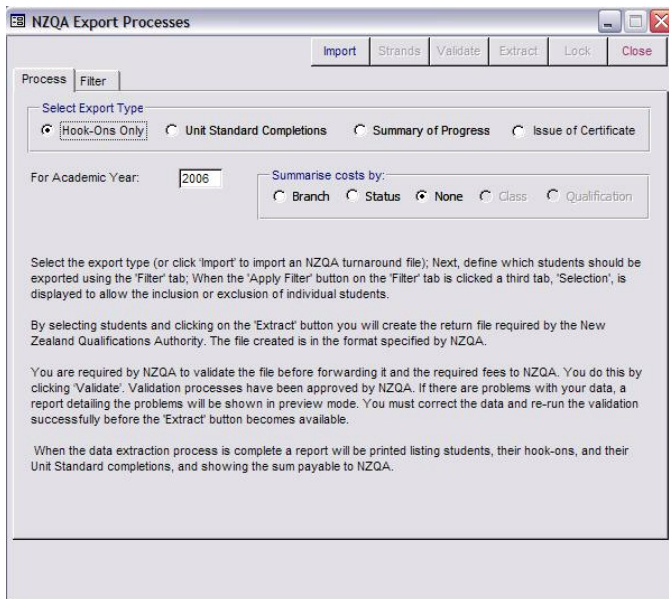
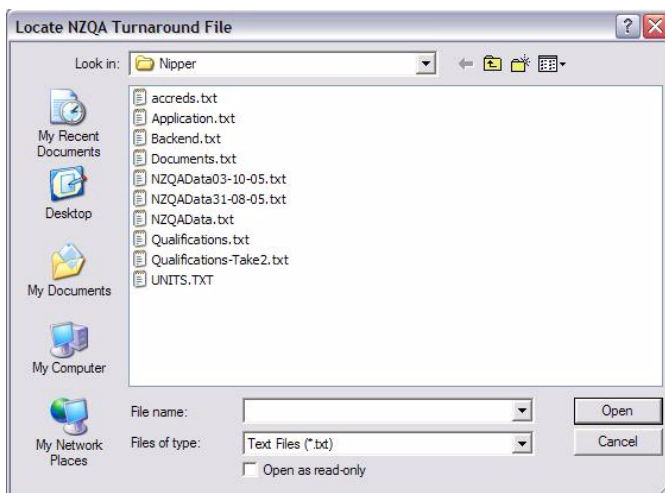


NZQA Hook Ons

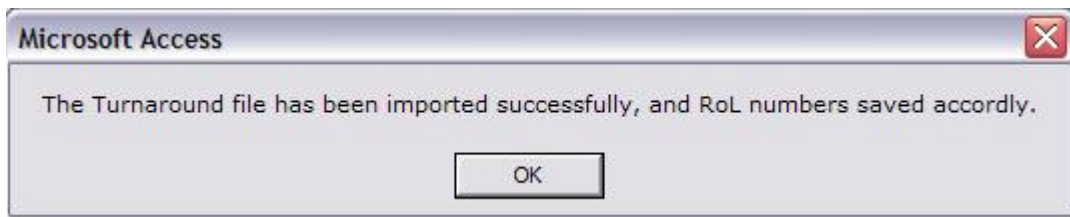
1. Click on the **Exports** button.
2. Click on the **NZQA** button.
3. Nipper recommends that a back-up is performed. Click on the **Yes** button to continue with the export process. Click **No** to return to the Administration Module to do the backup.
4. The NZQA Export Processes will appear.



5. Click on the **Import** button.
6. Select the NZQA turnaround file.



7. Click on the **Open** button.
8. The following message will be displayed if the file has been imported successfully.



9. Click on the **OK** button.

The turnaround file has now been successfully imported.

NOTE: The turnaround file can be downloaded from the NZQA website.
Log into your Tertiary Provider Login and click on the [View Batches](#) link.
Enter in the relevant batch and there will be a link to the turnaround file.

