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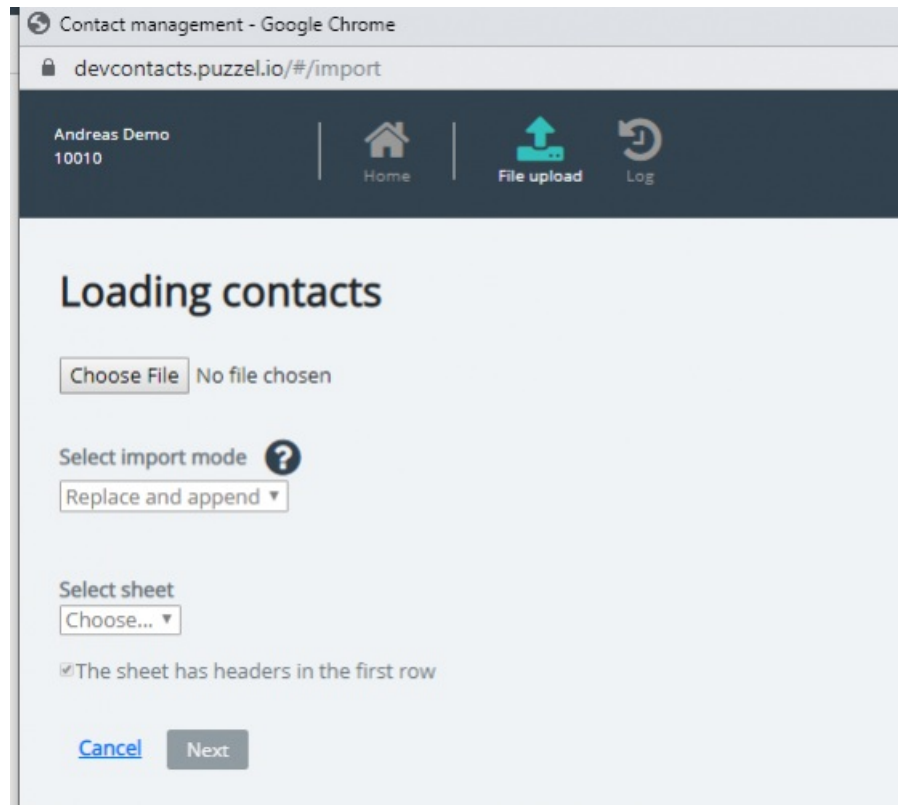
If you want to upload a file with (customer) contacts, click**File upload** and follow the instructions.

- 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 Puzzel.

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

If this files 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*.