# Student Import Wizard

## Importing a CSV File

Importing a CSV File

The instructions below explain how to import the created CSV into the library system. The instructions below do not explain how to obtain a CSV file from a management system (this should be done before following this guide).

Please ensure that a CSV file has been created in the appropriate format before continuing with the instructions in this topic. If you are using a CSV file to import your borrowers and have not created it here, click here.

1. From the menu bar at the top of the screen, click on Database / Intake.
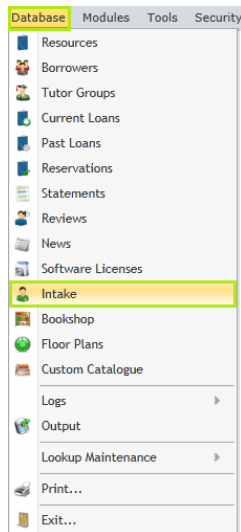
2. The **Intake** table will open. Click **Import** from the menu on the right of the screen.
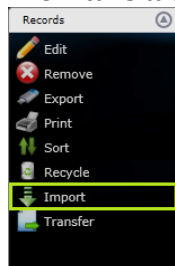
3. The main Import box will open. Firstly, select an import definition (also known as a 'mapping file') from the supplied list. There will be several shown and each have their own formatting rules.

   The **file type** you select should be chosen in accordance with the instructions that were used to create the CSV file. For instance, when following the SIMS instructions, you should choose the "SIMS.net (quoted)" file type. If you used the Progresso, CMIS, iSAMS or SEEMIS instructions then select **WBLS**.
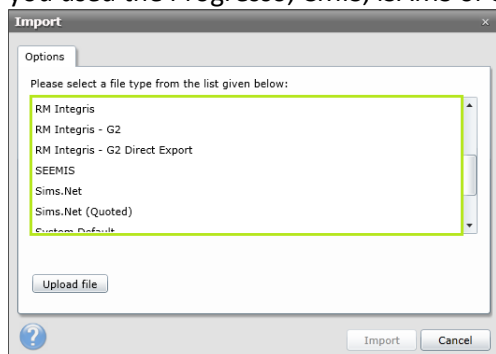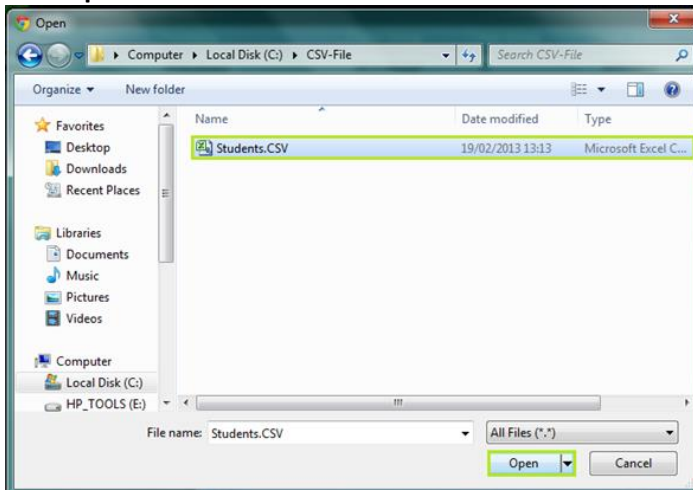
   Once selected, click **Upload File**.

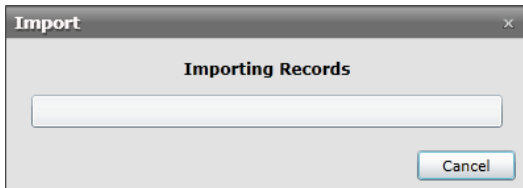4. In the new window that opens, click **Browse...**.
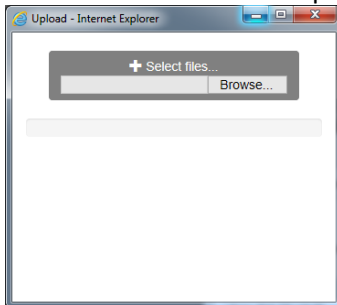
5. From the Windows dialog box that opens next, select the CSV file in the location it has been saved to and click **Open** as shown below.
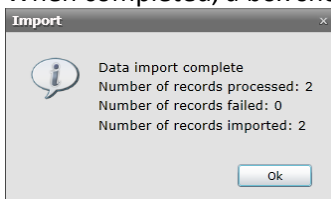
The window will close automatically when this has completed.

6. Once the Browse... window has automatically closed, click **Import** to begin importing the file.

This may take several minutes depending on the amount of records there are to process.

7. When completed, a box showing the results of the import will display.

Click **OK** to the **import** box and the import should now be completed.