

# Importing Excel data into WorkCenter Using Excel Column Headings

In the flash video: Excel - #2 Importing Excel data into WorkCenter Using the Import Wizard, we showed you step by step procedures to import excel data into WorkCenter. This video will show you a short cut to this import function. Before you use this flash video, make sure you watch the Excel #2 Importing data video since many of the steps will be the same.

The major difference in the shortcut process is the ability to type the excel column heading letters into the “Mapping Screen” and avoid mapping each individual column found under the “File Preview” screen.

**Step #1:** Print the column headings and first row of your Excel spreadsheet. You will use this printed document to enter the column letter headings into WorkCenter. For this example, Column “A” refers to Contact Full Name.

**Step #2:** Follow the steps outlined in “Excel - #2 Importing Excel data into WorkCenter Using the Import Wizard” but do not individually map the fields in the “File Preview Screen”. When that screen appears, click on the “Next Button”.

**Step #3:** In the “Mapping Field Screen”, scroll down and type the letter of the column next to the field name. To demonstrate this, we will click on the drop down arrow and select the letter “A” in the box next to Contact Full Name. Follow this procedure for all excel columns.

**Step #4:** After you have completed this process, make sure you have selected the “Contact Full Name” and Contact FileAs as “Key Fields” by checking those boxes.

Follow the steps in completing this import of Excel data in the same manner as you did in the: “#2 Importing Excel data into WorkCenter Using the Import Wizard” video.