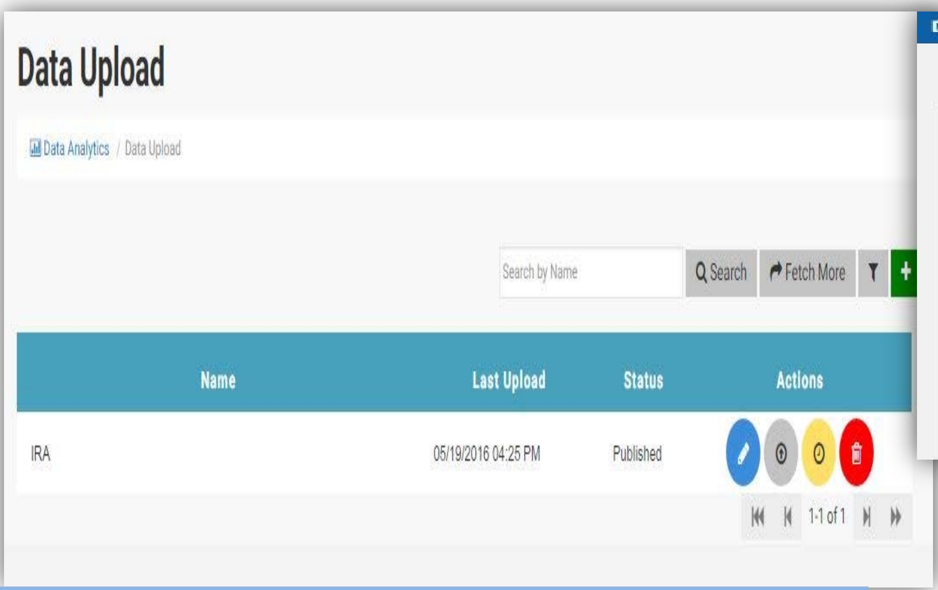
CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

