

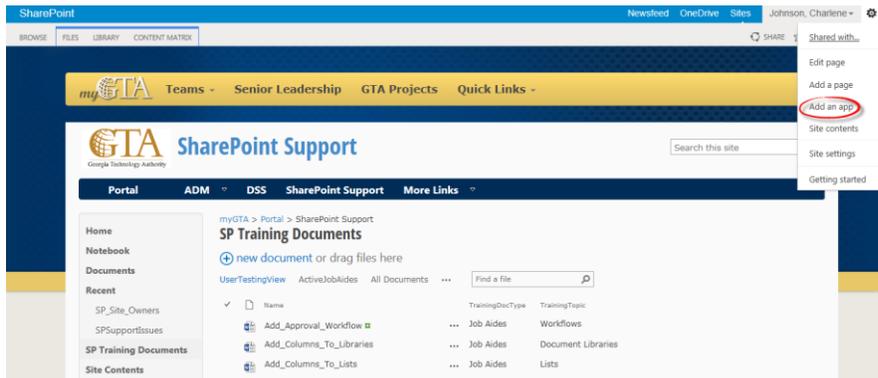
Import Spreadsheet

1. Select an Excel Spreadsheet, e.g. Sample_Spreadsheet

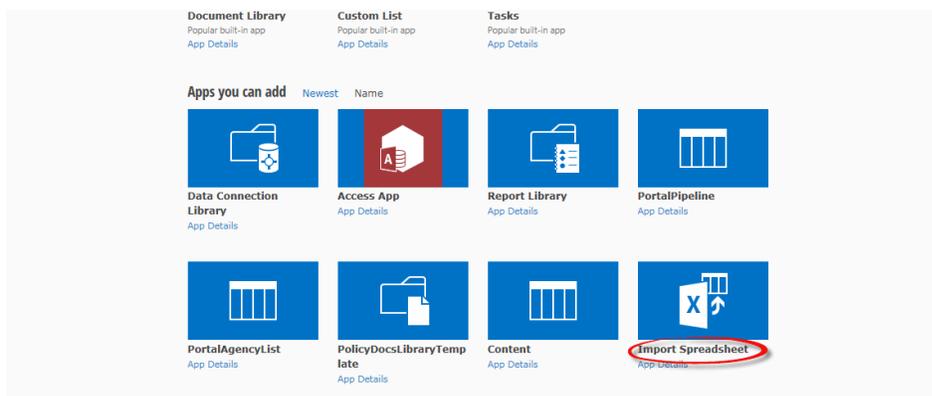
	A	B	C	D	G	H
1	Req ID	Req Description	Req Comments	Test Team	Test Comments	
2	BR-01	Portal information accessible within GTA as well as externally	Although the search feature can still be tested, the requirement was not defined in a quantifiable manner.	UT		
3	BR-02	Simple and easy to use search interface	Although the search feature can still be tested, the requirement was not defined in a quantifiable manner.	N/A		
4	BR-03	Quick response to content search	Although the search feature can still be tested, the requirement was not defined in a quantifiable manner.	N/A		
5	BR-04	At least read access to all sites on the first 2 hierarchy levels of the portal (allowing for certain exceptions)		UT		
6	BR-05	Increased productivity by enabling GTA users to find the information they need to do their job	The requirement was not defined in a quantifiable manner.	N/A		
7	BR-06	Ability to access the portal from within and outside of GTA with a GTA provided device or an employee-owned device		UT		
8	BR-07	Process automation and content centralization to replace current manual processes		N/A		
9	BR-08	Enterprise Search to access information across the consolidated portal		UT		
10	BR-09	Elimination of redundant content (to be addressed by content migration approach)	This is a manual process to identify and request that redundant content to not be migrated.	N/A		
11	BR-10	Collaborative content creation		UT	confirm users can edit documents that they do not	
12						

2. Navigate to the site where you want to import the spreadsheet, SharePoint Support.

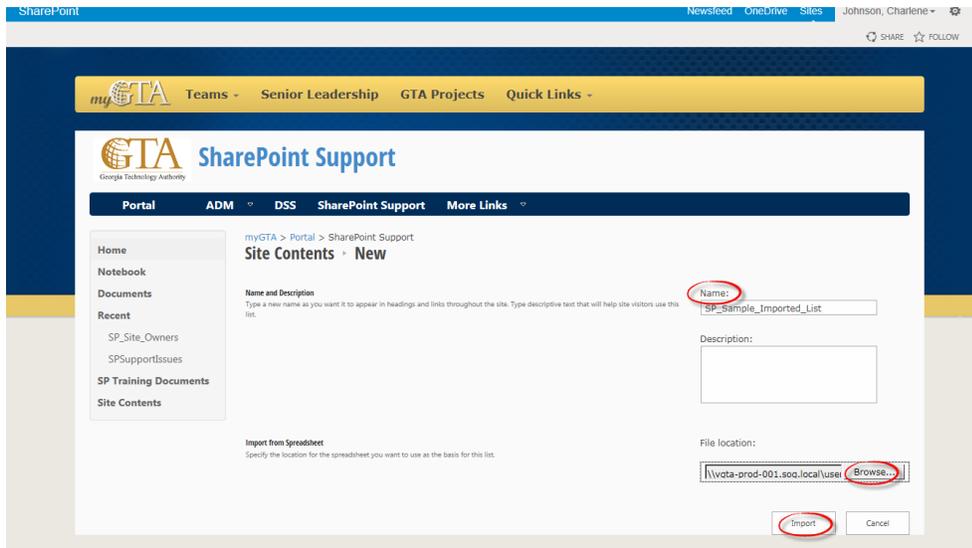
Click on the **gear** and then click **Add an app**.



