

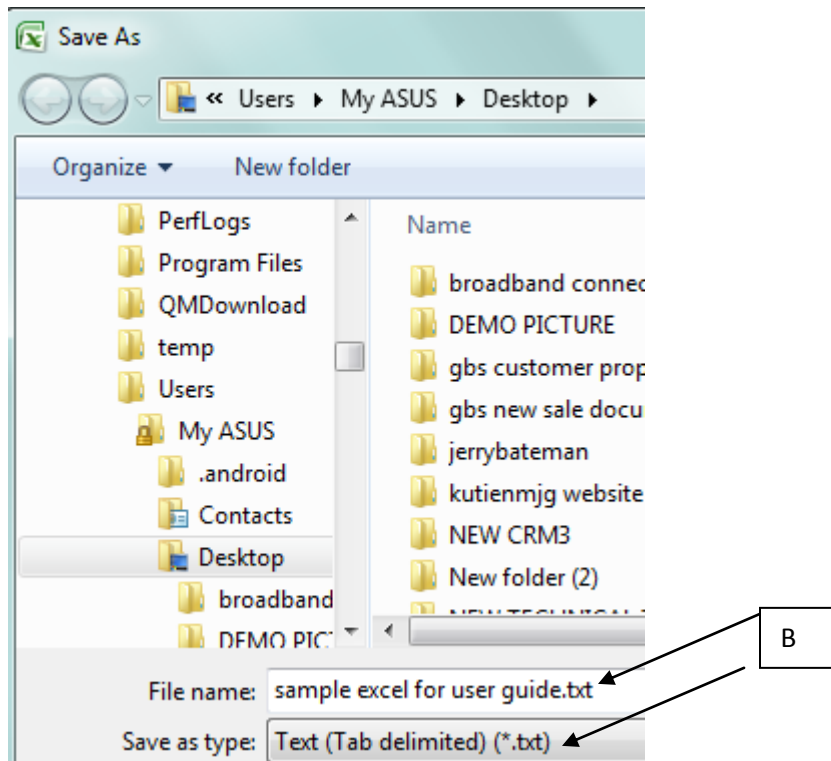
How to “Import Data” from Excel File to DMS System

- A) Open an Excel file, must put a “Title” for each field (eg: hp no, name & etc),

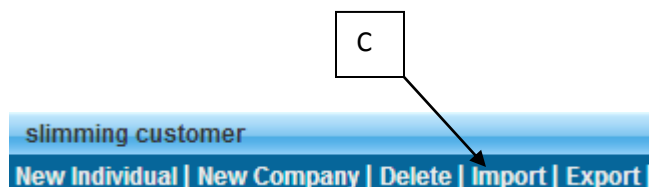
A

A	B	C	D	E
Name	Hand Phone number	Address 1	Address 2	Address 3
Victor Lim	60198754511	No 23, Jalan Sawah	Taman Emas	Kluang, Johor
Robert lar	60123456677	No 48, Jalan Ipoh	Kepong	Kuala Luimpur

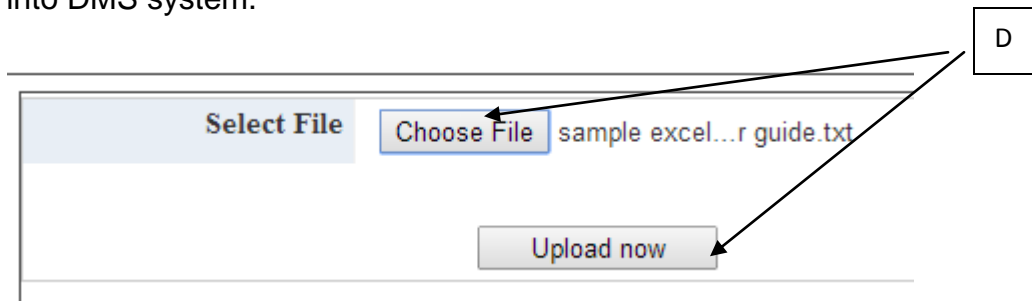
-B) The Excel file must save as (“Txt -Tab Delimited”) format



