

Skipping a Sheet on an Excel Data Import Spreadsheet

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Overview

Administrators can now skip a sheet on an excel spreadsheet when importing data into Resolver. Data on skipped sheets will not be imported or validated.

All skipped sheets will be listed on the **Import Completed Successfully** banner.

User Account Requirements

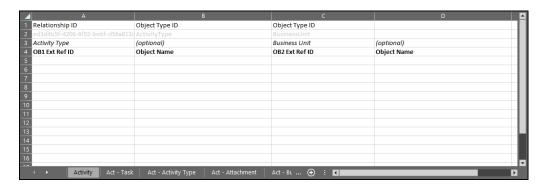
The user account used to log into Resolver must have Administrator permission to download the Data Import Template.

Related Information/Setup

Please refer to the Create an Import Template article for more information on creating an import template.

Navigation

- 1. Navigate to the Downloads folder on the connected PC and look for a filename with the version number, organization's name, and the date the Data Import Template was generated (e.g., 22.2 org name 20230609 Data Template).
- 2. Click the Data Import Template file to open the file.

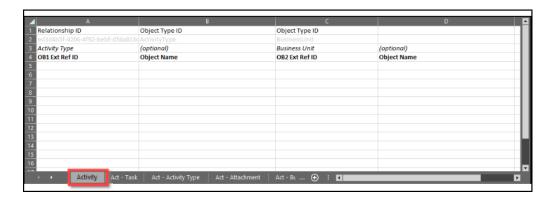


Data Import Template File

Skipping a Sheet on an Excel Data Import Spreadsheet



1. From the Data Import Template, click on the sheet you want to skip.



Excel Sheet

2. From the sheet, type **DO_NOT_IMPORT** in cell **A1**.



DO_NOT_IMPORT

- 2. Data on skipped sheets will not be imported or validated.
- 3. Once the data import is completed successfully, all skipped sheets will be listed on the **Import Completed Successfully** banner.



Import Completed Successfully Banner