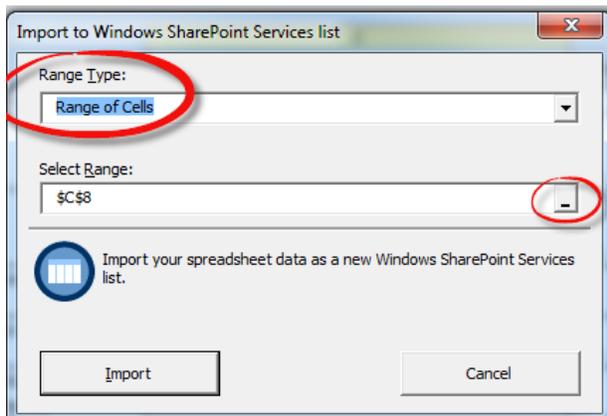
3. Scroll through the apps and click **Import Spreadsheet**



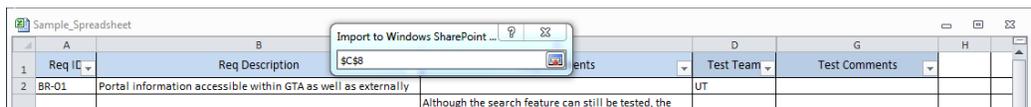
- Name the list and click **Browse** to select the **File Location**, e.g. SP_Sample_Imported_List
Click **Import**.



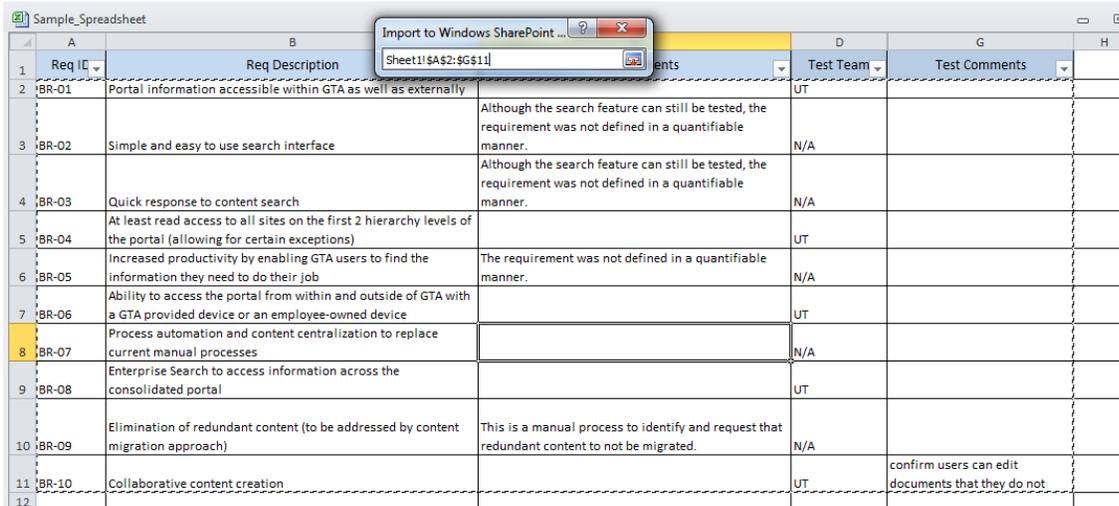
- Select **Range Type**, e.g. Range of Cells and then click on **Select Range**



The **Import to Windows SharePoint** box is displayed.

