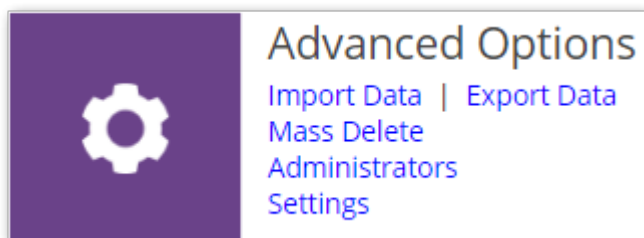# Advanced Options

button.accordion { background-color: #eee; color: #444; cursor: pointer; padding: 18px; width: 100%; border: none; text-align: left; outline: none; font-size: 15px; font-weight: bold; transition: 0.4s; } button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; } div.panel { padding: 0 18px; display: none; background-color: white; } .accordion:after { content: '\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-left: 5px; } .active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ } Import Data

This is the place where you can import your students, your classes and everything to quickly get started. To make it as simple as possible we have defined a bunch of formats to follow. By creating a file as explained in the link below, you can directly upload the file and **AccuClass** will recognize it as valid one, knowing completely what to do.

- [Importing Data](#)

Export Data

This is the place where you can export your students, your classes and everything to quickly get started. To export your data go to the **Advanced Options** section and click **Export Data**. You can download your data by clicking the **Download** link in the corresponding column for the format you want the data to be exported. You are able to download your data as **CSV** , **HTML** and **Excel 2007/10** file. for more information on how to export click the link below:

- [Exporting data](#)

Mass Delete

This is the place where you can delete all your students, your classes and attendance quickly. To delete all your data go to the **Advanced Options** section and click **Mass Delete**. From there you have different options on how you would want to delete your data. For more information click the link below:

- [Mass Delete](#)

Administrators

Note: This section will only be seen on an Institutional Account

This is where you can add, edit, and/or delete **Administrators**. This is also a section where you can edit the Administrators information or update their profile picture. For more information click the link below:

- Administrators

Settings

These are all of the Account settings used to determine the Time-zone, Branding(Logo), Attendance Settings and more available in AccuClass. Click on the link below to see how to customize settings based on your needs:

- Settings

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Permanent link:
http://attendance-tracking.com/docs/doku.php/accuclass/manual/advanced-options

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