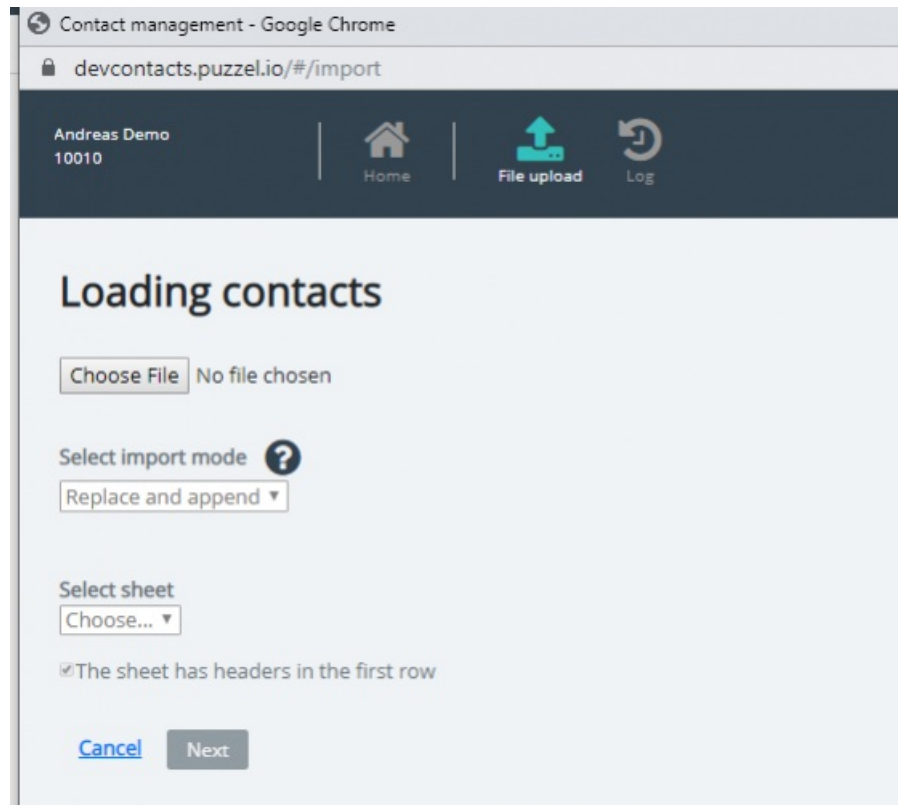


## File upload

If you want to upload a file with (customer) contacts, click **File upload** and follow the instructions.



The screenshot shows a web browser window titled 'Contact management - Google Chrome' with the URL 'devcontacts.puzzel.io/#/import'. The user is 'Andreas Demo' with ID '10010'. The navigation bar includes 'Home', 'File upload' (highlighted with a green icon), and 'Log'. The main content area is titled 'Loading contacts' and contains the following fields:

- A 'Choose File' button next to the text 'No file chosen'.
- A 'Select import mode' dropdown menu with a question mark icon, currently set to 'Replace and append'.
- A 'Select sheet' dropdown menu with a question mark icon, currently set to 'Choose...'.
- A checkbox labeled 'The sheet has headers in the first row' which is checked.
- 'Cancel' and 'Next' buttons at the bottom.

- First, click **Choose file** and select the correct Excel file on your computer.
- Then choose *Replace and append* or *Full replace*.
- Then select the correct *Sheet* in your file.
- If your file contains a header row, make sure to check *The sheet has headers in the first row*
- Then click *Next*.

On the **Map columns** page, you must map the columns in the file to the correct columns in the Contact table in Puzzle.

Contact management - Google Chrome  
devcontacts.puzzel.io/#/column

Andreas Dema  
10010

< Back

## Map columns ?

Map columns from the Excel to each field

Next

Save current mapping

Default country code: NO

First name First name	Last name Last name
External id External id	Working title Working title
Organization Organization	Department Department
Phone Phone	Phone description Choose...
Mobile Mobile	Mobile description Choose...
Email 1 Choose...	Email 1 description Choose...
Email 2 Choose...	Email 2 description Choose...
Street name Street name	Street number Street number
Zip code Zip code	Zip location Zip location
Country code Country code	

Cancel Next

If you have used the proposed column header names, (most of) the mapping will be done automatically.

If this file format is the format you will use the next time (every time) you upload a contact file, it is very useful to click **Save current mapping**

When you're done with the mapping, click **Next** to go to the *Preview* (file upload) page.

If the mapping looks correct, then click **Start import**. If not, click < **Back** to adjust the mapping or **Cancel**.

When the import is done, you can see a new entry in the *Import log*.