

Admissions Application Data File Transfer

This guide details how to upload files containing admissions application information in Campus Solutions.

1. Prepare your data file for upload and transfer.

You may need to disable your pop-up blocker for this site to be able to complete this process.

The data file needs to be saved as a .csv file. Name your file with the following naming convention:

YYYY-MM-DDTHH-MM-SS_Career_Program.csv

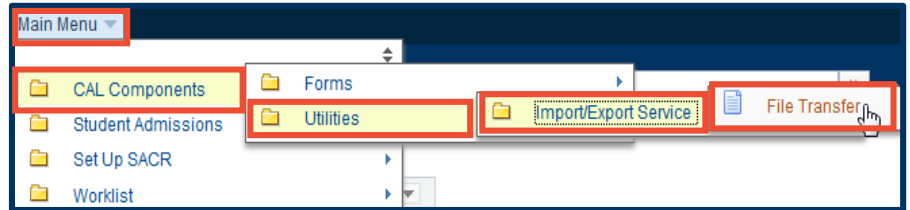
2016-01-25T14-53-47_GRAD_INFO.csv

T=Time

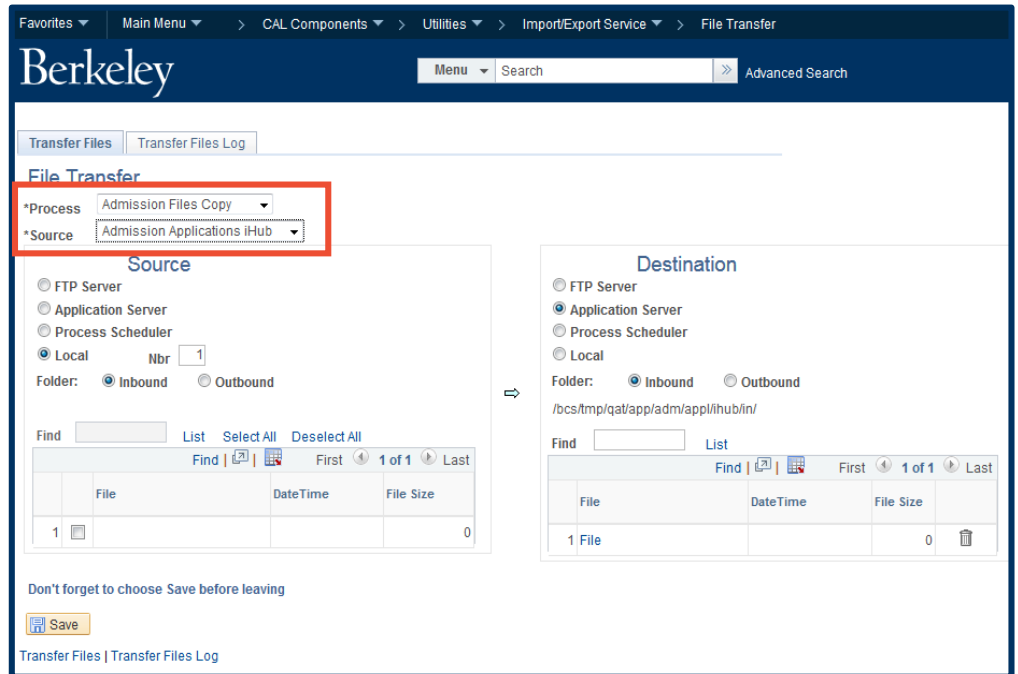
(or) _GRAD_OPTOM.csv

2. From the **Main Menu**, navigate to:

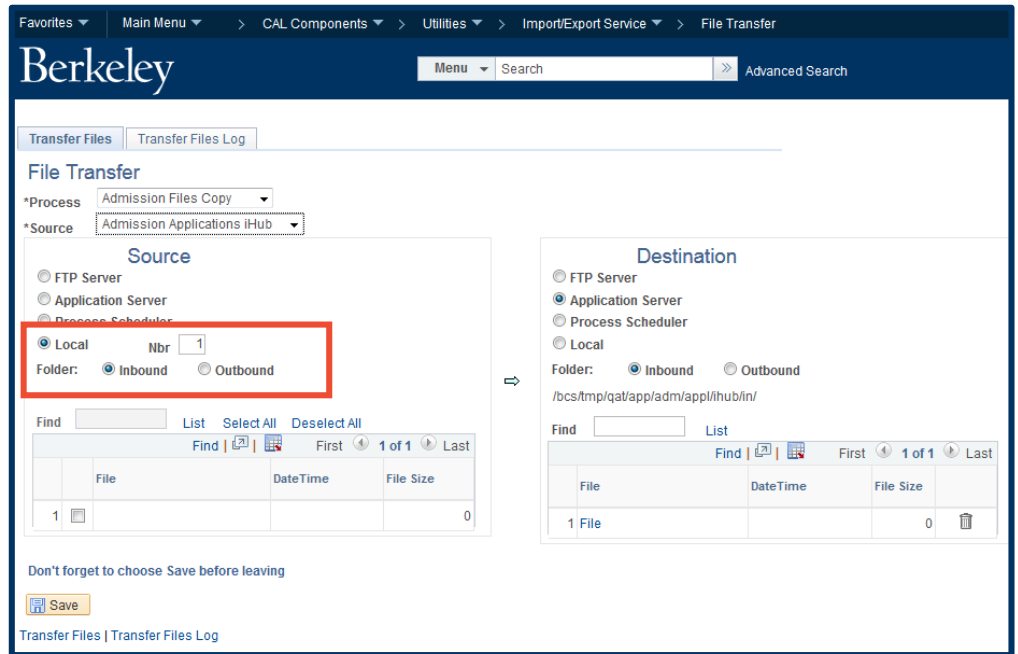
Cal Components > Utilities > Import/Export Service > File Transfer.



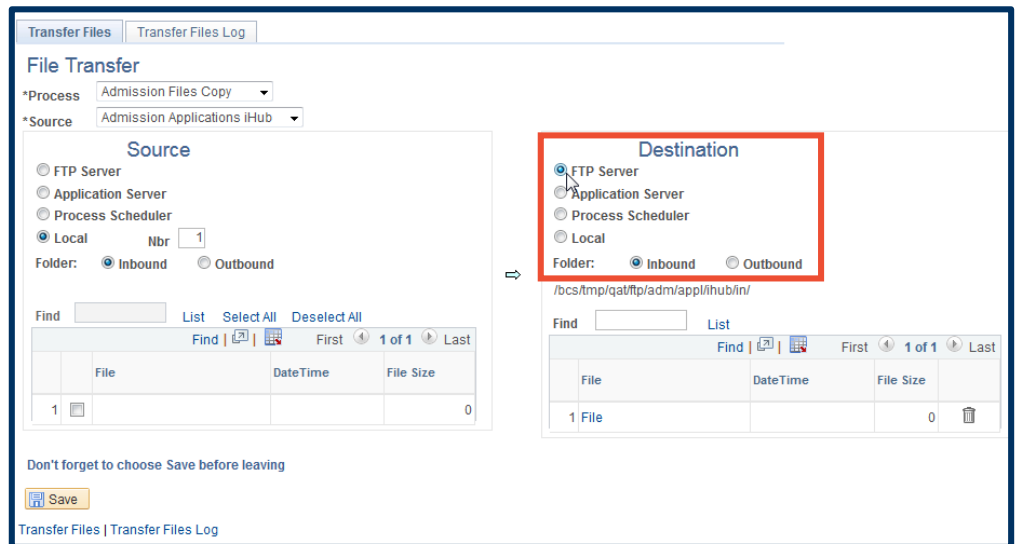
3. On the **Process** and **Source** drop lists, choose “Admission Files Copy” for the **Process** and then “Admission Applications iHub” as the **Source**.



