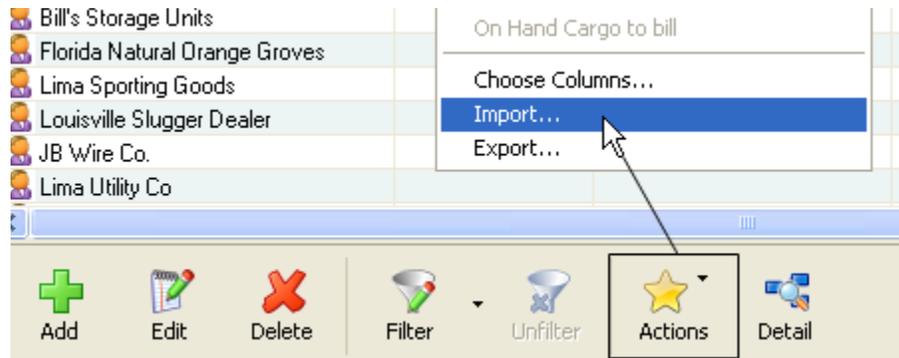


Import Data into your Magaya Explorer

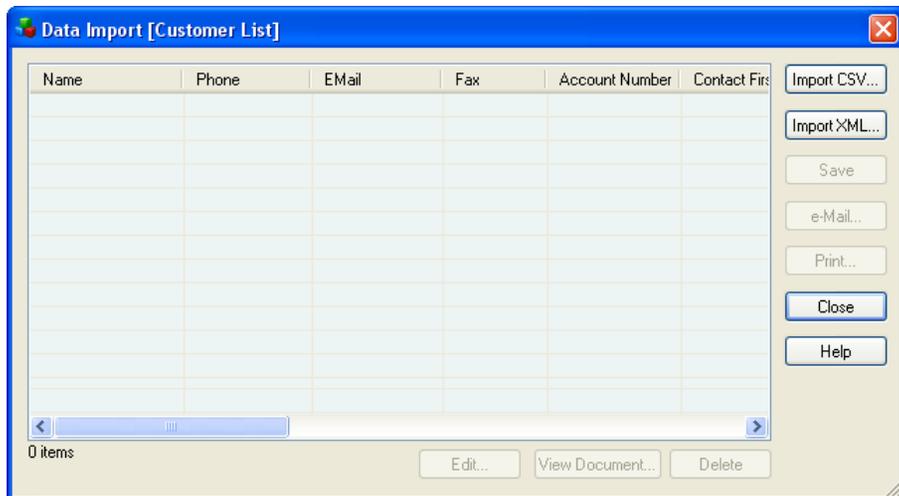
Many types of data can be imported into Magaya Explorer. This how-to article shows one example, how to import your customer list. This saves time and errors that manual entry can cause by typing in names, addresses, phone numbers, and more.

To import data into your Magaya system such as your customers or vendors, go to the list (or folder) in Magaya Explorer where you want to import the data, and follow these steps.

1. Click on the Actions button and select "Import".



The following dialog box will open:



Options for importing data include XML or CSV. Let's look at the CSV option first.

Import CSV:

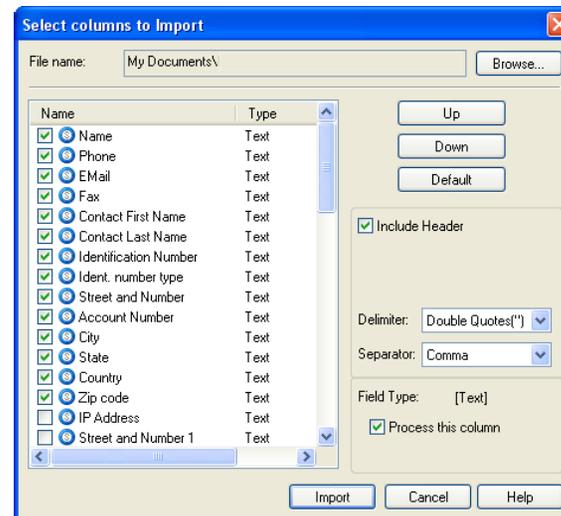
The "Import CSV" option provides a way to choose the columns of data you need.