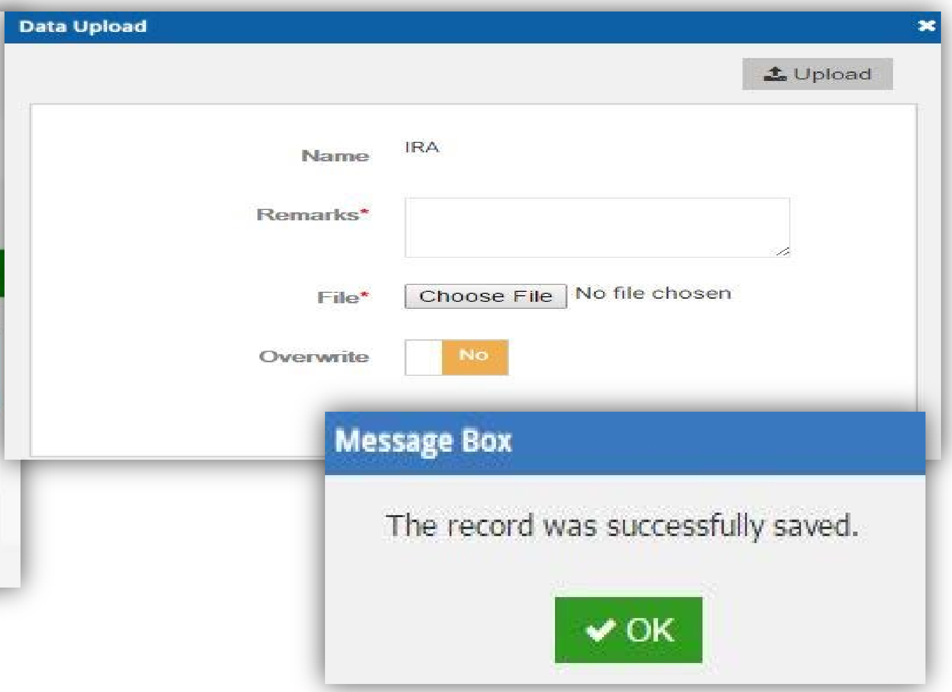
Bayview Park Hotel
Manila

Uploading SRE Data Pre-requisites

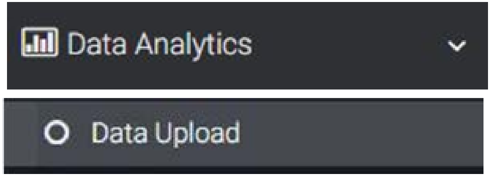
Upload IRA Data

Synchronize from Central

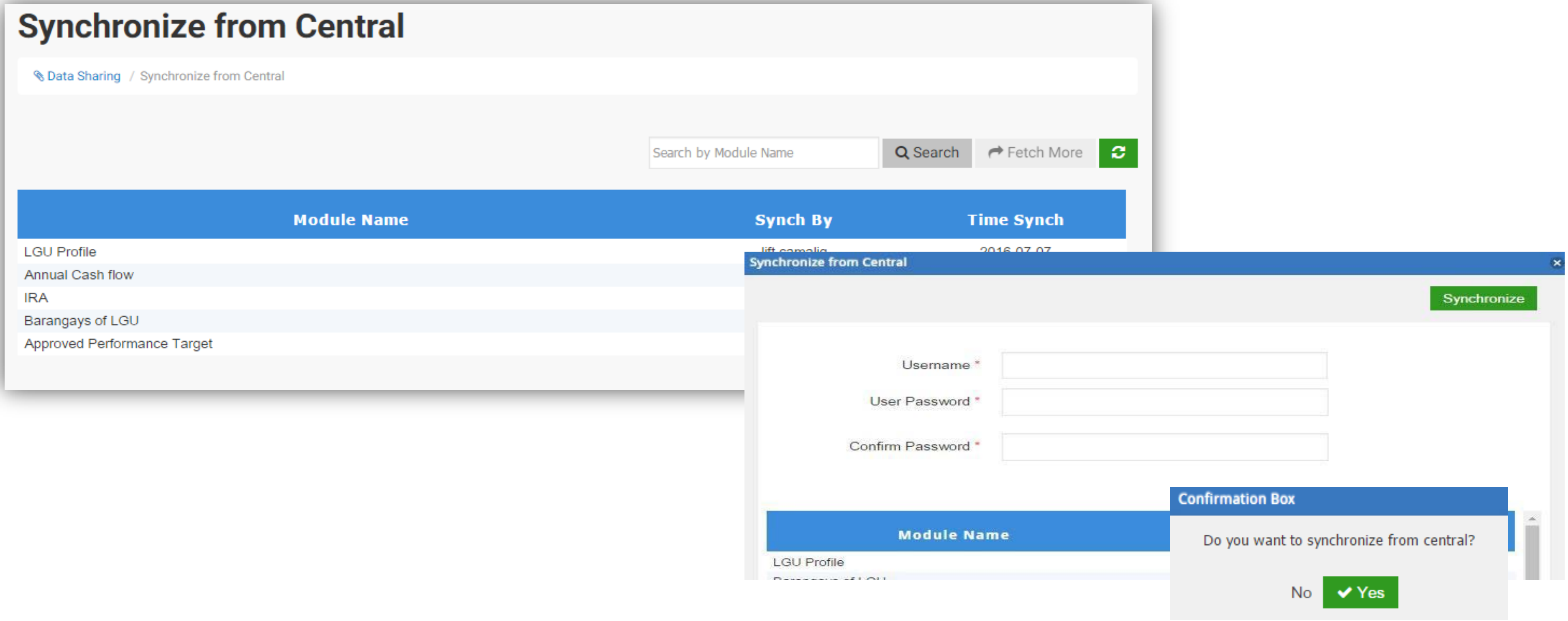


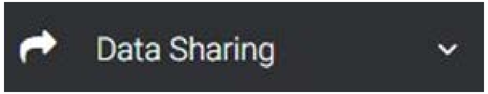


Central System Administrator



1. Click **Data Analytics** > **Data Upload.**
2. Click **Upload** icon beside **IRA** from the Data Upload List.
3. Enter **Remarks.**
4. Click **Choose File.**
5. Select **File** to upload.
6. Click **Open.**
7. Click **Upload.**
8. Click **Yes.** *File* will be uploaded.
9. Click **Save.**
10. Click **Ok.**





1. Click **Data Sharing > Synchronize from Central.**
2. Click **Synchronize from Central (Arrow icon).**
3. Enter **Username.**
4. Enter **Password.**
5. Enter **Confirm Password.**
6. Click **Synchronize.**
7. Click **Yes.**
8. Click **OK.**

Reminders

- IRA must be synchronized prior to Report Packaging.
- IRA synchronization will add General Collection records that are not editable.