

1. Login to Application: Main
EMS/Trauma Reporting System (Home screen)
Click on Import Roster icon in icon bar to upload a file
2. Import Roster Screen
Roster Format: Select the "HospitalRosterImport"
File: Click on the "Browse" button to select the input file.
Header Included : Select "Yes" if you have headers in the input file otherwise "No".
Buttons:
 - Upload
 - Dashboard (Home screen)
 - Help
3. Please click on the "Upload" button to submit the file.

Import Roster

Import Roster	
Roster Format:	HospitalRosterImport ▼
File:	C:\sanjeeva\Customer_file_test\Methodist Healthcare Sys Browse...
Header Included:	No ▼

Upload	Dashboard	Help
--------	-----------	------

4. After successful upload file, Click on the "Import" button to complete the roster import process.
5. Results: Click on the "Refresh" link to see the import results.