

Batch Import

ProjectTeam.com gives you the ability to import an entire list into the system with our Batch Import feature.

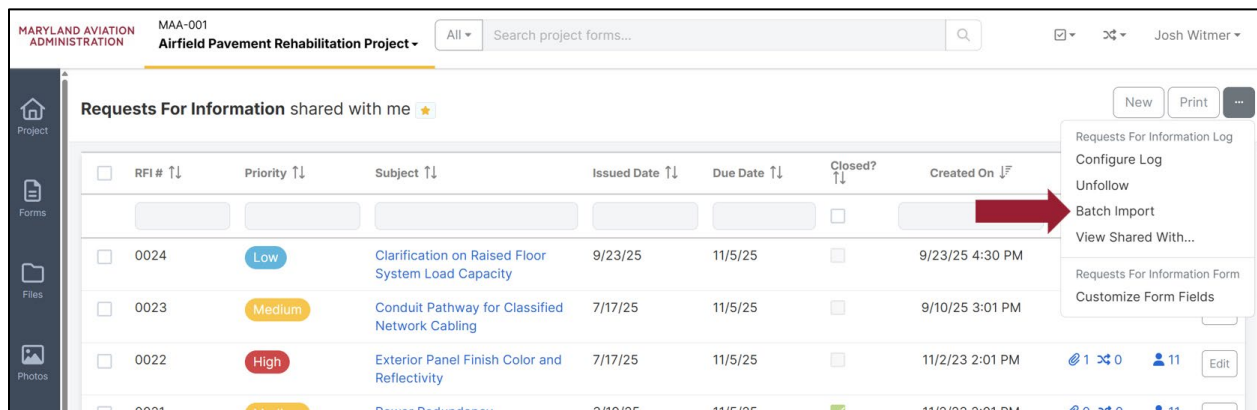
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- Batch Import Records
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Batch Import Records

The Batch Import feature allows you to upload the entire list at one time.

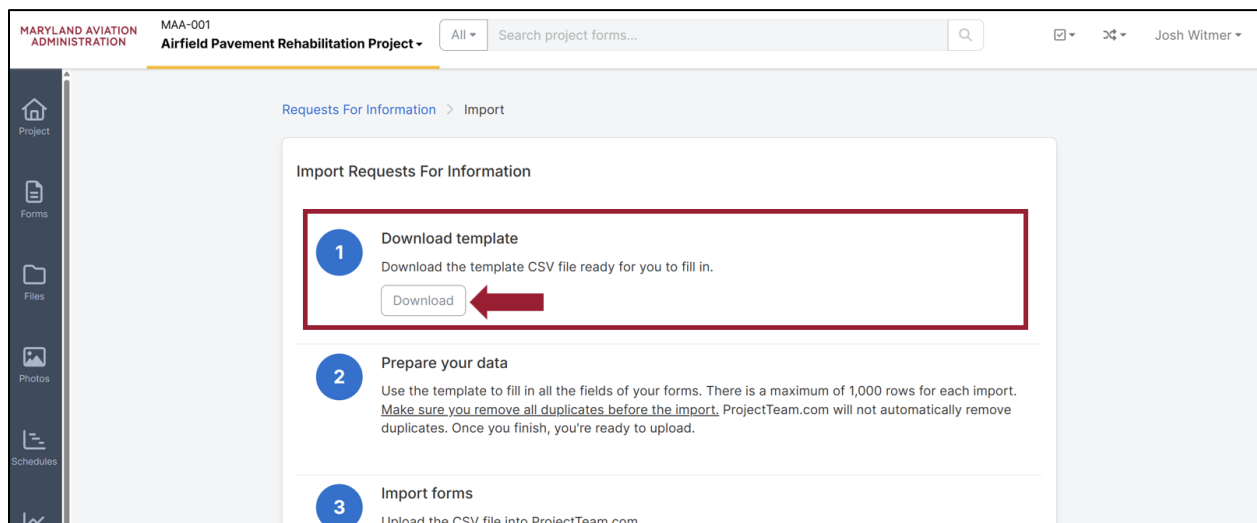
1. Open the Log View of any form type.
2. Click the ellipsis button to expand log options, choose “Batch Import”.



