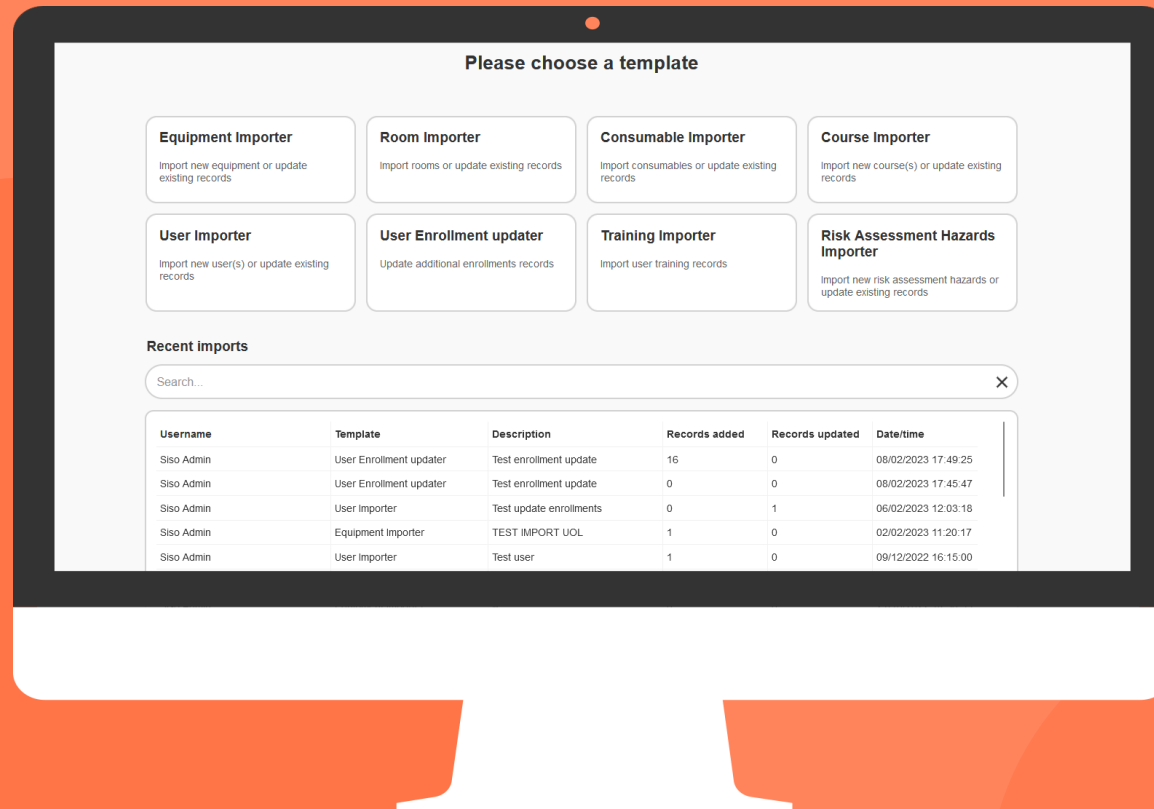


03

# Import Wizard

## System Administration Tool

Making it easier to get equipment, rooms, users and other information into the system, we have created a new feature to save you time and minimise errors



## Key Features

- Add more information about equipment over time, not all at once
- Import photos or custom fields all at the same time
- Custom tools to upload rooms, equipment, users and courses
- Map your existing spreadsheets to our fields with no formatting or 'cut & paste' needed

## How it helps you

- Saves you significant time uploading
- Simple to use, no training required
- Track what you have already uploaded
- Faster to start using the product & get benefits