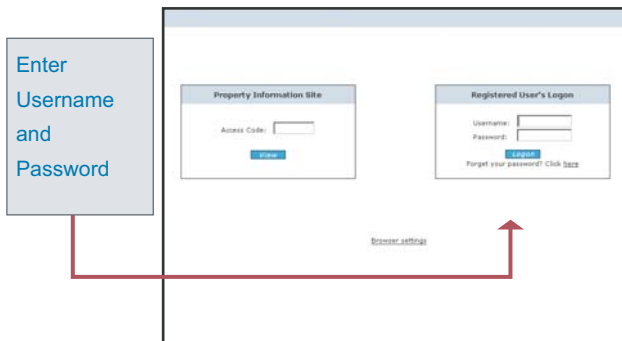


How to Import From WINForms®

Quick Reference Guide

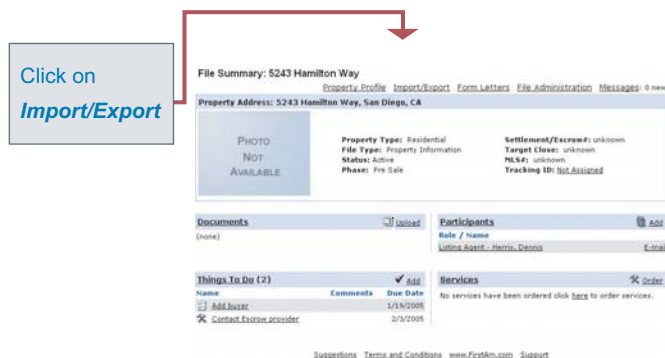
Step 1

Go to the logon page and enter your user name and password then Click **Logon**.



Step 2

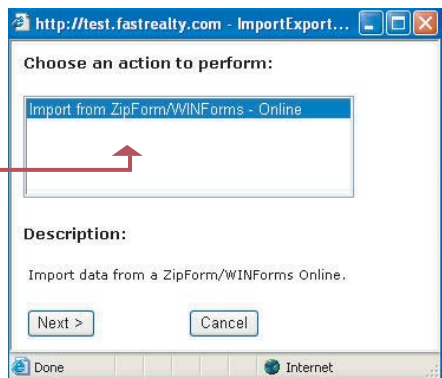
From your transaction click on the Import/Export link.



Step 3

Select the Import from ZipForm/Winform - Online ** option and click Next

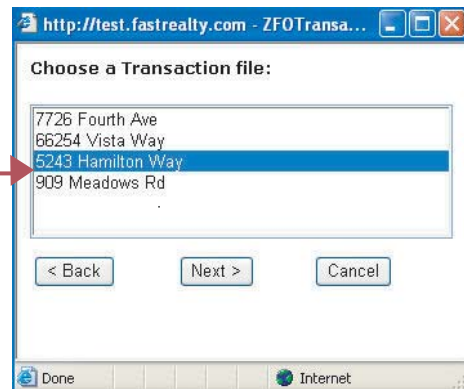
Select the **Import from Zipform/WINForms** link



Step 4

Select the appropriate transaction from ZipformOnline or WINForms Online.

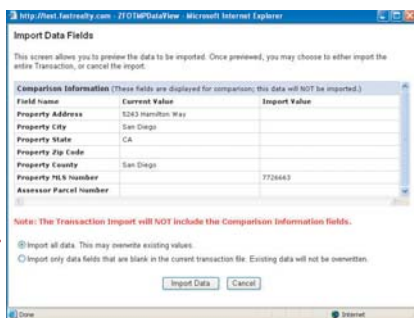
Select a transaction



Step 5

Select to either "Import All Data" or "Import empty Data Elements" from ZipFormOnline and click Import Data.

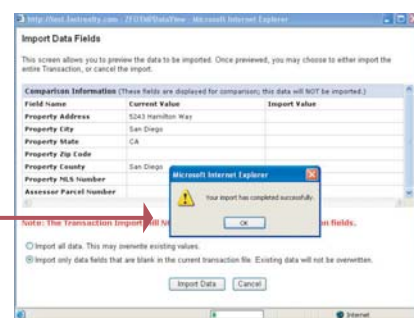
Click on the appropriate radio button



Step 6

The system will respond by notifying you that the Import was completed successfully. Your file will now be updated with the imported information. To view the imported information, click on the Data Forms link on your file summary page.

Your file has been updated



** **Import** settings must be enabled within WINForms®/Zipform® before you will be able to use the import function.