How-To Import Data from an Excel Spreadsheet or CSV File into a Kahootz Database

Kahootz Support - 2025-09-03 - How-To

When multiple people are updating an Excel spreadsheet, it can be difficult to keep track of the most up-to-date version.

To overcome this issue, you can import data from your spreadsheet into a Kahootz database.
This ensures users are always viewing and updating the latest data.

Importing your Excel spreadsheet into a Kahootz Database

1. Create a Database within Kahootz by clicking **Create a new item** and selecting **Database**

2. Give it a name and then scroll down to the **Columns** section.

3. Add the column names from **Row 1** of your Excel spreadsheet
   The Kahootz column names must match the first row from your Excel Spreadsheet or the import will fail.

4. Click **Save** to create your new database.

5. Select **Import Entries** from the Manage Database screen.

6. Drag & drop or upload the Excel or CSV File file from your device and click **Next.**
   Kahootz will validate the file and check for errors

7. Once the file has passed the validation checks, click **Import** to import all entries into the Database.
   If the import fails, make sure the column names match the first row.

If you continue to have issues importing your Excel Spreadsheet, the column types could also be causing the problem.

Updating Existing Entries During Import

Kahootz allows you to update existing database entries during an import, but this feature is only available if your database includes a column of type Entry ID.

How It Works:

1. **Ensure your database has an Entry ID column**
   This column is used to uniquely identify each entry. Without it, Kahootz cannot match imported rows to existing entries.

2. **Go to “Import Entries”**

When importing a CSV or Excel file, you'll see an option called “Update matching entries” — this only appears if the Entry ID column exists.

3. **Select “Update matching entries”**
   This tells Kahootz to look for matching Entry IDs in your file and update the corresponding entries in the database.

4. **Upload your file and click “Next”**
   Kahootz will validate the file and check for matching entries.

5. **Click “Import”**
   The update runs as a background process. You’ll receive a notification once it’s complete, and your database will reflect the updated entries.

If Entry ID Is Not Present:

If your database does not include an Entry ID column, the only available import option will be:

- **Delete all existing entries before importing**
  This will remove all current data and replace it with the contents of your file.

Note

Contact the Kahootz support team if you require assistance as they'll review the data and advise accordingly.

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