

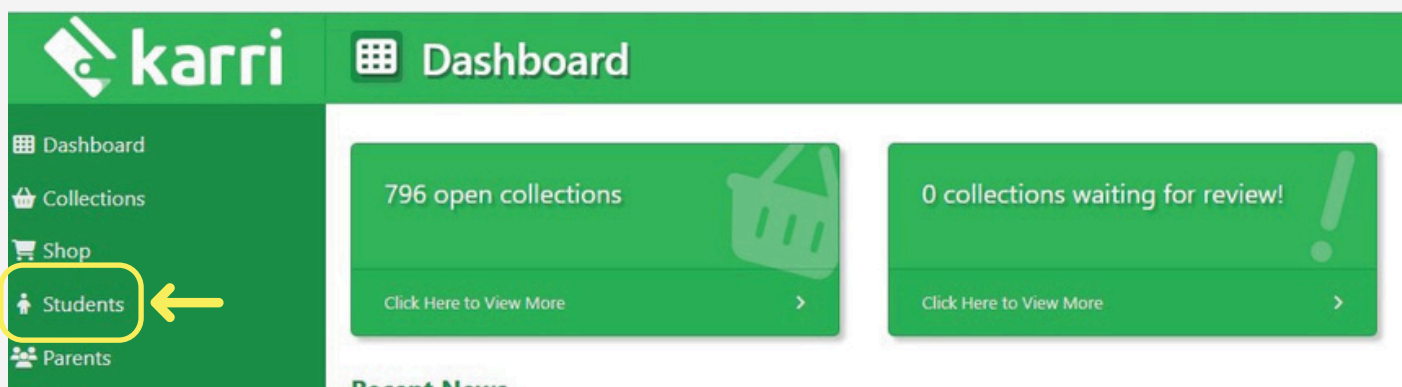
## Are you a Staffroom or Edupac school?

You can skip this process! Once your 2025 data is ready, please contact our support team at [support@karri.co.za](mailto:support@karri.co.za) or 021 300 1867.

# How to safely and securely send us your 2025 data

At Karri we are fully POPIA compliant which means that we go over and above to ensure the security of your data. **Instead of sending us your school's data via email, please follow the steps below.**

- 1 Select the "Students" tab on your Karri dashboard.



[Click to start the process](#)



2 Click the blue “Actions” button.

The screenshot shows the Karri Students Manager interface. On the left is a green sidebar with navigation links: Dashboard, Collections, Shop, Students, Parents, Lists, Invoices, Agreements, and Staff. The main header is green with the Karri logo and 'Students Manager'. Below the header, there's a search bar and an 'Add Student' button. A yellow arrow points to the 'Actions' dropdown button. The dropdown menu is open, showing options: Export Member List, Import Student Wizard, Secure Data Upload (highlighted in green), and Download All Data. Below the menu is a table of students.

