How do I import data?

1. Click the **Manage** tab.
2. Click the **Data Imports** link in the **Navigation** menu to open the **Data Imports** window.
3. Click **New Import** to open the **New Import** window.
4. When finished reading the information on this window, click **Continue**.
5. Click **Browse** to locate your data import file.

   Note: The only accepted file format is .TXT. If your file is not in this format, you will receive an error message. The File Type is always Standard.
6. Click **Continue**.
7. Click **Continue** to open the **File Structure** window.

   Note: If your file matches the data specification for AIMSweb, you will continue from here. If your file has incorrect column names, you will need to map them prior to continuing.
8. Select information from the Data Specification Columns drop down. Once a column has been mapped, it will not appear as an option for the other columns in the drop down.
9. Click **Continue**. Follow the onscreen instructions until the import process is complete.