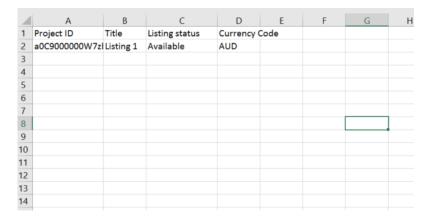
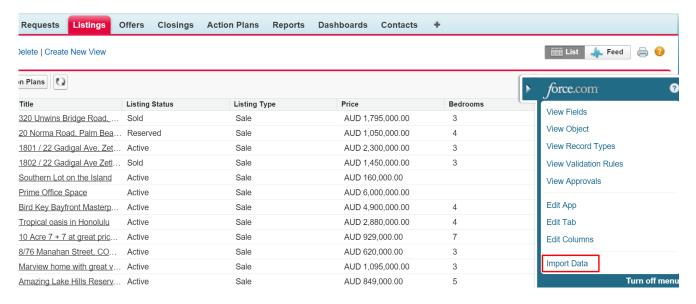
Creating new Project Listings using Import Wizard

1) Prepare your file with **Project IDs** through a Report, example attached. You can get the Project ID from the URL of the record and insert this as a column into your import file.



Click on Listings > Quick Access Menu > Import Data



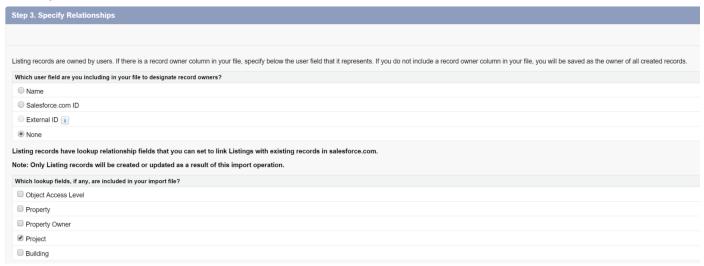
2) Step 2 Start Import Wizard > Select Listing > Next



No insert all records > Next

Step 2. Prevent Duplicates	
To prevent duplicate Listin	ng records from being created as a result of this import, choose Yes below.
Do you want to prevent do	uplicates from being created?
No - insert all records	s in my import file.
O Yes - prevent duplica	ate records from being created. Note: You must select this option if you want to update existing records.

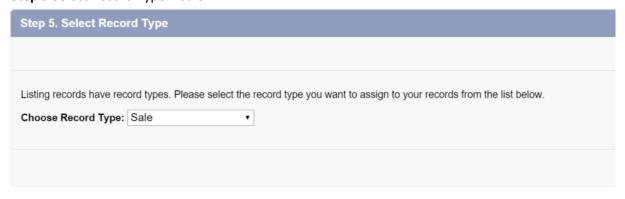
3) Step 3 Record owner > None if you are not assigning it through the import. Look up relationship > Project



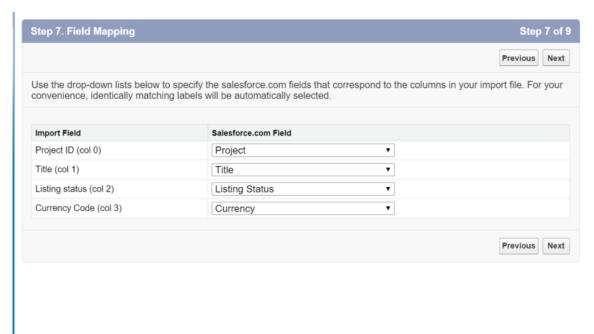
4) Step 4 Match the Property/Project > Salesforce ID



5) **Step 5** Select Record Type > Sale

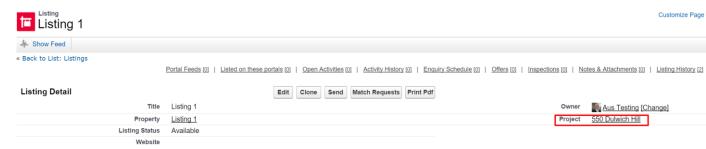


- 6) Step 6 upload file
- 7) **Step 7** Make sure the columns in your file are mapped correctly, for example **Project ID > Project** and Title (Listing) > Title etc. The mapping an important step for the upload.



8) Step 8 Import now!

Once imported, go back to the Project and ensure your new Listings are linked back to the Project



and your Listings are linked to a Unit/Property.

