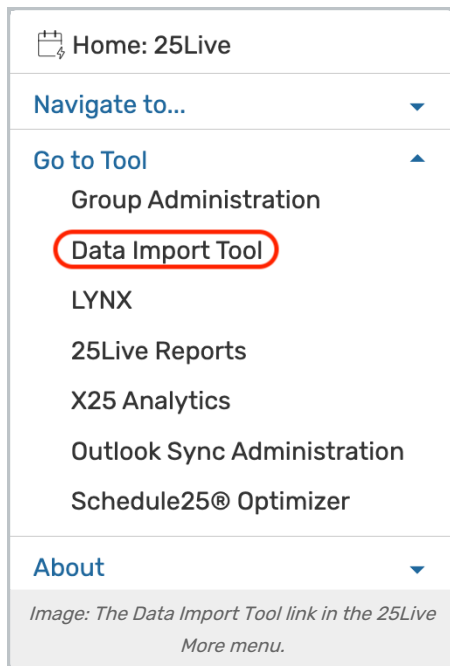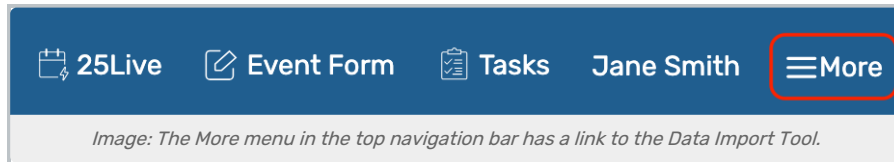# Accessing the Data Import Tool

To access the Series25 Data Import Tool, log into 25Live as a system administrator user (in the -1 security group). Then, choose Data Import Tool from the Go To Tool section of the More menu.

Image: The More menu in the top navigation bar has a link to the Data Import Tool.

Image: The Data Import Tool link in the 25Live More menu.

ℹ️ **Excel Required**

You must also have Microsoft Excel installed on your computer to use the Data Import Tool templates.