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

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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 "Add an 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.)

Kahootz Tip: The Kahootz column names must match the first row from your Excel Spreadsheet.

	A	B	C	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

Columns

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

Column 1

Name	Text
------	------

Column 2

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

Column 3

Gender	Text
--------	------

Column 4

Working	Text
---------	------

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.

Kahootz Tip: If the import fails, make sure the column names match the first row. However, the [column types](#) could also be causing an issue.

[Contact Kahootz support](#) if you require assistance.

Related Content

- [Getting started with databases](#)
- [Creating a database](#)
- [A guide to database column types](#)