

# Software Support

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## How-To Import Data from an Excel Spreadsheet or CSV File into a Kahootz Database

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If you've already got an Excel Spreadsheet and now wish to upload that data into a Kahootz database...

Firstly, you'll need to create a database within Kahootz by clicking "add an item" and selecting "database" from the list of options.

Once you've started the wizard, provide the new database with a name and then scroll down to the columns section.

You'll need to take the first row of the excel spreadsheet and add these as the column names, see my example below...

	A	B	C	D	E
1	<b>Name</b>	<b>Age</b>	<b>Gender</b>	<b>Working</b>	<b>Live in UK</b>
2	CJ	30	M	Yes	Yes
3	PJ	35	M	Yes	No
4	GT	40	M	Yes	No
5	NS	45	M	No	Yes
6	KR	50	M	Yes	Yes
7	JG	55	M	No	Yes

**Note: The column names have to match the first row from the Excel Spreadsheet as shown below in the screenshot...**

## Columns

Provide a name and select a type for each column. Column names must be unique.

*Column 1*

<input type="text" value="Name"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 10px; text-align: right; font-size: 0.9em; color: #666;" type="text" value="Text"/> ▼
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*Column 2*

<input type="text" value="Age"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 10px; text-align: right; font-size: 0.9em; color: #666;" type="text" value="Number"/> ▼
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*Column 3*

<input type="text" value="Gender"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 10px; text-align: right; font-size: 0.9em; color: #666;" type="text" value="Text"/> ▼
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*Column 4*

<input type="text" value="Working"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 10px; text-align: right; font-size: 0.9em; color: #666;" type="text" value="Text"/> ▼
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*Column 5*

<input type="text" value="Lives in the UK"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 10px; text-align: right; font-size: 0.9em; color: #666;" type="text" value="Text"/> ▼
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Show more columns

Click save and select import entries from the list of which you can then drag & drop the excel file from your device...

## Import Entries

*Excel or CSV File \**

Test.xlsx
✕

✓

i

Ignore 1 header row
▼
i

Preview the first 50 entries before import i

Validate only i

Clear existing data before import i

**If there are errors:**

Don't stop
▼
i

Import Valid Entries i

Upload

Back to View

Also on this page is some guidance explaining how the column order should be presented for the imported file, see below...

### Help

When you submit a file for import you can choose what will happen when the file is validated. You can choose to stop the import if errors are found or just skip over the invalid entries. In either case a CSV file will be created by the import containing any records with errors which will allow you to correct invalid entries easily and resubmit them.


#### The column order for the imported file

Name	Age	Gender	Working	Lives in the UK

#### Validation rules for each column

Column Name	Data Type	Required	Details
<b>Name</b>	Text	Optional	
<b>Age</b>	Number	Optional	
<b>Gender</b>	Text	Optional	
<b>Working</b>	Text	Optional	
<b>Lives in the UK</b>	Text	Optional	

Once you're happy, press upload of which it'll advise the outcome...












 **Success**  
There are 6 valid entries in the first 7 rows. There are no invalid entries. Click on the Perform Updates button to import all valid entries into the database. x

Import Options ▾

**Perform Updates** Cancel

Click "perform updates" which will now import all entries into the database as shown below...

**Tip: If it fails then make sure the column names match the first row however the column types could also cause an issue of which contact Kahootz support.**

Name	Age	Gender	Working	Lives in the UK	
CJ	30	M	Yes	Yes	  <input type="checkbox"/>
GT	40	M	Yes	No	  <input type="checkbox"/>
JG	55	M	No	Yes	  <input type="checkbox"/>
KR	50	M	Yes	Yes	  <input type="checkbox"/>
NS	45	M	No	Yes	  <input type="checkbox"/>
PJ	35	M	Yes	No	  <input type="checkbox"/>

**Modify** **Delete**

Quick search

All the Excel data has now been uploaded into the database within Kahootz.

**Note: If you already have a database and want to create an excel sheet to import, remember the first row must match the column names/order!**