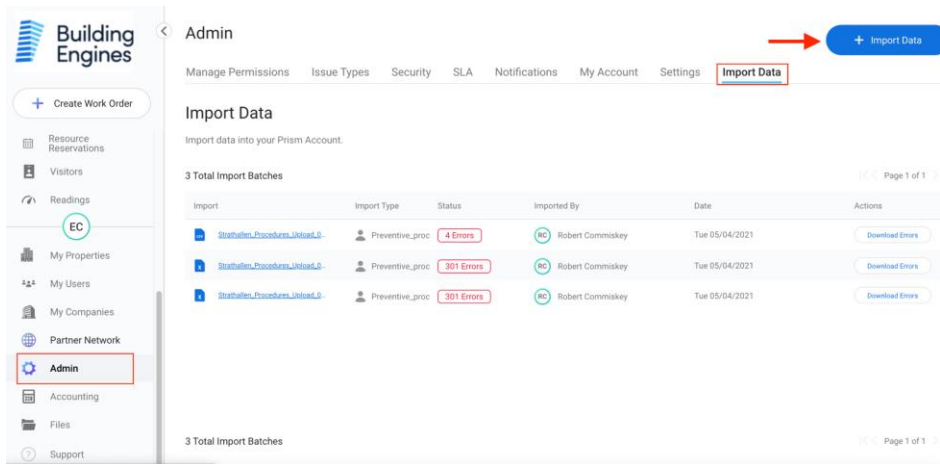## Bulk Importing Procedures

1. Click the Admin tab and navigate to the Import Data feature.

2. Click the blue Import Data button in the top right corner of the page.

3. Select PM Procedures under "What are you importing?" and click Download Template at the bottom of the page to download a template to enter bulk procedure information. Within the template, columns with an asterisk (*) must be completed.

4. Upload the complete template from your device then click the Import PM Procedures button at the bottom of the page.