

Enter Updated Object Data on the Import Template

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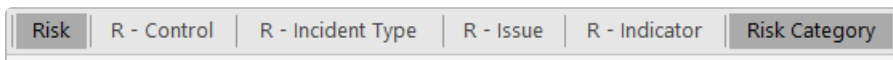
A **Data Import** is a Core feature that creates new objects and enters bulk relationship data via an uploaded spreadsheet. You can update existing object data through Data Import by adding field values, assigning users to roles, or moving an object to a specific workflow state.

Updating object data requires the object's **External Reference ID**, which you can get by:

- Viewing a previously uploaded Data Import Template (e.g., one that has had Object Type field changes since your company's Core system implementation)
- Using the [Audit Trail](#) feature
- Generating the External Reference ID data in a [report table](#).

To enter updated object data in the import template:

1. Click an object type tab (highlighted at foot of spreadsheet), to select its worksheet (e.g., Risk).
 - Worksheet tabs generate in alphabetical order, with relationship tabs being labelled with the monogram of their saved object type and their object type group (e.g., R - Control).



Tabs on a Data Import Template. Object type tabs are highlighted (e.g., Risk and Risk Category) on the Excel spreadsheet and the relationship tabs are labelled by their associated object type's monogram and the object type group.

2. Enter the object's unique external reference ID (Row 5, Column A) below **External Ref ID**.
3. Enter the data you want to import under the right column. See the [Enter New Object Data](#) article for how to enter field, role, or workflow data in the spreadsheet.
4. Save your changes.