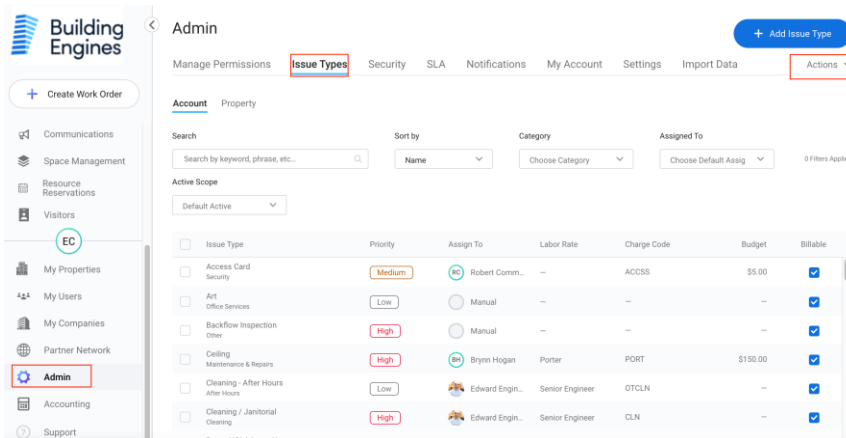


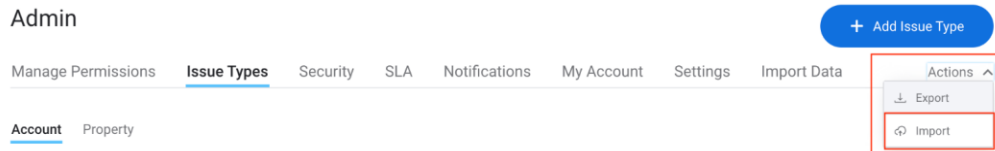
## Importing Issue Types

1. Within Admin > Issue Types, select the Actions tab to the right of the page to Import an Issue Type



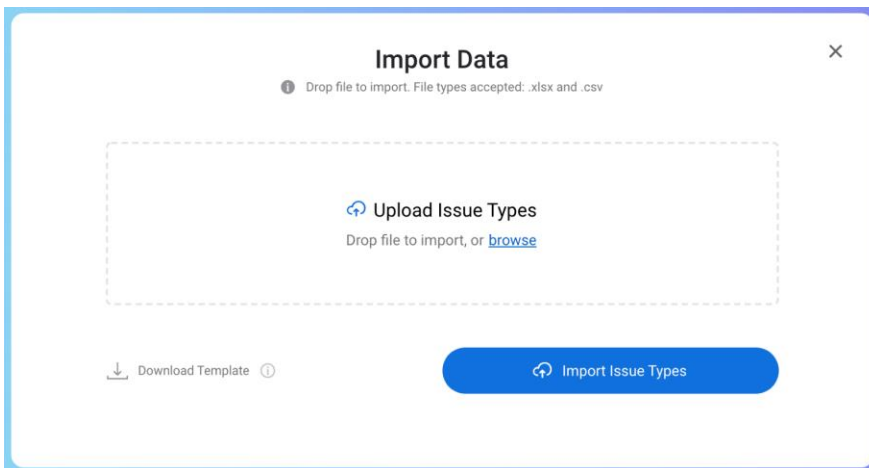
The screenshot shows the Building Engines Admin interface. The 'Issue Types' tab is selected, and the 'Actions' dropdown menu is open, showing the 'Import' option. The table below lists various issue types with their respective priorities and assigned users.

Issue Type	Priority	Assign To	Labor Rate	Charge Code	Budget	Billable
<input type="checkbox"/> Access Card Security	Medium	Robert Comm...	-	ACCS	\$5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> ART Office Services	Low	Manual	-	-	-	<input checked="" type="checkbox"/>
<input type="checkbox"/> Backflow Inspection Other	High	Manual	-	-	-	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ceiling Maintenance & Repairs	High	Brynn Hogan	Porter	PORT	\$150.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cleaning - After Hours After Hours	Low	Edward Engin...	Senior Engineer	OTCLN	-	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cleaning / Janitorial Cleaning	High	Edward Engin...	Senior Engineer	CLN	-	<input checked="" type="checkbox"/>



The screenshot shows the Building Engines Admin interface. The 'Issue Types' tab is selected, and the 'Actions' dropdown menu is open, showing the 'Import' option. The 'Import' option is highlighted with a red box.

2. Upload your data and finish by clicking the blue Import Issue Types button



The screenshot shows the 'Import Data' modal. The modal contains a dashed box for uploading a file, a 'Download Template' link, and a blue 'Import Issue Types' button. The text inside the modal reads: 'Drop file to import. File types accepted: .xlsx and .csv'. Below the dashed box, it says 'Upload Issue Types' and 'Drop file to import, or [browse](#)'. At the bottom, there is a 'Download Template' link and a blue 'Import Issue Types' button.