



# Import an Authorization

## Overview


The Import Process allows the ability to upload Authorization data records into the FSM module.

## Navigation

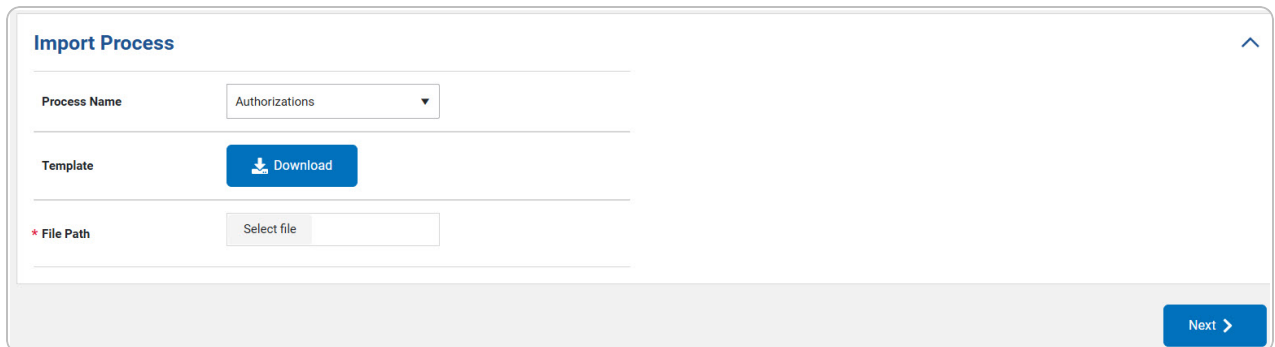
Utilities > File Upload > Import Process page

## Procedures

### Import an Authorization



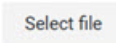

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Import Process grid, complete the fields.



The screenshot shows the 'Import Process' form with the following fields and buttons:

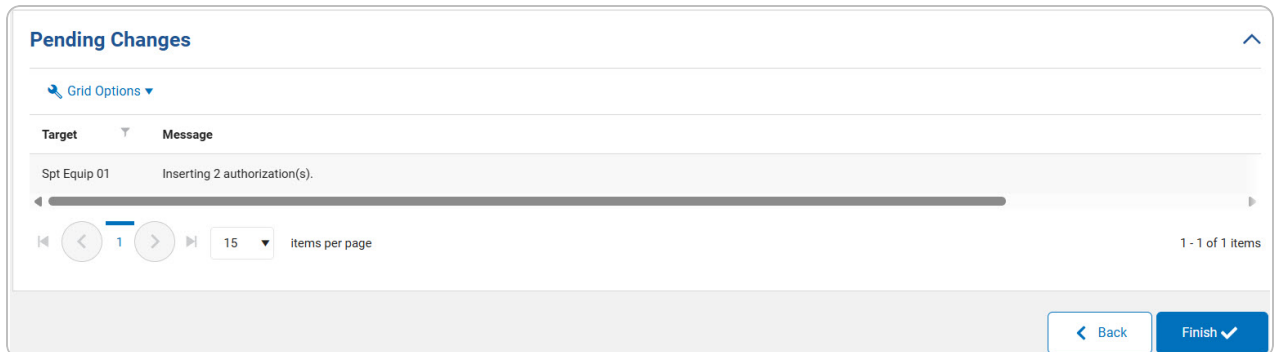
- Process Name:** A dropdown menu with 'Authorizations' selected.
- Template:** A blue button with a download icon and the text 'Download'.
- \* File Path:** A text input field with a 'Select file' button.
- Next >** A blue button at the bottom right.

2. Use  to select the Process Name.
3. In the Template field, select . The Template for the import process downloads.
4. Follow the prompts provided by the computer.
5. Click  to select the File Path. Follow the prompts provided by the computer. Once selected, the file appears in the field box.
6. Select . If the template meets the requirements, a green check mark appears after the Import Process tab, and the **Pending Changes** Tab opens. If the requirements are



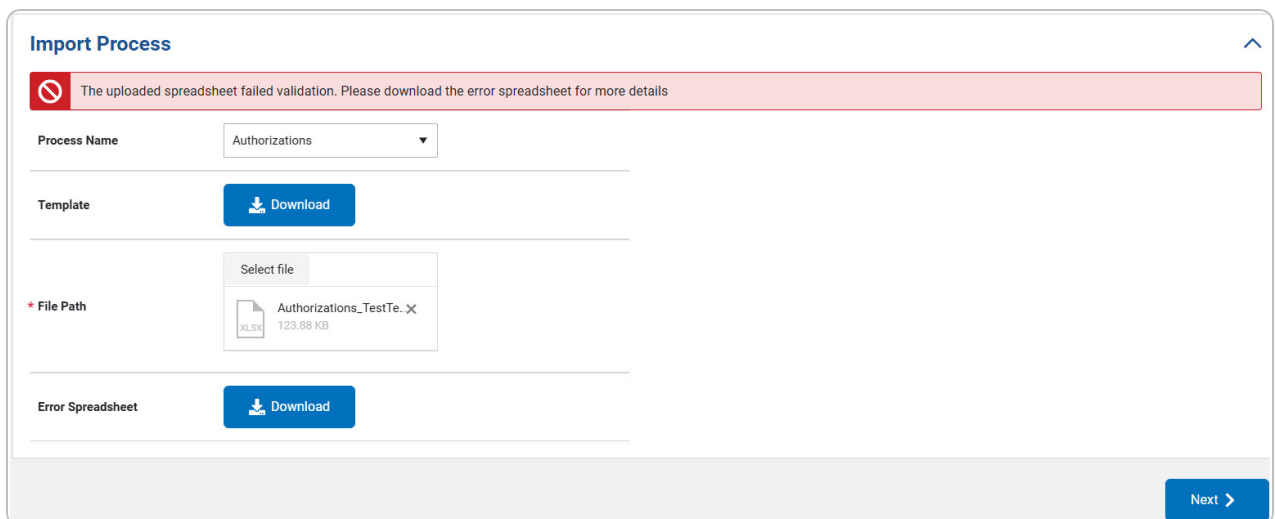


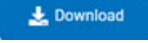

not met, the **Error Spreadsheet** field appears.



7. Select . The **Import Process** page reappears, open to the **Import Process** tab.

### View the Error Spreadsheet



1. In the Error Spreadsheet field, select  to view and correct errors. *Follow the prompts provided by the computer.*
2. Select . *If the template meets the requirements, a green check mark appears after the Import Process tab, and the **Pending Changes** Tab opens. If the requirements are not met, the **Error Spreadsheet** field reappears with the updated errors.*
3. Repeat Steps 1-2 as needed.

