

# Importing

Last Modified on 01/29/2019 4:30 pm EST

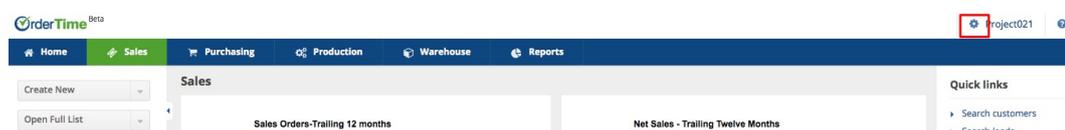
## Overview

Our software provides you with an easy-to-use tool that will help import multiple records at the same time using CSV files.

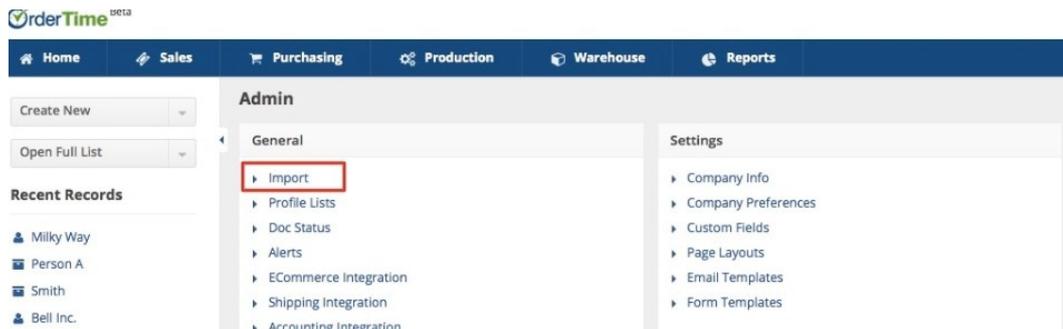
## Importing the File

After creating and filling out your CSV file (spreadsheet), you can now import the file by using the **Import** tool.

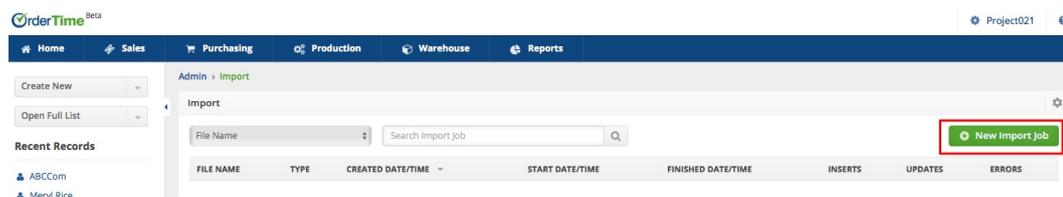
1. Click on the *Gear* icon (near the upper-right corner of the screen). This will lead you to the **Admin** page.



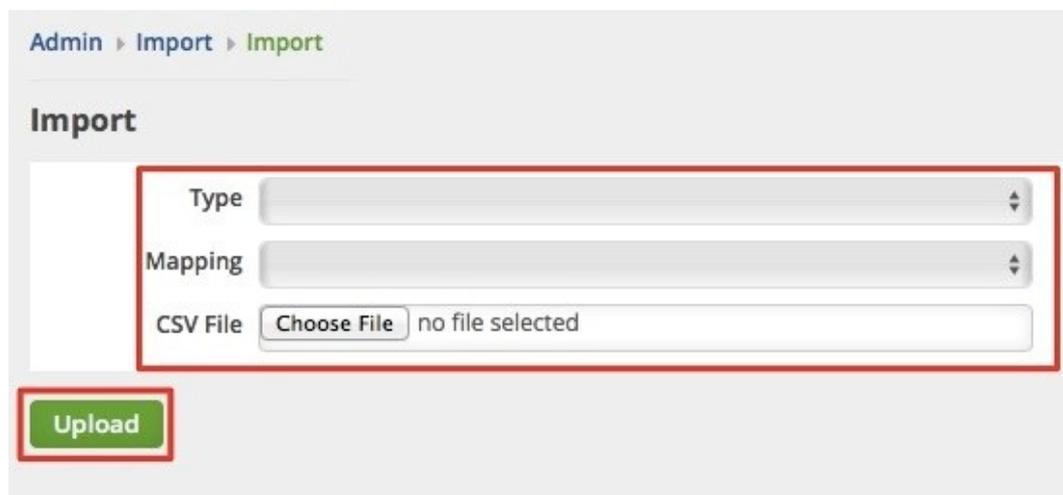
2. Click **Import** under the **General** section.



3. Click the **+New Import Job** icon to the right side of the screen to begin a new import job.



4. Once the new Import screen opens, select the **Type of Import** you are completing, the **Mapping** fields for the item (if applicable), and the **CSV File** that will be used.
5. Click **Upload**.



## Mapping Fields

Mapping allows you to specify where to import the information by matching the fields in your system columns to the fields of the source data that you are importing. The system automatically maps any columns that have the exact name in the file columns. You will have to manually map the fields that have different names.