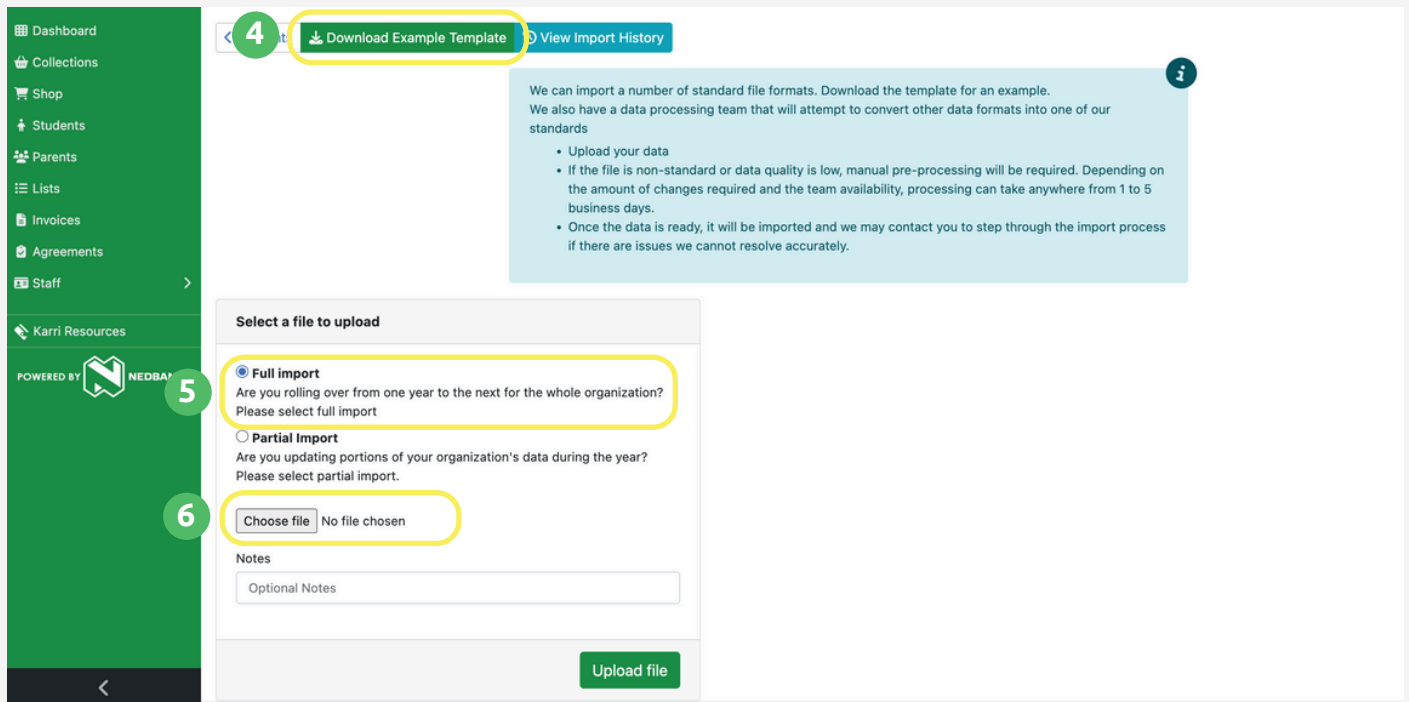
Name	Email
Faulkner	
ShirazProdOne	
ShirazProdTwo	
Ben	
Tina	
Waseem	
John	

3 Select “Secure Data Upload”.

This screenshot is similar to the previous one, but the 'Secure Data Upload' option in the 'Actions' dropdown menu is highlighted with a yellow rectangle and a yellow arrow. The table of students remains the same.

Name	Email
Faulkner	
ShirazProdOne	
ShirazProdTwo	
Ben	
Tina	
Waseem	
John	

Click to start the process



The screenshot shows the Karri web interface. On the left is a green sidebar with navigation links: Dashboard, Collections, Shop, Students, Parents, Lists, Invoices, Agreements, Staff, Karri Resources, and a 'POWERED BY NEDBA' logo. The main content area has a header with a back arrow, a step indicator '4', a 'Download Example Template' button (highlighted with a yellow circle), and a 'View Import History' button. Below the header is a light blue information box with an 'i' icon and text about import standards and a bulleted list of requirements. The main form area is titled 'Select a file to upload'. It contains two radio button options: 'Full import' (selected, highlighted with a yellow circle) and 'Partial Import'. Below these are text prompts and a 'Choose file' button (highlighted with a yellow circle) next to the text 'No file chosen'. There is also a 'Notes' section with a text input field labeled 'Optional Notes' and an 'Upload file' button at the bottom right.

**4** Download the Example Template. This will show you the information you'll need for your import.



Note: the template defaults to a full import which you'll need for a new year rollover.

**5** Once you've populated the template with your latest 2025 data, select "Full import".

**6** Choose the correct file, click "Upload file", make any notes our team should be aware of (if necessary), and you're done!

That's it — your data can now be securely processed on our side.

[Click to start the process](#)