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## Using DataLoader with the IP Institute Feature

- **Article Type:** How-To
  - **Product:** SFX
  - **Relevant for Installation Type:** Dedicated-Direct; Direct; Local;
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### Desired Outcome

Activate/update a set of portfolios in a specific target for an IP institute.

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### Procedure

1. Prepare the input data file, as described in the **Preparing the Data File** section in the [SFX General User's Guide](#)
  2. In the SFX Admin, go to Data Management > KBTools > DataLoader > Portfolios
  3. Select the requested target service, as well as sub-target (if necessary)
  4. Select the wanted institute/group from the drop-down
  5. Specify input file name and format
  6. Specify the content of the input file
  7. Specify the load type
  8. Click "Submit"
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### Additional Information

Please refer to the **DataLoader** section in the [SFX General User's Guide](#).

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