1. When you click **Upload** during import, the next page will display the section where you can set your mapping.

2. Select the appropriate fields from the **System Columns** by using the drop-down lists. **Note:** In the event that you are mapping initially, you have the option to leave out a required field blank (e.g. Name) as long as you have the **ID**.

The screenshot shows the 'Import' tool interface. At the top, there is a breadcrumb 'Admin > Import > Import'. Below it, the title 'Import' is displayed. A red box highlights the 'Save Mapping' button in the top right corner. Another red box highlights the 'File Columns' and 'System Columns' tabs. The main area contains a list of system columns with corresponding drop-down menus for selection: Id (Id), Full Name (Name), Company (Company), Bill Address Street (Bill Address Street), Bill Address City (Bill Address City), Bill Address State/Prov./Reg. (Bill Address State/Prov./Reg.), Type (Type), Sales Rep (Sales Rep), Class (Class), and Ship Method (Ship Method). At the bottom, there are two buttons: 'Start Import' (highlighted with a red box) and 'Delete'.

3. Click **Save Mapping**.
4. Type a "mapping name" in the field and then, click **Save**. The mapping will be stored and can be used for future import jobs.

The screenshot shows a 'Save Mapping' dialog box. It has a title bar with 'Save Mapping' and a close button. Below the title bar, there is a text input field containing 'Mapping A', which is highlighted with a red box. At the bottom right, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

5. Click **Start Import**. While the import job is running, the Import tool validates the information of the import file. The system will notify you through e-mail when the import job is complete. The Import page will refresh with information about the duration of the import job, number of inserts, number of updates and any errors that the system detected during the import operation.

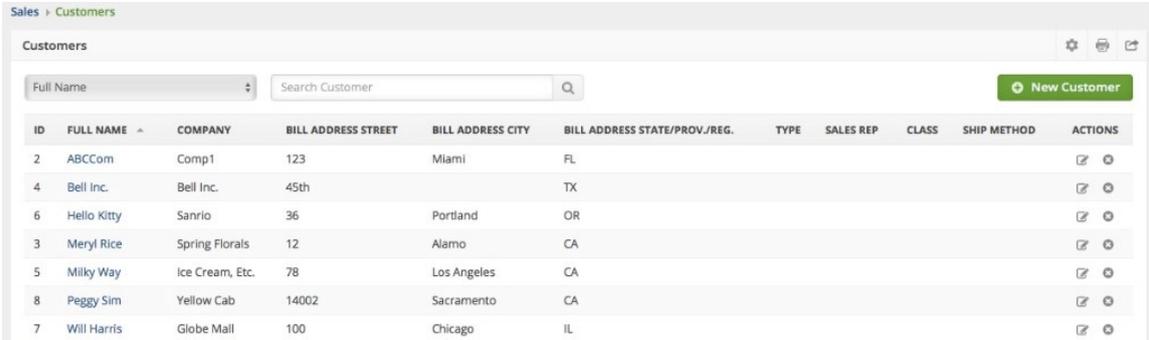
The screenshot shows the 'Import' tool interface with a table of import jobs. The table has the following columns: FILE NAME, TYPE, CREATED DATE/TIME, START DATE/TIME, FINISHED DATE/TIME, INSERTS, UPDATES, and ERRORS. The table contains two rows of data:

FILE NAME	TYPE	CREATED DATE/TIME	START DATE/TIME	FINISHED DATE/TIME	INSERTS	UPDATES	ERRORS
Customer_180201	Customer	2/1/2018 11:36 AM	2/1/2018 04:36 PM	2/1/2018 04:36 PM	2	5	0
Customer_20180201022032	Customer	1/31/2018 04:33 PM	1/31/2018 09:33 PM	1/31/2018 09:33 PM	1	4	0



Click the number under the Errors column to see additional information about the errors and any corrective actions that you need to take.

To view and check your imported list, click the *Open Full List* drop-down menu on the left side of your screen and select the corresponding List (e.g. Customers, Vendors, Location). *Note: Move the scrollbar down for more options.*



The screenshot displays a web application interface for managing customers. At the top, there is a breadcrumb trail 'Sales > Customers'. Below this, the title 'Customers' is shown alongside settings, print, and refresh icons. A search bar labeled 'Full Name' and 'Search Customer' is present, along with a green 'New Customer' button. The main content is a table with the following data:

ID	FULL NAME ^	COMPANY	BILL ADDRESS STREET	BILL ADDRESS CITY	BILL ADDRESS STATE/PROV./REG.	TYPE	SALES REP	CLASS	SHIP METHOD	ACTIONS
2	ABCCom	Comp1	123	Miami	FL					 
4	Bell Inc.	Bell Inc.	45th		TX					 
6	Hello Kitty	Sanrio	36	Portland	OR					 
3	Meryl Rice	Spring Florals	12	Alamo	CA					 
5	Milky Way	Ice Cream, Etc.	78	Los Angeles	CA					 
8	Peggy Sim	Yellow Cab	14002	Sacramento	CA					 
7	Will Harris	Globe Mall	100	Chicago	IL					 