


# LOCATIONS IMPORT MANUAL

Locations can be imported into ScheduleInterpreter using CSV file. Use Microsoft Excel or any other table editor to prepare data for import. Columns can be entered in any order.

 Names of the columns must be exact.

| Column       | Description   | Type   |
|--------------|---|--------|
| account name | Name of the account the location belongs to. When location is global, account name is ignored   | string |
| global       | This column defines if location is global or private. Use the word <b>yes</b> or number <b>1</b> to identify location as global. Global locations can be used for all customer account with global location option activated. | string |
| name         | Name of the location.   | string |
| street       | Street address of the location  | string |
| city         | City of the location  | string |
| state        | State or province of the location   | string |
| zip          | Zip or postal code of the location  | string |
| phone        | Phone number associated with the location. All non numerical symbols are automatically removed.   | string |
| notes        | Notes for the location  | text   |

Use attached [locations.xlsx](#) template to prepare your data for import.

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