The screenshot shows the 'Requests For Information' log for the 'Airfield Pavement Rehabilitation Project'. The table has columns for RFI #, Priority, Subject, Issued Date, Due Date, Closed?, and Created On. A red arrow points to the ellipsis menu icon in the top right corner of the log table.

RFI #	Priority	Subject	Issued Date	Due Date	Closed?	Created On
0024	Low	Clarification on Raised Floor System Load Capacity	9/23/25	11/5/25		9/23/25 4:30 PM
0023	Medium	Conduit Pathway for Classified Network Cabling	7/17/25	11/5/25		9/10/25 3:01 PM
0022	High	Exterior Panel Finish Color and Reflectivity	7/17/25	11/5/25		11/2/23 2:01 PM

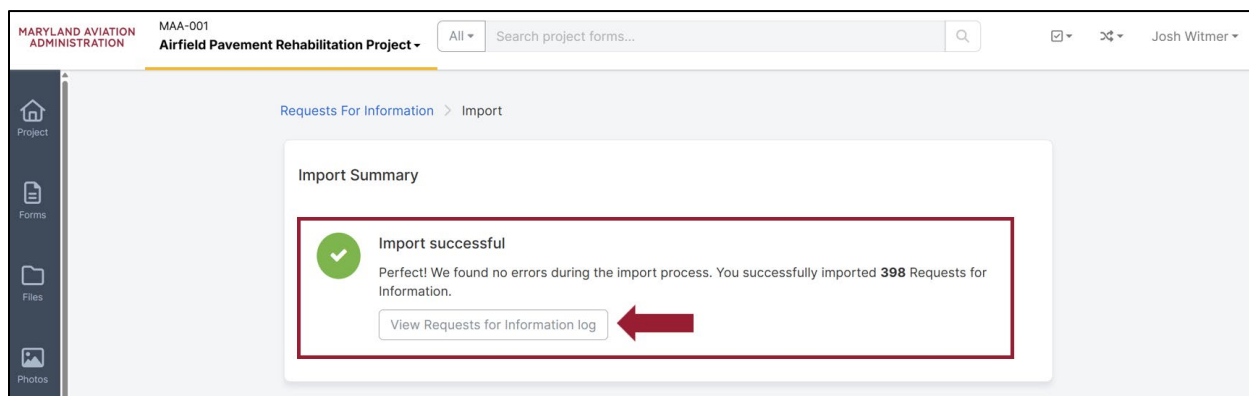
3. In the import instructions screen, click the “Download” button to download a pre-configured template. This will download a csv template for you to fill out.



The screenshot shows the 'Import Requests For Information' screen. A red box highlights the 'Download template' step, and a red arrow points to the 'Download' button.

- 1 Download template**
Download the template CSV file ready for you to fill in.
[Download](#)
- 2 Prepare your data**
Use the template to fill in all the fields of your forms. There is a maximum of 1,000 rows for each import. Make sure you remove all duplicates before the import. ProjectTeam.com will not automatically remove duplicates. Once you finish, you're ready to upload.
- 3 Import forms**
Upload the CSV file into ProjectTeam.com

4. In the downloaded template, enter the data you intend to import. Be careful not to change the headers of the CSV file, the data must match the format of the form in ProjectTeam.com to be valid. Save your file.
5. Back in ProjectTeam.com, click the “Upload” button and navigate to the file you just filled out. Once the import is complete, you will get a confirmation message, similar to the one shown below.



6. Click the “View Form Type Log” button to return to the log view. You have completed the batch import process.

Related Resources

For more information on how to batch import data or any other topic, visit our general support site at <https://help.projectteam.com>. For more specific instructions on working with MAA, visit <https://www.projectteam.com/maa>.

You can also contact support anytime at:

- Email: support@projectteam.com
- Phone: (703) 961-1007