



## Batch Import

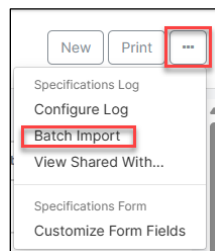
ProjectTeam.com gives you the ability to import an entire list into the system with our Batch Import feature. Most form types allow for Batch Import.

[Batch Importing Records](#)  
[Additional Resources](#)

## Batch Import Records (Using Specifications for an Example)

The list of Specifications will need to be set up for the project, either at the beginning of the project or one at a time as Submittal Items are added. The Batch Import feature allows you to upload the entire list at one time.

1. Open the Log View of the form type.
2. From the Log View screen, click on the 3-dot menu and select Batch Import.



3. Download the Template.
4. Prepare the Data. *Do not change the headers in the template. Data must match the format in the form.*

1	Subject	Division	Specification #	Revision #	Revision Date	General Notes
2	Temporary Barriers and Enclosures	01 - General Requirements	01 56 00	0		
3	Temporary Air Barriers	01 - General Requirements	01 56 13	0		
4	Temporary Dust Barriers	01 - General Requirements	01 56 16	0		
5	Temporary Noise Barriers	01 - General Requirements	01 56 19	0		
6	Temporary Barricades	01 - General Requirements	01 56 23	0		
7	Temporary Fencing	01 - General Requirements	01 56 26	0		
8	Temporary Protective Walkways	01 - General Requirements	01 56 29	0		
9	Temporary Security Barriers	01 - General Requirements	01 56 33	0		
10	Temporary Security Enclosures	01 - General Requirements	01 56 36	0		
11	Temporary Tree and Plant Protection	01 - General Requirements	01 56 39	0		
12	Temporary Controls	01 - General Requirements	01 57 00	0		

- a. Enter the Specification Descriptions in the **Subject** column (required field).
- b. If entering the **Division**, it **must** be formatted to exactly match the list from the dropdown in that field. (2 digits, space, dash, space, Description)

01 - General Requirements 02 - Existing Conditions 03 - Concrete 04 - Masonry 05 - Metals 06 - Wood, Plastics, and Composites 07 - Thermal and Moisture Protection 08 - Openings 09 - Finishes 10 - Specialties 11 - Equipment 12 - Furnishings 13 - Special Construction 14 - Conveying Equipment 20 - Mechanical Support 21 - Fire Suppression 22 - Plumbing 23 - Heating Ventilating and Air Conditioning 25 - Integrated Automation 26 - Electrical 27 - Communications	28 - Electronic Safety and Security 31 - Earthwork 32 - Exterior Improvements 33 - Utilities 34 - Transportation 35 - Waterways and Marine Construction 40 - Process Interconnections 41 - Material Processing and Handling Equipment 42 - Process Heating, Cooling, and Drying Equipment 43 - Process Gas and Liquid Handling, Purification and Storage Equipment 44 - Pollution Control Equipment 45 - Industry-Specific Manufacturing Equipment 46 - Water and Wastewater Equipment 48 - Electrical Power Generation
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- c. Enter the **Specification #s.**
- d. Enter the **Revision #s.** (This is a required field, enter "0" if there is no additional revision.)
- e. Save the form.

## 5. Upload the CSV file.

Import Specifications

1
Download template

Download the template CSV file ready for you to fill in.

Download

2
Prepare your data

Use the template to fill in all the fields of your forms. There is a maximum of 1,000 rows for each import. Make sure you remove all duplicates before the import. ProjectTeam.com will not automatically remove duplicates. Once you finish, you're ready to upload.

3
Import forms

Upload the CSV file into ProjectTeam.com.

Upload

## Additional Resources

- [NPS Training Site | ProjectTeam.com](#)
- [Help Center Home \(projectteam.com\)](#)
- Help Center Home: [Batch Import Records](#)
- [support@projectteam.com](mailto:support@projectteam.com)