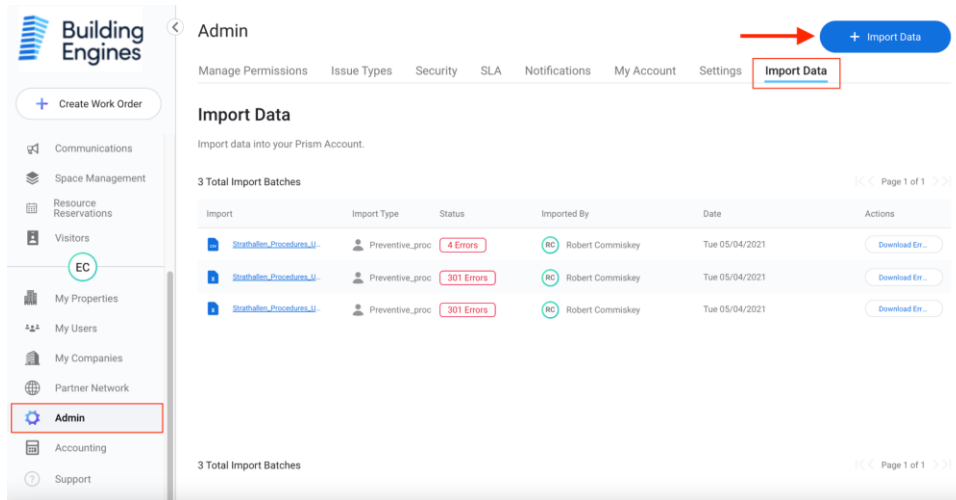


Importing Data (Multiple Data Sets)

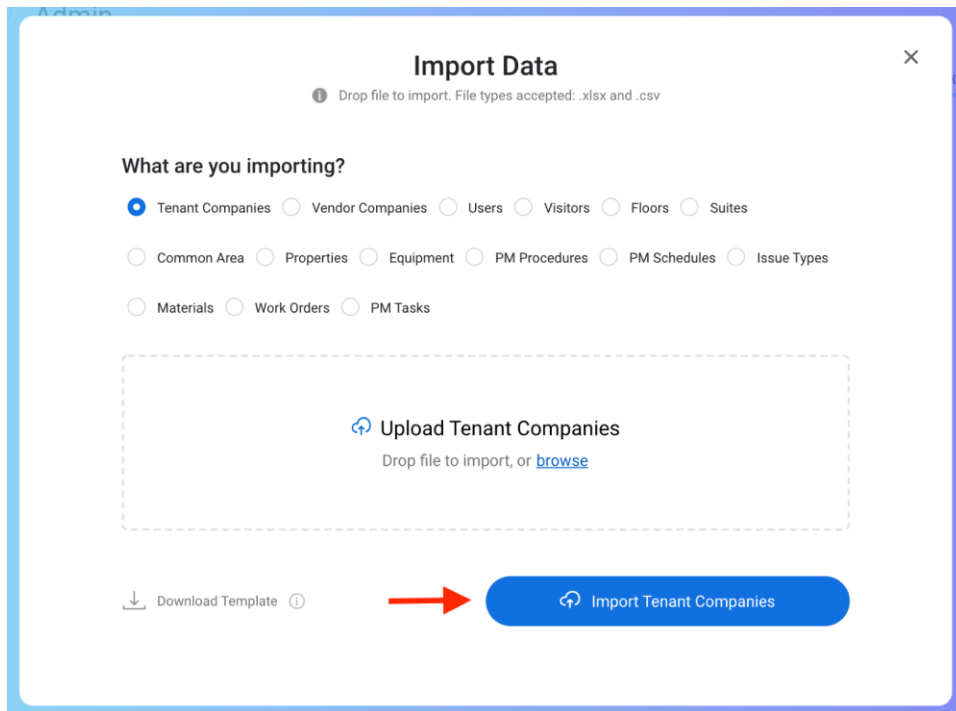
1. Click the Admin tab and navigate to the Import Data feature



The screenshot shows the Building Engines Admin interface. The left sidebar contains navigation options: Create Work Order, Communications, Space Management, Resource Reservations, Visitors, My Properties, My Users, My Companies, Partner Network, Admin (highlighted with a red box), Accounting, and Support. The main content area is titled 'Admin' and includes a top navigation bar with links for Manage Permissions, Issue Types, Security, SLA, Notifications, My Account, Settings, and Import Data (highlighted with a red box and an arrow). Below this, the 'Import Data' section is active, displaying '3 Total Import Batches' and a table with columns for Import, Import Type, Status, Imported By, Date, and Actions. The table lists three batches, each with a status of '301 Errors' and a 'Download Er...' button. A red arrow points to the '+ Import Data' button in the top right corner.

2. To Import Data sets, click the blue Import Data button at the top right corner of the page

3. Select the category that corresponds to what you are importing and upload your files



The screenshot shows the 'Import Data' modal window. It features a title bar with 'Import Data' and a close button. Below the title, there is a message: 'Drop file to import. File types accepted: .xlsx and .csv'. The main section is titled 'What are you importing?' and contains several radio button options: Tenant Companies (selected), Vendor Companies, Users, Visitors, Floors, Suites, Common Area, Properties, Equipment, PM Procedures, PM Schedules, Issue Types, Materials, Work Orders, and PM Tasks. A dashed box highlights the 'Upload Tenant Companies' section, which includes the text 'Drop file to import, or [browse](#)'. At the bottom, there is a 'Download Template' button and a blue 'Import Tenant Companies' button, with a red arrow pointing to it.