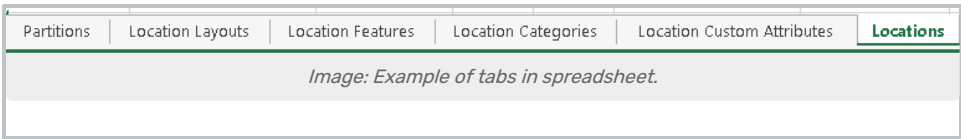


# The Data You Can Import in Series25

A separate Excel spreadsheet template is provided for each kind of data you can import via the Data Import Tool. Each spreadsheet comprises multiple worksheets.

For example, the Location template comprises six worksheets, the five to the left for master definitions and the “Locations” worksheet for submitting locations.



## Spreadsheet Templates

The spreadsheet template for...	Provides these worksheets...	To be imported to 25Live...
<a href="#">Location</a>	Partitions	Location Partitions Master Definition
	Location Layouts	Location Layouts Master Definition
	Location Features	Location Features Master Definition
	Location Categories	Location Categories Master Definition
	Location Custom Attributes	Location Custom Attributes Master Definition
	Locations—including location name, formal name, partition, maximum capacity, fill ratio, categories, features (with quantity), layouts (with capacity), default layout, relationships to other locations, custom attributes, and building name	Locations
<a href="#">Organization</a>	Organization Custom Attributes	Organization Custom Attributes Master Definition
	Organization Types	Organization Types Master Definition

The spreadsheet template for...	Provides these worksheets...	To be imported to 25Live...
	Organization Categories	Organization Categories Master Definition
	Organizations—including name, title (formal name), account number, type, category, Schedule25 Optimizer (S25) name, and custom attributes <i>To upload <a href="#">partition preferences</a> on organizations, see the Preferences sheet below</i>	Organizations
<a href="#">Contact</a>	Security Groups	Security Groups list
	Contact Custom Attributes	Contact Custom Attributes Master Definition
	Contact Roles	Contact Roles Master Definition
	Contacts—including their full name, internal ID, title, address, phone, fax; contact role by organization; and custom attributes	Contacts
	25Live Users	25Live Users
<a href="#">Resource</a>	Resource Custom Attributes	Resource Custom Attributes Master Definition
	Resource Categories	Resource Categories Master Definition
	Resources—including their name, categories, stock levels (with start/end dates), and custom attributes	Resources
<b>Preferences</b>	Partitions	Location Partitions Master Definition (same as the Location worksheet)
	Preferences	Organization Partition Preferences (for use with Schedule25 Optimizer)

For more information about the location, organization, contact, and resource data included in the tables above, see the [25Live help topics](#).

