## **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.

	Building Engines	Admin     Manage Permissions Issu	Je Types Security SLA No	tifications My Account	Settings Import Data	+ Import Data
+	Create Work Order Resource Reservations Visitors	Import Data Import data into your Prism Accor 3 Total Import Batches	unt.			Page 1 of 1
(a)	Readings	Import	Import Type Status	Imported By	Date	Actions
	EC	Strathallen, Procedures, Unioad, 0-	Preventive_proc 4 Errors	RC Robert Commiskey	Tue 05/04/2021	Download Errors
<b>a</b>	My Properties	Strathalien, Procedures, Unioad, 0-	Preventive_proc 301 Errors	RC Robert Commiskey	Tue 05/04/2021	Download Errors
 1	My Users My Companies	Strathallen, Procedures, Upload, 9-	Preventive_proc 301 Errors	Robert Commiskey	Tue 05/04/2021	Download Errors
	Partner Network					
ø	Admin					
	Accounting					
1	Files					
	Support	3 Total Import Batches				CC Page 1 of 1 0.01

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.

Import Data  Drop file to import. File types accepted: .sisx and .csv
What are you importing?
Tenant Companies Vendor Companies Users Visitors Floors Suites
Common Area Properties Equipment PM Procedures PM Schedules Issue Types
Materials Work Orders PM Tasks
Upload PM Procedures     Drop file to import, or browse
Download Template     O     Import PM Procedures