How to Import a Census Fileset

To import the fileset:

1. Download Fileset from the website

2. Locate the zipped folder that you want to unzip (extract) files or folders from (check Downloads if you can't find it).

3. Do one of the following:

   a. To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.

   b. To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select **Extract All**, and then follow the instructions.

4. Save the attached files to S:\SIMS\ManifestFiles
5. In SIMS select Tools | Setups | Import Fileset
6. Click on the folder button on the right of the Choose Fileset box
7. In the browser navigate to S:\SIMS\ManifestFiles
8. Select file the most recent fileset and click Open
9. Wait for the file to finish validating then click the Import Fileset button
10. Once the fileset has finished importing a window will appear to say that it has imported, click the OK button
11. Close and re-open SIMS to complete the fileset import.