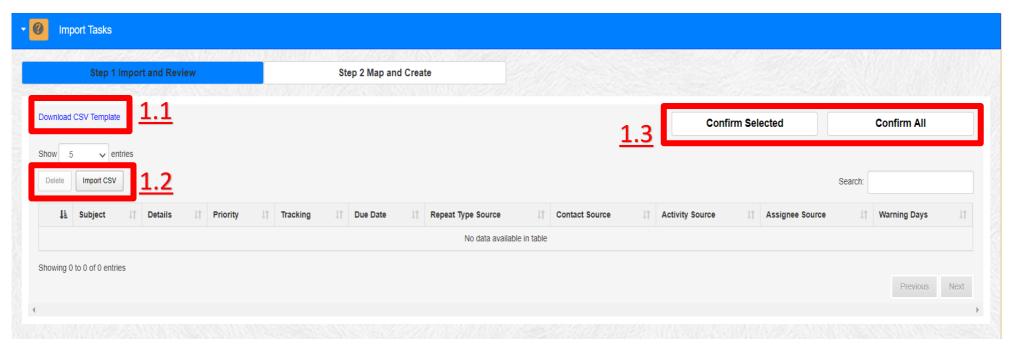
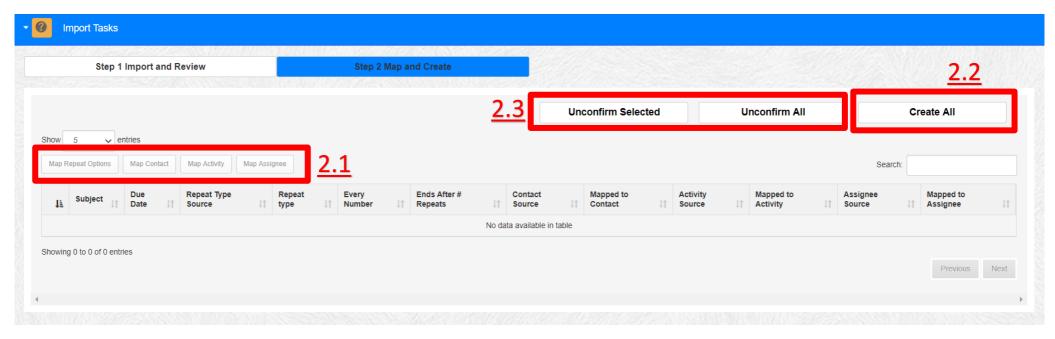
Step 1 Import and Review



- 1.1: Download the template csv file to begin the importing process.
- 1.2: After you completed the csv file click on the Import csv button and select your saved csv file to import.
 - You can also delete some records, after you have imported them, with the Delete button.
- 1.3: If you are happy with all the records you can confirm all the records by clicking the Confirm All button or you can only select a few records and confirm them by clicking the Confirm Selected button.

Step 2 Map and Create



- 2.1: After Confirming some records they will appear at the Step 2 Map and Create Section and then you can start Mapping your records.
- 2.2: After you have mapped all your records you can then create them, and they will then be in your To Do List.
- 2.3: You can Unconfirm Selected records or all the records if you want to go back and start from step 2.