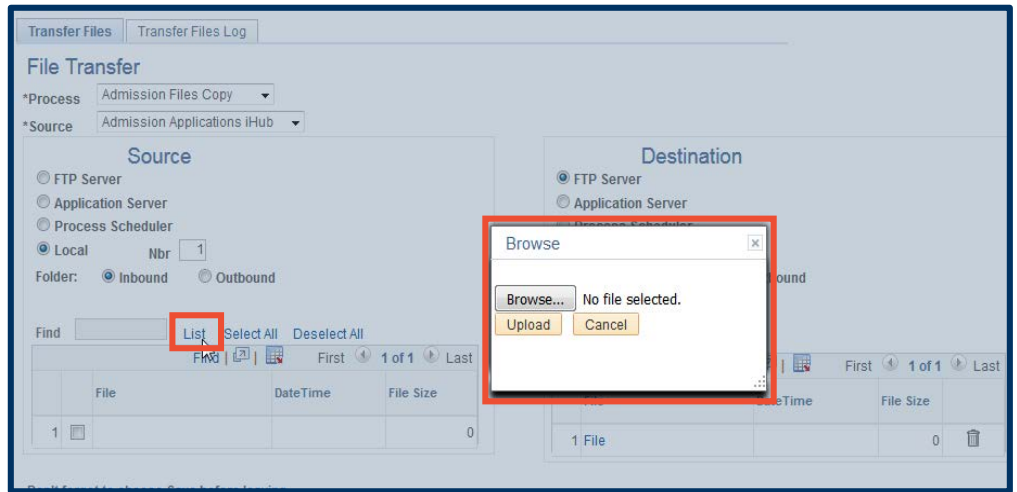
- Under **Source**, “Local” and “Inbound” become selected after choosing your **Source** from the drop list above. Change the **Nbr** field only if you will need to transfer more than one file at once.



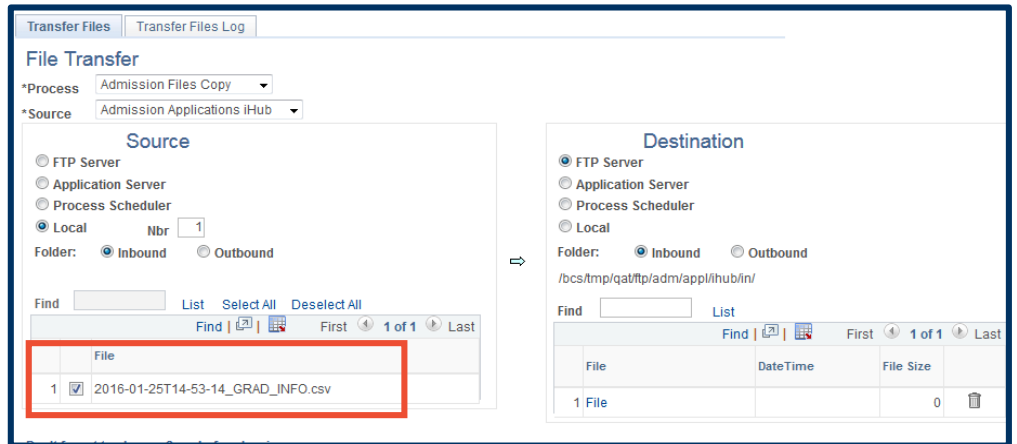
- Under **Destination**, choose “FTP Server” and “Inbound.”



