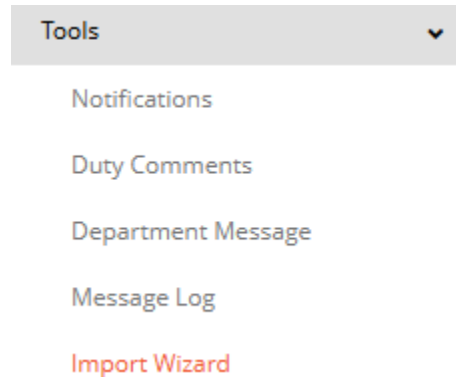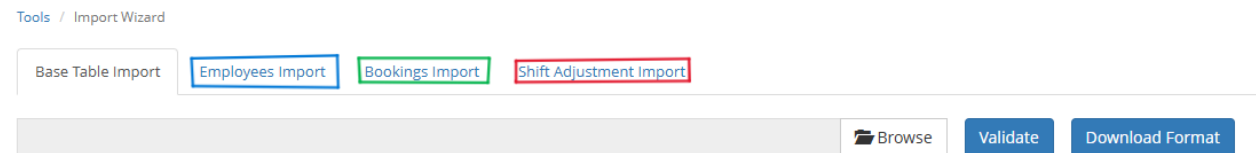# Rollcall Data Import Wizard Explainer

Included in this new RollCall deployment is an import tool for mass uploads of employee details, bookings, and shift adjustments. This feature is located in the 'Admin' tab, nested under the 'Tools' subtab.

To use this tool, simply click on the desired import type and click on the 'Download Format' button on the right. This will provide you with a spreadsheet template you will enter data for import into, and specifies required versus optional information by column. Fill out the template and save it to a desired location under the same name that it downloaded under, or append as necessary for future recognition.

You can now use the 'Browse' button to find that file. Click on the 'Validate' button to ensure everything is formatted correctly. The system will let you know if there are any errors and which line to review to correct them. After a successful validation, the button will then change to 'Import' which will allow you to add the associated employees, bookings, or shift adjustments to your RollCall site.

Please note, there is also a 'Base Table Import' function as well. This is for new site set ups, so make sure you are selecting one of the other three options when uploading.