

# How to Push the Census from Upload to Final

07/29/2024 4:02 pm CDT

Once the (Upload) census is populated and approved, the “Make Final” link will become active.

Note: The link will not be active if the (Upload) census has not been approved or if the (Final) census already appears in the Active Documents box.

Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	12/31/2024	ADemo_2024-12-31.*_ftw Primary 1 Census (comp and comp after elig) .csv		07/25/2024 17:12:30	Review	OK	Remove
CenSpreadSheetUL Census Worksheet (Upload)	12/31/2024	ADemo_2024-12-31._ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:06:50	Review	Approve	Remove   Make Final   Unlock
None							

Once approved, select the “Make Final” link.

Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	12/31/2024	ADemo_2024-12-31.*_ftw Primary 1 Census (comp and comp after elig) .csv		07/25/2024 17:12:30	Review	OK	Remove
CenSpreadSheetUL Census Worksheet (Upload)	12/31/2024	ADemo_2024-12-31._ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:06:50	Review	OK	Remove   Make Final   Unlock
None							

The census file will automatically populate as “Final”. Once made Final, there is a link that will populate below the grid that will allow you to push the portal File Census to the Main grid Census for testing purposes.

Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	12/31/2024	ADemo_2024-12-31.*_ftw Primary 1 Census (comp and comp after elig) .csv		07/25/2024 17:12:30	Review	OK	Remove
CenSpreadSheetUL Census Worksheet (Upload)	12/31/2024	ADemo_2024-12-31._ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:06:50	Review	OK	Remove   Make Final   Unlock
CenSpreadSheetFinal Census Worksheet (Final)	12/31/2024	ADemo_2024-12-31._ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:15:39	Review	OK	Remove
None							

[Import Final Census to Compliance System](#) - File must contain 5 header rows and census information only. Participants on the current year census (if any) with no upload record will be deleted.

**Please Note: File must contain 5 header rows and census information only. Participants on the current year census (if any) with no upload record will be deleted.**

