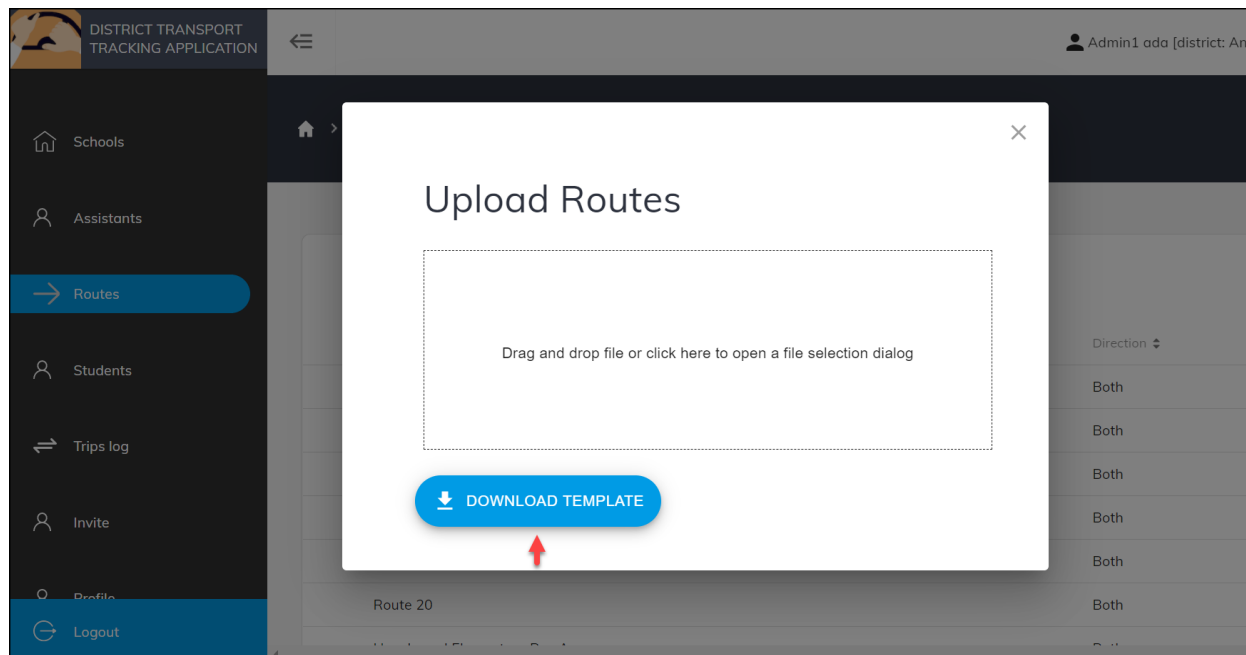Apart from the automatic upload of data via API, or manual addition of entries to DTTA, an admin can download and use the import template to add routes. The template CSV file containing all required data is uploaded to the system, and the details are saved and displayed in the corresponding sections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

To upload routes using template:

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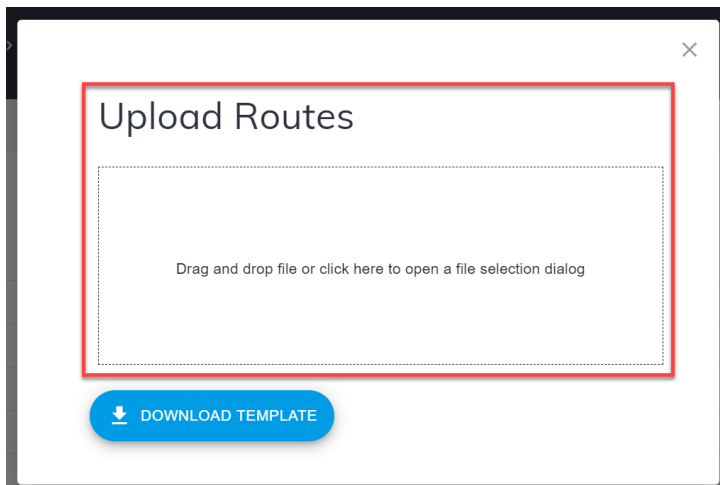
Field	Description
title	Route name
schoolName	School name
direction	Route direction. Possible values: - both - toschool - fromschool
firstName	First name of the student
lastName	Last name of the student
pickUpNotes	Any relevant information about student pickup

