Import and Export (Project Manager)

Import

This option lets you enter your project details in an Excel Spreadsheet and import your project directly into EventsAir. You will want to import data into existing fields and format; however, you can upload any spreadsheet format and EventsAir provides a wizard to help you match your data fields to the corresponding fields in the Project Manager.

Important Considerations

- You must create your Projects prior to import, and you will select the specific Project that you will be importing details into.
- You must select a Date Format that matches the date format used in your projects, and will be reflected in your import details as well.
- While Start Date/Time and End Date/Time are shown together in the Project List, they are imported via their own separate columns.
- You will assign team members, status, and progress items after your import is complete.

What You Can Import

There are six types of data you can import into a specific project:

- **Name** – the task name you are importing
- **Note** – the project task note
- **Start Date** – use mm/dd/year or dd/mm/year format as required by your region
- **Start Time** – use military (24 hour) time format
- **Due Date** – use mm/dd/year or dd/mm/year format as required by your region
- **Due Time** – use military (24 hour) time format

Importing Data

When you click on Import, you should follow these steps:

1. Select your **import data file** (Excel format).
2. Select the **Project category** that you plan to import into.
3. Select the **Date Format** for your region (and reflected in your spreadsheet).
4. **Assign each column** from your spreadsheet to the corresponding field in the Project list.
5. Select **Import** to complete the import process.

Export to Excel

This option will let you export your detailed project list to Excel, maintaining the same general format.