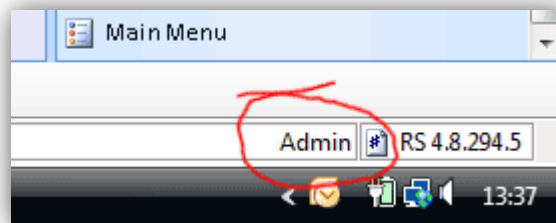


How do I import data from a spreadsheet?

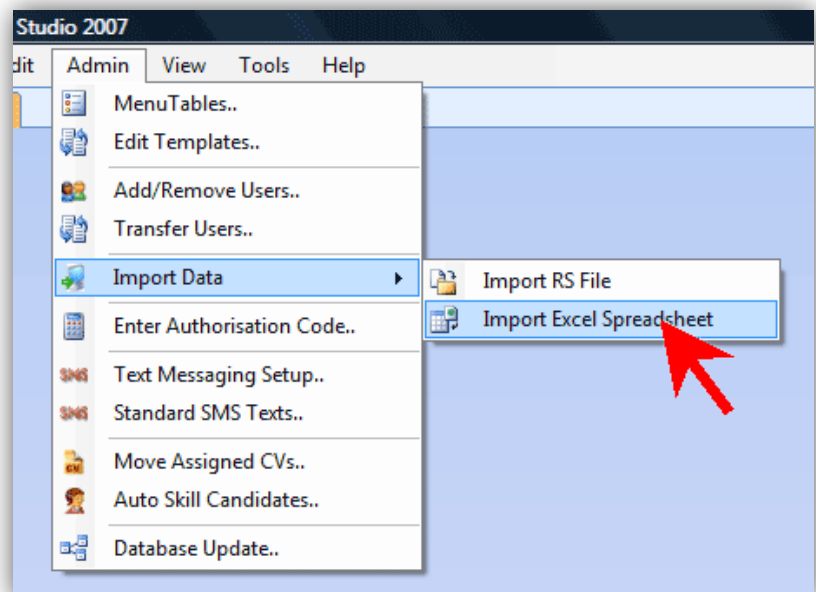
One method of generating records quickly and efficiently is to use a spreadsheet. This is ideal if you purchase company and client data and wish to add it to your data. Entering data into a spreadsheet and then importing it into Recruit Studio is also a more efficient way if you are capturing data from paper sources as it is much faster to type the details into a spreadsheet.

We can provide you with an Excel pro-forma which sets out exactly how the data must be structured so that Recruit Studio can recognise the fields. It is recommended that before you attempt to import a spreadsheet yourself, that you email the Excel file to support@recruitstudio.co.uk so that we can check and test it to avoid mistakes or errors.

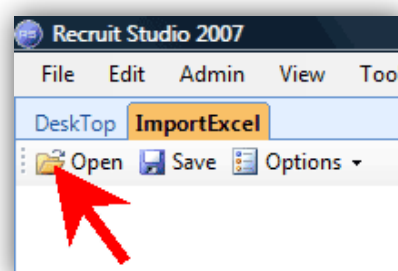
1. When you receive an email from us containing your tested spreadsheet, save the attachment somewhere easy to find such as My Documents.
2. Open Recruit Studio and log in as the Admin user.



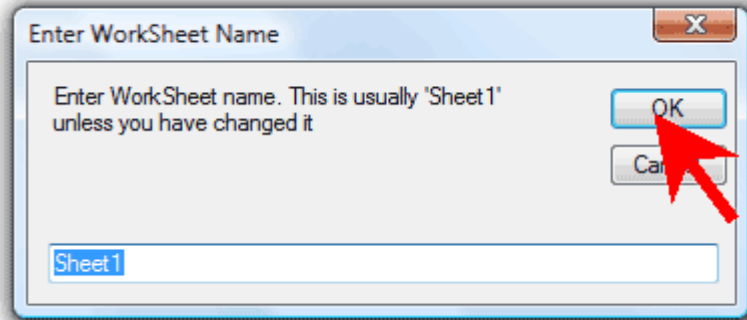
3. From the Admin menu, choose 'Import data > import Excel spreadsheet'.



4. On the new screen, click 'Open' and locate your saved spreadsheet file.

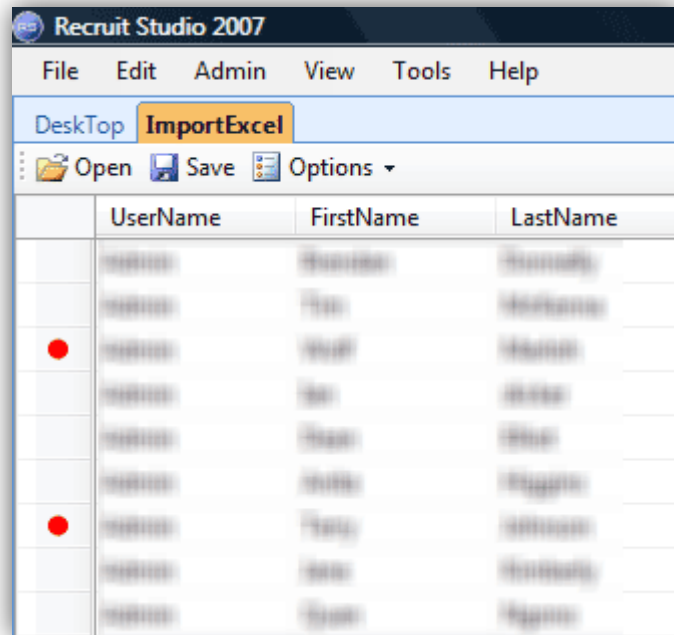


5. You will be asked for the name of the worksheet which is usually 'Sheet1'. Click 'OK' if this is correct.

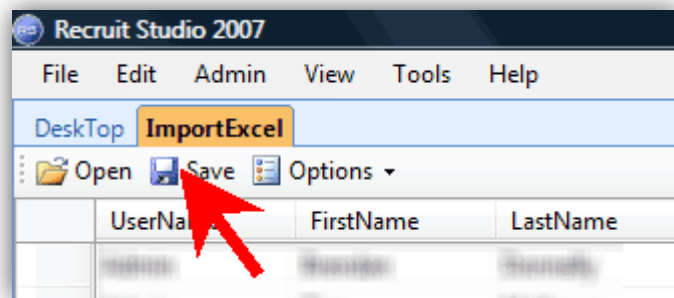


6. The data will be displayed on the screen, with any duplicate records highlighted with a red dot.

You can override the decision to not import duplicates by right-clicking on the duplicate and choosing 'Import selected item'. There are additional options available on the Options menu, if you are not sure if they apply to your situation, please ask us.



7. Click the 'Save' button and close the tab, the data will be imported.



See also:

- *How do I use the Quick Entry facility?*