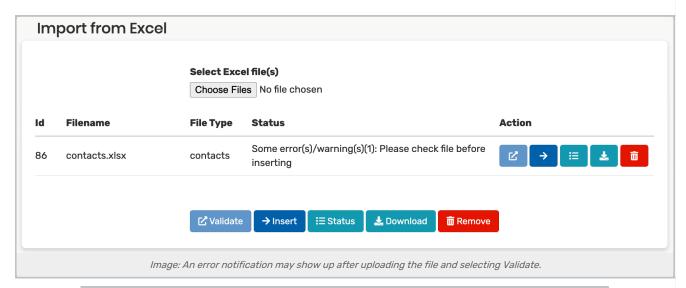# Running the Import Process

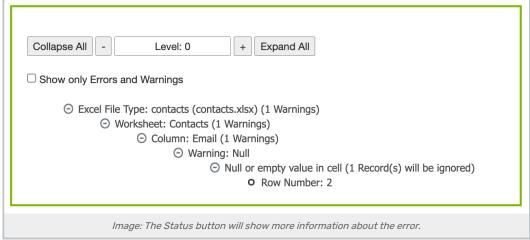## 1. Select and Validate Your Excel File

Browse to and select the Import file(s) containing the data you want to import, then click **Validate**.

The file validation process reports any discovered errors and/or warnings in each file, as shown in this example.

> ℹ️ Keep the original name of the import template file intact (e.g., contacts.xlsx) to ensure validation is successful.

### Import from Excel

**Select Excel file(s)**

[Choose Files] No file chosen

| Id | Filename | File Type | Status | Action |
|----|----------|-----------|--------|--------|
| 86 | contacts.xlsx | contacts | Some error(s)/warning(s)(1): Please check file before inserting | 🔗 → ☰ ⬇ 🗑 |

[🔗 Validate] [→ Insert] [☰ Status] [⬇ Download] [🗑 Remove]

*Image: An error notification may show up after uploading the file and selecting Validate.*

[Collapse All] [-] [ Level: 0 ] [+] [Expand All]

☐ Show only Errors and Warnings

⊖ Excel File Type: contacts (contacts.xlsx) (1 Warnings)
  ⊖ Worksheet: Contacts (1 Warnings)
    ⊖ Column: Email (1 Warnings)
      ⊖ Warning: Null
        ⊖ Null or empty value in cell (1 Record(s) will be ignored)
          ⊙ Row Number: 2

*Image: The Status button will show more information about the error.*

## 2. Review Errors and Warnings

If an Import file has errors and/or warnings, click Download and open the file. If not, proceed to step 4.

In this example, the Location Features worksheet had not been filled out, so a warning (highlighted in orange) was reported. Errors are highlighted in yellow.

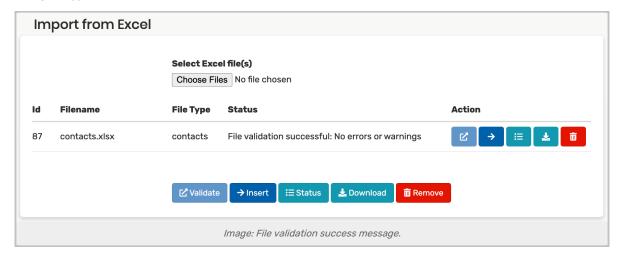| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Error Description | Contact ID | First Name | Last Name | Middle Name | Name Prefix | Name Suffix | Internal ID | Title | Address | City | State | Zip | Country | Phone | Fax | Email | Organization |
| 2 | Null or empty value in cell | | Jane | Smith | | | | | | | | | | | | | | |

*Image: A missing email address int he Email cell caused an error when creating this new contact.*

## 3. Make Corrections

Correct any reported errors and/or warnings in the Import file and re-validate. Repeat for each file that has errors and/or warnings. See Data Import Tool Errors and Warnings .

**Note**: You must correct all errors before the Import file(s) can be imported. If you don't correct warnings, the file(s) can still be imported but the data that resulted in the warning won't be imported. For example, in the file example above, if you don't fill out the Location Features worksheet, no location feature data will be imported.

## 4. Add the Data to Your Instance

Once all the Import files are free of errors and warnings, click Insert which inserts the locations, contacts, organizations, and/or resources included in the Import files into your Series25 database and reports the number of each object type (records) inserted.



*Image: File validation success message.*

## 5. Verify Data in 25Live

Check the success of the import using the data object search features in 25Live.