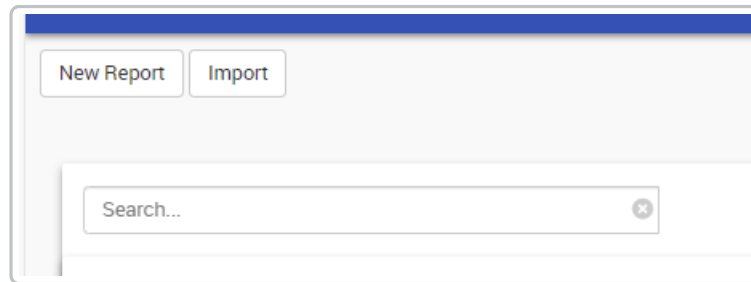


Import Reports

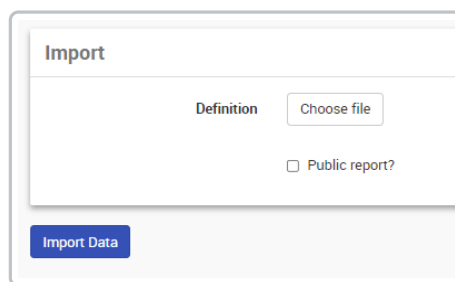
Last Modified on 23/06/2021 10:15 am ACST

Import Reports

1. Click **dashboard**
2. Click **reports** on the left screen panel
3. You can see **import** button on the top left screen



4. Click the import and you will see following screen



5. You can choose the file you want to upload to the system.
 6. As for public report, please refer [here](#) for more information
 7. Select **Import Data**, and you reports will be posted on the reports screen.
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