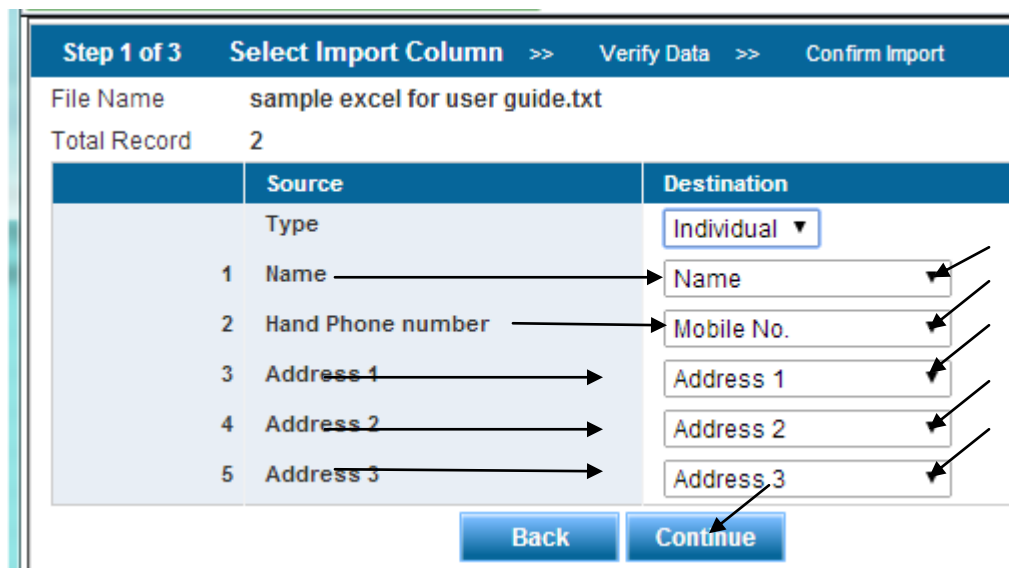
- C) Click “Import” button,



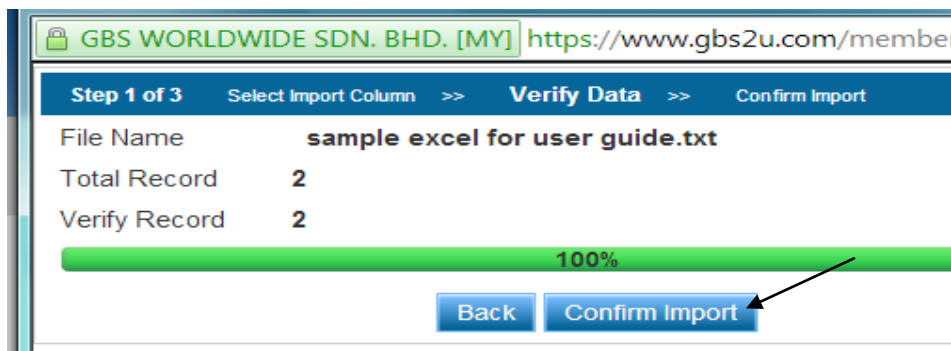
- D) Choose files to upload to the DMS system, the “Excel File” (must save as (“Txt -Tab Delimited) format), Click “Upload Now” the excel file will Imported into DMS system.



- E) Please “select the field” to match the Excel field’s content, click “Continue”



- F) The system wills checking the total records imported, if got error record or Duplicate record, the system will automatic filter out and display on the table, once confirm, please click “Confirm Import”



G) The system will display the **“Total record ”** that successful Imported into the DMS system.

Step 1 of 3 Select Import Column >> Verify Data >> **Confirm Import**

FileName	sample excel for user guide.txt
Total Record	2
Completed Record	2 ←
Invalid Record	0

100%
