

Create an Import Template

To complete a data import, you must first generate an **import template**. This template is a spreadsheet generated through the [Data Import](#) settings and contains separate worksheet tabs for each object type and relationship added to the template, along with columns for each supported component. Administrators then enter data in the appropriate tabs and upload the spreadsheet back into Core.




Columns for the [Location](#) property are not automatically generated in the template. To successfully import location data, these columns must be added manually. See the [Import Location Data](#) article for more information.

	A	B	C	D	E	F	G
1	Relationship ID	Object Type ID	Object Type ID				
2	Control-Test	Control	Test				
3	Control	(optional)	Test	(optional)			
4	OB1 Ext Ref ID	Object Name	OB2 Ext Ref ID	Object Name			
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

A relationship worksheet in the template.

To generate an import template:



1. Click the  icon in the top bar > **Data Import** in the **Tools** section.
2. Scroll down to the **Export Data Import Template** section. This section displays all the object types and relationships in your organization. Relationships are displayed immediately below their related object type.
3. Click to select the object types and relationships you wish to add to the template or click **Select All Object Types** to add all object types and relationships. To remove an object type or relationship from the template, click it again to deselect it.
4. Click **Export** to begin downloading the template. If you selected a large number of object types and relationships, there may be a delay before the download begins.

Export Data Import Template

Select object types to include in template SELECT ALL OBJECT TYPES

<input checked="" type="checkbox"/> Process	OBJECT TYPE
<input checked="" type="checkbox"/> Risks	RELATIONSHIP
<input checked="" type="checkbox"/> Sub Processes	RELATIONSHIP
<input checked="" type="checkbox"/> Requirement	OBJECT TYPE
<input checked="" type="checkbox"/> Controls	RELATIONSHIP
<input checked="" type="checkbox"/> Issues	RELATIONSHIP
Requirement Detail	RELATIONSHIP
Risks	RELATIONSHIP
Source of Requirement	RELATIONSHIP
Requirement Detail	OBJECT TYPE
Risk	OBJECT TYPE

[EXPORT](#)

Clicking Export will start the template download. The Export button will be grayed out if no object types or relationships are selected.

- Once downloaded, click the file at the bottom of your browser to open it. By default, the file's title is your organization's name and the date the template was generated.
- Enter the data you wish to import. You can [create new objects](#) or [edit existing objects](#) on an object type worksheet or [map two objects together](#) on a relationship worksheet.
- [Upload the spreadsheet](#) to complete the import.