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

Software Support - 2022-06-24 - 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 <u>Kahootz database</u>. This ensures users are always viewing and updating the latest data.

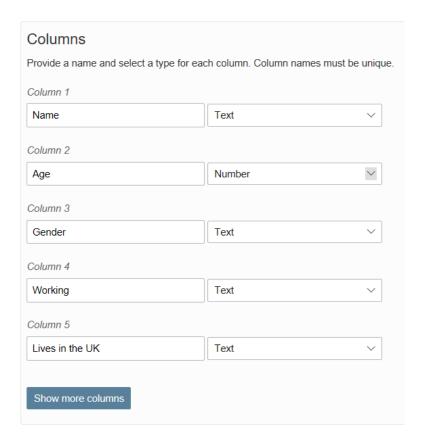
Importing your Excel spreadsheet into a Kahootz Database

- 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, (see example below.)

The Kahootz column names must match the first row from your Excel Spreadsheet or the import will fail.

	А	В	С	D	E
1	Name	Age	Gender	Working	Live in UK
2	CJ	30	M	Yes	Yes
3	PJ	35	M	Yes	No
4	GT	40	M	Yes	No
5	NS	45	M	No	Yes
6	KR	50	M	Yes	Yes
7	JG	55	M	No	Yes
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Shown above is the Execl Spreadsheet and shown below is the Database Columns matching the first row.



- 4. Click "Save" and select "Import Entries" from the list. You can then drag & drop or upload the Excel file from your device.
- 5. Once you're happy, click "Upload."
- 6. Click "Perform Updates" to import all entries into the Database.
 - 1 If the import fails, make sure the column names match the first row.

If you continue to have issues importing your Excel Spreadsheet, the $\frac{\text{column types}}{\text{could}}$ could also be causing the problem.

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

Related Content

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