Apart from the automatic upload of data via API, or manual addition of entries to DTTA, an admin can download and use the import template to add routes. The template CSV file containing all required data is uploaded to the system, and the details are saved and displayed in the corresponding sections of the DTTA panel. This is a quick and easy way to add information.

## To upload routes using template:

DISTRICT TRANSPORT TRACKING APPLICATION	<		Admin1 ada [district: Any
ြာ Schools	♠ →	×	
A Assistants	Upload Routes		
$\rightarrow$ Routes			
A Students	Drag and drop file or click here to open a file selection dialog		Direction \$
럳 Trips log			Both
A Invite			Both
O Brafila	Route 20		Both
⊖ Logout	the second se		

1. Click **Download template** and save the file on your PC.

2. Open the downloaded CSV file and fill in the details (all fields are mandatory except the pickup notes):

Field	Description		
title	Route name		
schoolName	School name		
direction	Route direction. Possible values:		
	- both		
	- toschool		
	- fromschool		
firstName	First name of the student		
lastName	Last name of the student		
pickUpNotes	Any relevant information about student pickup		

	А	В	С	D	E	F
1	title	schoolName	direction	firstName	lastName	pickUpNotes
2	Route 1	Templeton High School	both	Dan	Brown	pick up at the door
3	Route 1	Templeton High School	both	Jack	Smith	
4	Route 2	ACME High School	both	Tom	Green	
5	Route 3	ACME Middle School	toschool	Mike	Kim	+
6	Route 4	ACME Middle School	fromschool	Mike	Kim	+
7						

**Note**: If several routes refer to the same student, simply repeat the student name for all required routes.

3. Save and close the file.

4. Return to the DTTA panel view and upload the saved file in the **Upload Routes** window, following instructions on the screen.

Upload Routes
Drag and drop file or click here to open a file selection dialog

The confirmation message is displayed, and the routes are now included in the list.

	⇐	✓ Routes successfully imported ×	Admin1 ada [district: Any School District]
G Schools	☆ NOUTES		
A Assistants	+ 0		
$\rightarrow$ Routes			
	Title 🗢	School name 🗢	Direction 🖨
A Students	Route 4	ACME Middle School	Both
≓ Trips log	Route 1	Templeton High School	Both
	Route 2	ACME High School	Both
A Invite	Route 3	ACME Middle School	Both

At the same time, the following sections are updated as well:

- > <u>Schools</u>
- > <u>Students</u>

**Schools** – all new schools included in the uploaded CSV file are added to the list of schools in the DTTA panel.

DISTRICT TRANSPORT TRACKING APPLICATION	∉				Admin1 ada [district: Any School District]
🕥 Schools 🔶					
A Assistants		+			
$\rightarrow$ Routes		Name		Address	Contact info
		Test school 1			
A Students		Test school 2			
		Test school 3			
≓ Trips log		Templeton High School			
		ACME High School			
A Invite		ACME Middle School			
O Profile			-		
🕞 Logout	4				

**Students** – all new students details included in the uploaded CSV file are added to the list, and the route information for existing students is updated.

## The **Students** section view

		Michael	BAKER	
ഹ Schools		Brandon	EVANS	
_		Cameron	Adams	
Assistants		Brandon	ADAMS	
$\rightarrow$ Routes		Jack	Fisher	
		Liam	Berk	
R Students 🔶		Kirk	Travis	
		Mike	Scott	
럳 Trips log		Dan	Brown	
		Jack	Smith	
A Invite		Tom	Green	
O Profile		Mike	Kim	
🕞 Logout	4			

The Student profile view

Update stude	
Mike	Kim
Pick up notes	
Unassigned Routes	Assigned Routes
Route 1	Route 3
Route 2	□ Route 4
Route 1	
Route 2	
Route 3	
	<b>•</b>

All entries added via template file upload are editable in the DTTA panel, same as all manually added entries.