The columns names in the CSV spreadsheet need to match the columns you select in the Magaya system. Compare this example spreadsheet with the Magaya dialog box. The columns are the same: Name, Phone, Email, Fax, Contact First Name, etc.

	A	B	C	D	E	F	G
1	Name	Phone	EEmail	Fax	Contact Fir	Contact L	Identificati
2	FIFTH COMPANY CORP	305-555-8122	FIFCOMP@HOTMAIL.CO	305-555-5622	CONTACT	FIFTH	543222
3	FOURTH COMPANY CORP	954-555-8744	FOUCOMP@GMAIL.COM	954-555-5254	CONTACT	FOURTH	654343
4	THIRD COMPANY CORP	954-555-7447	THICOMP@GMAIL.COM	954-555-1111	CONTACT	THIRD	4342332
5	SECOND COMPANY CORP	786-555-7823	SECCOMP@YAHOO.COM	786-555-4323	CONTACT	SECOND	34234344
6	FIRST COMPANY CORP	786-555-7888	FCOMP@YAHOO.COM	786-555-7814	CONTACT	FIRST	2322232
7							

Now set the columns in your Magaya system by clicking the "Import CSV" button. The "Select Columns" dialog box opens. Next, follow these steps:

- Select the columns to match your spreadsheet columns. Uncheck any that do not apply, and change their order as needed.



Import Data into your Magaya Explorer *Continued*

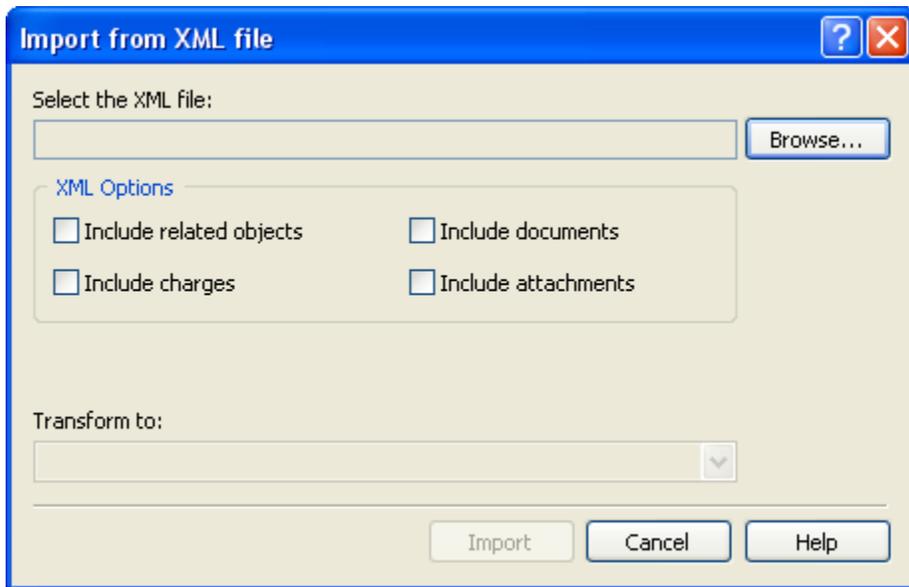
- Click the “Browse” button to select a folder on your computer (or network) to save the file.
- Click the “Import” button.

Note: If a customer name already exists in the Magaya database, it will not be saved again. Any unsaved items will show in the dialog box.

- Verify the information saved in the location specified.

Import XML:

The “Import XML” option is often used to import data such as carriers. Let’s look at an example of the XML import dialog box and how to use it:



- Click the Browse button to open a folder location on your computer (or network) to save the file.

- Click the checkboxes that apply to your needs.
- Click the “Import” button. The data is displayed in the dialog box.
- Click “Save” to save the data in your Magaya Explorer.

Note: If a record (customer name) already exists in the Magaya database, it will not be saved again. It will display in a list of unsaved items. The system only saves new transaction files.

- Click the “Close” button.
- Verify the transactions are saved in the Customer List in your database.

If you want to import other types of data into your Magaya Explorer such as vendors, the steps are similar. For an example of importing warehouse data, see the [Magaya Supply Chain Solution Operations Manual, Chapter 7](#), available in PDF from our website’s [Training page](#). Please contact us with any questions. ■