

MarchingOrder Assistant Website - Update from Excel

The process outlined below will allow a user to make updates to graduate data on the MarchingOrder website. With this process a user can add data where it did not previously exist, remove data that should no longer exist, or update data from one value to another.

Step 1 - Select File For Import

From the admin home page, go to [Graduates](#) > [Add](#) tab

Click [Upload Excel File](#) under the “Update from Excel” section, and browse to select your file.

To ensure there are no file upload errors please refer to the following additional notes:

Updated files should be saved in the same template format that is used for your data Imports. The template must contain the email and/or student ID number for each graduate, that exactly match the email and ID fields on the site. In addition to these fields, only columns for fields that are being updated need to be submitted. Other fields/columns can be left blank.

Click [Upload](#)

The screenshot shows a navigation bar with 'Search', 'Add', and 'Export' buttons. Below it are four main sections: 'Add Single Graduate', 'Edit Graduate Data Fields', 'Import from Excel', and 'Update From Excel'. The 'Update From Excel' section is highlighted with a red border and contains the following elements:

- [Download Example Spreadsheet](#)
- Update files must be in a single Excel worksheet (i.e. no separate tabs)
- Records will be matched on either Student ID or Email, and must be an exact match to the existing value in the database
- All columns must have a label in the header row, such as "Student ID", "Degree", "Major", etc.
- [Upload Excel File \(.xlsx\)](#)
- Uploads must be Excel 2007 or newer format (.xlsx extension)
- [Upload](#) button (with a red arrow pointing to it)

Step 2 - Update Options

Select “All Ceremonies”, or specific ceremonies to update.

Note: If you have ceremony specific data fields, you must select the ceremony from the drop-down in order to update these fields.

Select which field you will use to match data for the update. Example: email to email, or studentID to studentID.

Update Options:

Update Graduates from Ceremony	<input type="text" value="All Ceremonies"/>	Ceremony-specific fields are available only if a ceremony is selected.
Use Spreadsheet Column:	<input type="text" value="Email"/>	To update a Graduate with a matching: <input type="text" value="Email"/>

Step 3 - Use Spreadsheet columns to updated the matching Gradaute Data Field

In this section you will indicate the fields you wish to update, by selecting the update field from the drop-down option.

You must indicate what you desire to happen "If Value is Empty in Spreadsheet". Options include "Make value empty on website" or "Leave value unchanged on website"

Click [Review](#)

Use Spreadsheet columns to update the matching Graduate Data Field:

Spreadsheet Column	Update Field	If Value Is Empty In Spreadsheet	Update
StudentID	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
FirstName	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
MiddleName	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
LastName	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
FullName	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
Email	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
Mobile Phone	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
Permanent Email Address	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
Secondary Major	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
Minor	<input type="text"/>	Please choose ▾	<input type="checkbox"/>
★ Secondary Minor	Secondary Minor ▾	Make value empty on website ▾	<input checked="" type="checkbox"/>
★ College	College ▾	Leave value unchanged on website ▾	<input checked="" type="checkbox"/>
★ Preferred Name	Preferred Name ▾	Leave value unchanged on website ▾	<input checked="" type="checkbox"/>

[Review](#) [Cancel](#)

Step 4 - Review and Run Update

You will see an overview of the fields you are about to update, for your final review before completing the update.

Click [Run Update](#)

Review Graduates (4 Updated) [Run Update](#) [Cancel](#)

The values below will reflect on your site after Run Update is complete.

First Name	Last Name	Email	Secondary Minor	College	Preferred Name
Joe	Smith	aaa_upd1@marchingorder.com	Music	College of Arts	Joey Smith
Jill	Jones	aaa_upd2@marchingorder.com		College of Math	
Jack	Carter	aaa_upd3@marchingorder.com	Hip Hop	College of Arts	
Julie	Ryan	aaa_upd4@marchingorder.com		College of Liberal Arts	JoJo Ryan

[Run Update](#) [Cancel](#)