QUICK GUIDE

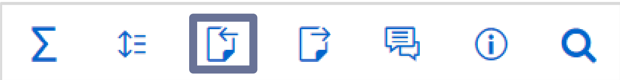
# ISSUE IMPORT

## IMPORT ISSUES

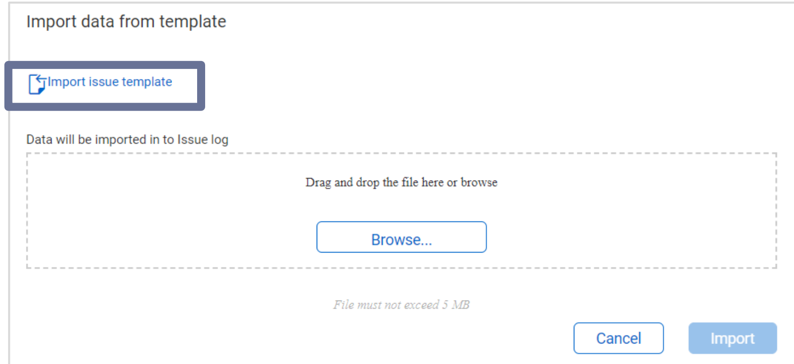
Import issues into Change when you want to quickly add multiple issues to the Issue log.

The Import template reflects the fields on the Issue Details page. It is recommended to download the template each time you want to import issues, so the fields and field values are current.

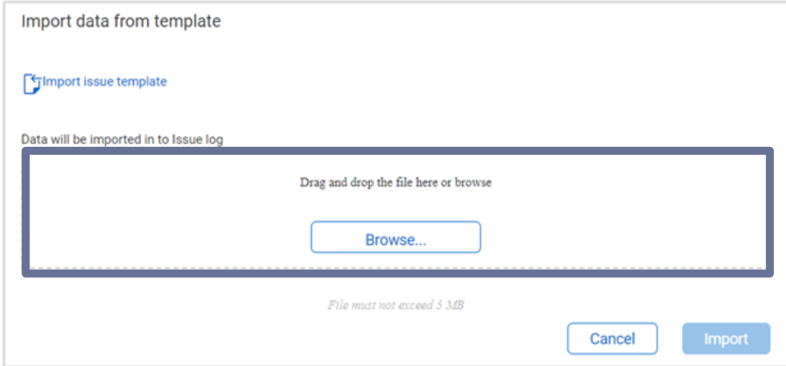
1. From the Issue Log, click the **Import** icon. The Import data from template dialog box opens.



2. Click **Import issue template** to download the template.




3. Open the Microsoft Excel template file, and then enter the issue information on the Template worksheet. Do not change the name of the Template worksheet.
4. Click the **Save** icon at the top of the Template page.
5. Drag and drop or browse for the file to move it to the import data from template dialog box, and then click **Import**.




   - The data is imported, and the results are sent to you in an email message when completed.

6. Open the email to view the results.
   - If the status is *Complete*, the issues have been added successfully. If you want to review the import you can click **Review data** to see a summary. The Import history page opens, and the process is complete.
   - If status is *Pending*, click **Review data**. The import history page opens. All errors are flagged with a warning icon.