

Import a CSV File:

1. From the **Dashboard**, click **Import Data** at the top of the screen.
2. Select the **File Type** from the drop-down list.
3. Click anywhere in the **Select File** region to browse and select CSV file, or drag and drop the file into the region.
4. Click **Upload**. The File will display.
5. Click **Stage** to transfer the data into PLANet.
6. Click **Validate**.
7. If any transactions are invalid, edit by clicking **File ID**, then the **Transaction ID** of the invalid records and updating the fields. When corrected, **Validate** the entire file again.
8. Once validated, approve the contribution by clicking **Approve**.