjohnson
<input checked="" type="checkbox"/>	Audrey	Loch						audreyloch
<input checked="" type="checkbox"/>	Kate	Thompson	A	Five		IG/JS	OK	katethompson
<input checked="" type="checkbox"/>	Ola	Abdalla						OlaQatar
<input type="checkbox"/>	Matthew	Abi-Ghanem			Test1			MAbi-Ghanem



1 Select records you want to export

2 Press the button "export"

3 Store the file in a computer drive

4 Delete records

Temp Client List Import Change Group Report Centre Open Record

Client List Report **2** Export Check IG Delete Records **4** Add Temp Accounts

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.

Type text to Search

	First Name	Last Name	YPI/A
<input checked="" type="checkbox"/>	Marguerite	Donnan	YP
<input checked="" type="checkbox"/>	Emma	Johnson	A
<input checked="" type="checkbox"/>	Audrey	Loch	
<input checked="" type="checkbox"/>	Kate	Thompson	A
<input checked="" type="checkbox"/>	Ola	Abdalla	
<input type="checkbox"/>	Matthew	Abi-Ghanem	

IMPORT ACCOUNTS - Select the accounts you wish to import

This page allows you to import User Accounts that have previously been exported from CareerVoyage. Below to select the file you wish to upload:

No file chosen

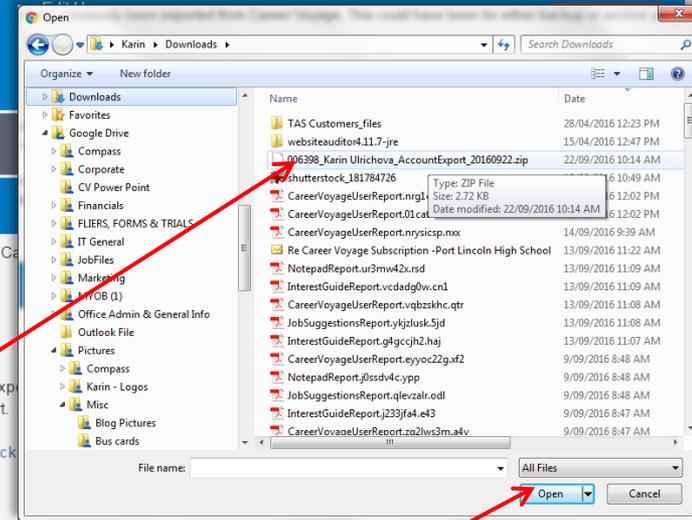
2

Maximum upload file size is 4MB.

The file should be either a ZIP file (.zip file extension) or a JSON export file. The JSON export file is a zip archive file that Career Voyage creates for you when you perform an account export.

If you wish to import a large batch of new Client Accounts for the coming year, please click on the link below to submit it to the support team, who will do the import for you.

3



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

DATA IMPORT



Edit User

ADVISER: Karin Ulrichova

ORG: JIIG-CAL Account (ID: 006398)

Your Licence Expires on: 31/12/2020

SIGN OUT

Configuration

Client Accounts

Manage Advisers

Org Details

IMPORT ACCOUNTS - Select the accounts you wish to import

Loaded 5 Accounts

<input type="checkbox"/>	First Name	Last Name	YP/A	Level	Group	Status	Username	Password	Created	Last Access
<input checked="" type="checkbox"/>	Marguerite	Donnan	YP	Three			m.n.donnan	Welcome!	29 Apr 2015	29 Apr 2015
<input checked="" type="checkbox"/>	Emma	Johnson	A	Four		Msg	emma.johnson	Welcome!	15 Apr 2015	29 Apr 2015
<input checked="" type="checkbox"/>	Audrey	Loch					audreyloch	Welcome!	15 Apr 2015	15 Apr 2015
<input type="checkbox"/>	Kate	Thompson	A	Five		OK	katethompson2505	Welcome!	26 Jun 2015	07 Jul 2015
<input type="checkbox"/>	Ola	Abdalla					OlaQatar	Welcome!	23 Apr 2015	23 Apr 2015

Selecting large numbers of accounts to import can take up to a minute or more, so please be patient. Please only click the import button once.

Cancel Import

Import Selected User Accounts

4

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4

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

Type text to Search Username Search Clients

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