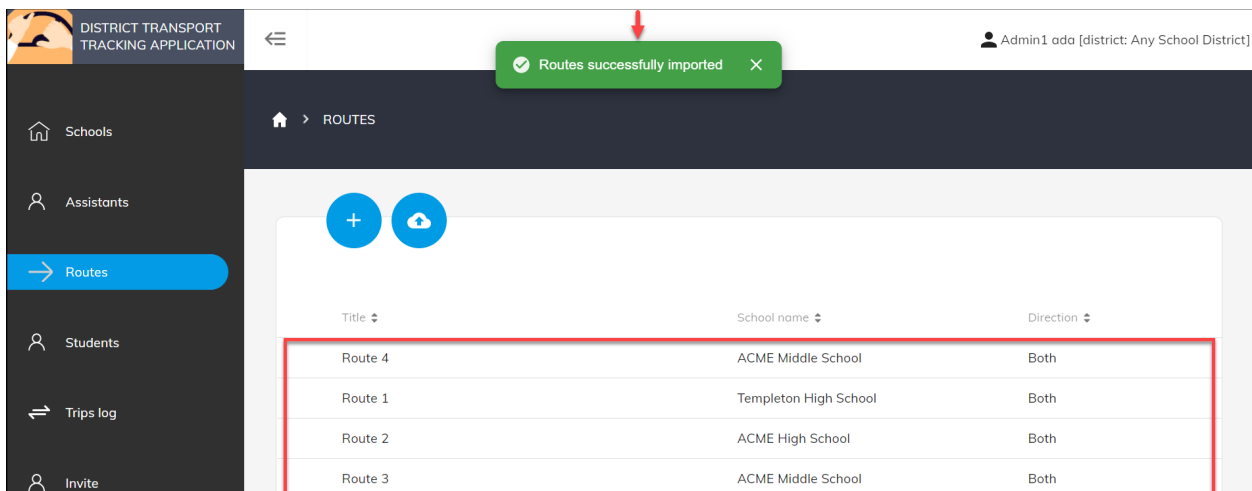|	A	B	C	D	E	F
1	title	schoolName	direction	firstName	lastName	pickUpNotes
2	Route 1	Templeton High School	both	Dan	Brown	pick up at the door
3	Route 1	Templeton High School	both	Jack	Smith	
4	Route 2	ACME High School	both	Tom	Green	
5	Route 3	ACME Middle School	toschool	Mike	Kim	
6	Route 4	ACME Middle 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.
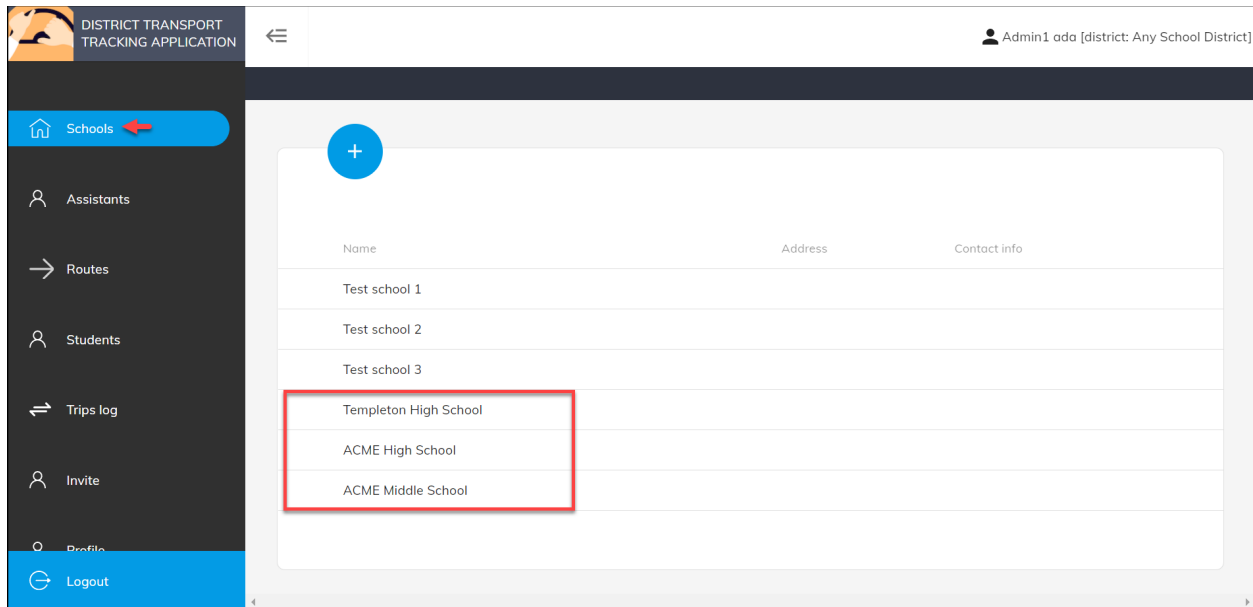
Upload Routes

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

⬇ DOWNLOAD TEMPLATE

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

Title ⇕	School name ⇕	Direction ⇕
Route 4	ACME Middle School	Both
Route 1	Templeton High School	Both
Route 2	ACME High School	Both
Route 3	ACME Middle School	Both

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

> **Schools**
> **Students**

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

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*

The Student profile view

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