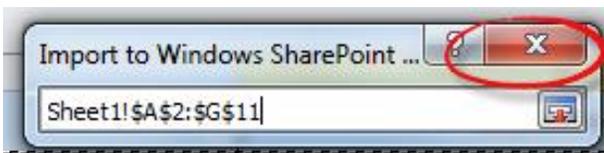


6. On the spreadsheet, highlight the range you want to import, e.g. A1 to G11

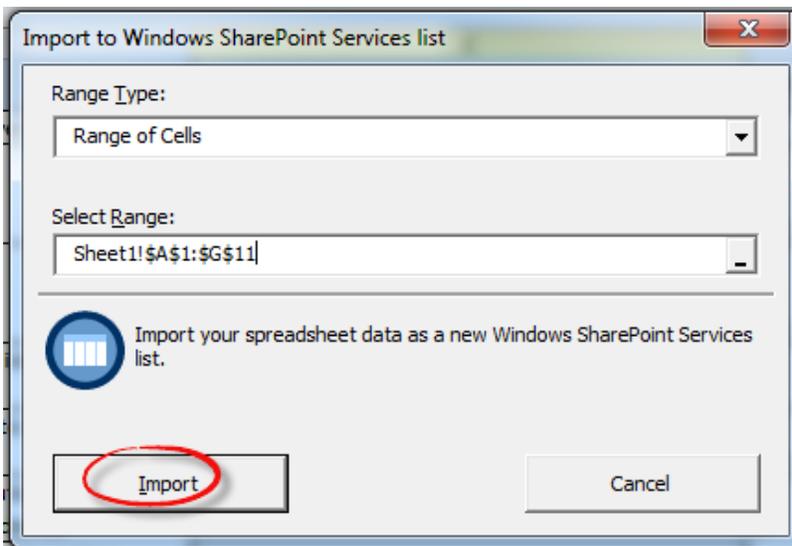


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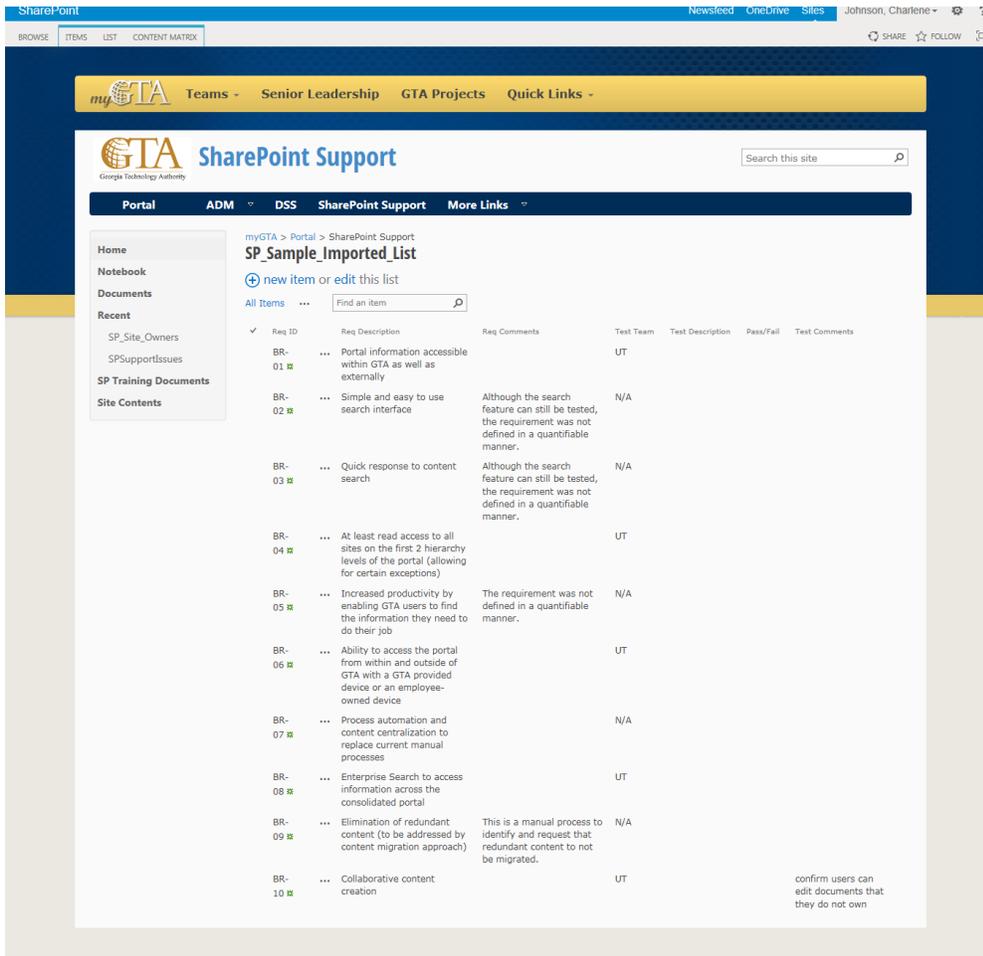
Then close the box



7. Click **Import**.



8. The spreadsheet is imported and displayed.



9. To find your imported spreadsheet, navigate to **Quick Launch** and click **Site Contents**, e.g. SP_Sample_Imported_List

