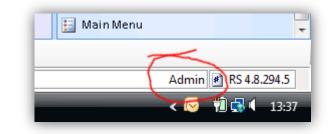
How do I import data from a spreadsheet?

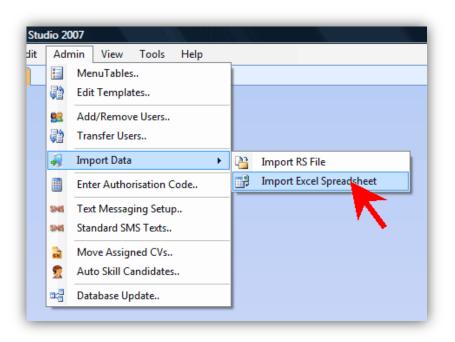
One method of generating records quickly and efficiently is to use a spreadsheet. This is ideal if you purchase company and client data and wish to add it to your data. Entering data into a spreadsheet and then importing it into Recruit Studio is also a more efficient way if you are capturing data from 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 <u>support@recruitstudio.co.uk</u> so that we can check and test it to avoid mistakes or errors.

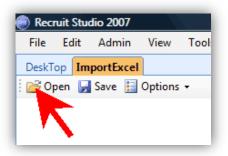
- 1. When you receive an email from us containing your tested spreadsheet, save the attachment somewhere easy to find such as My Documents.
- 2. Open Recruit Studio and log in as the Admin user.



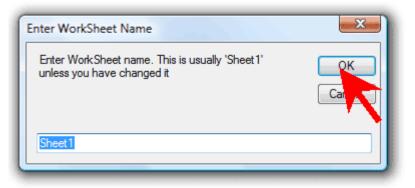
 From the Admin menu, choose 'Import data > import Excel spreadsheet'.



 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 rightclicking 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.

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

Recruit Studio 2007 File Edit Admir		Help
DeskTop ImportExc	el	
🞯 Open 🛃 Save 🚦	🔄 Options 👻	
UserName	FirstName	LastName
111111111	Huntike	Bannifi
1104004000	1998	Hickana
	1010	Hamm
1114484444	iter .	10.044
1114484444	(has)	(Who)
1100000000	10100	Figure
	TRATE:	annam
1104001000	(Annu	Sertitude)
110400000	(Same	Hann

🕘 Reci	ruit Stu	dio 2007			
File	Edit	Admin	View	Tools	Help
DeskT	op Im	portExcel			
i 💕 Op	oen 层	Save 🔛	Options	•	
UserNa		a	FirstName		LastName
	100000000		Hanning.		manami

See also:

How do I use the Quick Entry facility?