

## 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 [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, (see example below.)



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

	A	B	C	D	E
1	<b>Name</b>	<b>Age</b>	<b>Gender</b>	<b>Working</b>	<b>Live in UK</b>
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

Shown above is the Excel Spreadsheet and shown below is the Database Columns matching the first row.

### Columns

Provide a name and select a type for each column. Column names must be unique.

*Column 1*

Name	Text
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*Column 2*

Age	Number
-----	--------

*Column 3*

Gender	Text
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*Column 4*


Working	Text
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*Column 5*

Lives in the UK	Text
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[Show more columns](#)

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.

 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.

Contact the [Kahootz support team](#) if you require assistance as they'll review the data and advise accordingly.

#### Related Content

- [Creating a database](#)
- [Getting started with databases](#)