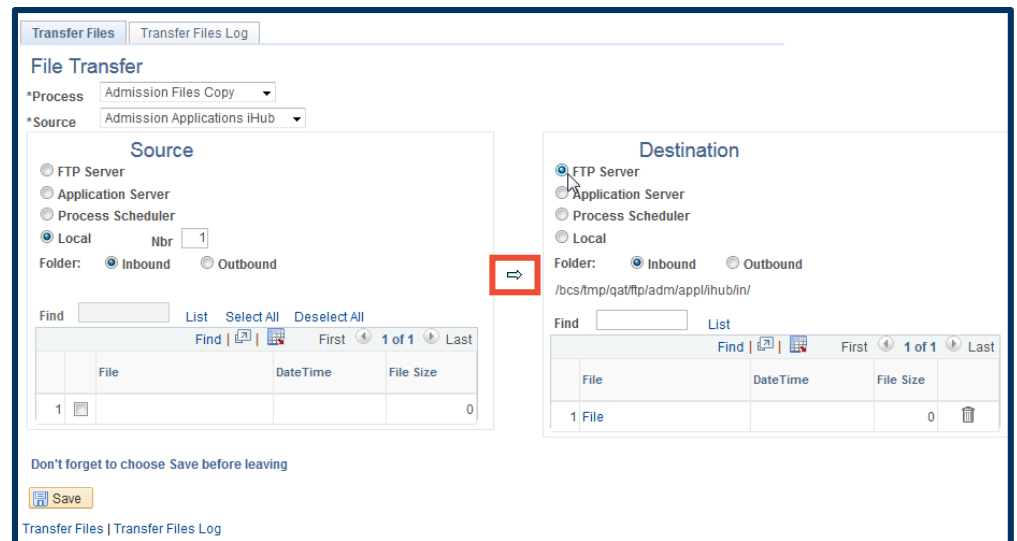
- Click **List**, under **Source**, to open the **Browse** pop-up window.
Click the “Browse...” button to choose your .csv data file. Then click the “Upload” button.



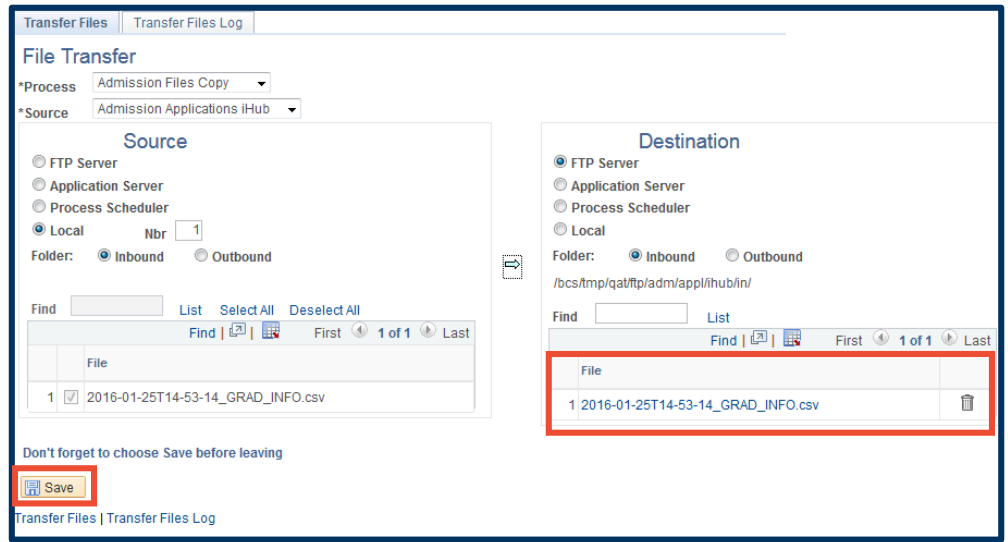
- The file name will appear, listed under **Source**.



- Click the blue arrow to move your **Source** file to the **Destination** FTP Server.



9. Your file should now be listed under **Destination**.



10. To see that your file has been successfully transferred, click the **Transfer Files Log** at the top of the page.

Choose the same **Process** and **Source** as you did for the file transfer, and adjust the date range, if needed.

Click the **Find** button to see files transferred within the date range.

