

Import Spreadsheet

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

8	웹 Sample_Spreadsheet					
1	A	В	C	D	G	н
1	Req IC 🚽	Req Description 👻	Req Comments 🗸	Test Team 🖵	Test Comments	
2	BR-01	Portal information accessible within GTA as well as externally		UT		
			Although the search feature can still be tested, the requirement was not defined in a quantifiable			
3	BR-02	Simple and easy to use search interface	manner.	N/A		
			Although the search teature can still be tested, the requirement was not defined in a quantifiable			
4	BR-03	Quick response to content search	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		
		Increased productivity by enabling GTA users to find the	The requirement was not defined in a quantifiable			
6	BR-05	information they need to do their job	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.**

SharePoint		Newsfeed OneDrive Sites	Johnson, Charlene 👻 🥸
BROWSE FILES LIBRARY CONTENT MATRIX			C SHARE 5 Shared with
			Edit page
mu A Teams	 Senior Leadership GTA Projects Quick Links - 		Add a page
			Add an app
	and the second		Site contents
	rePoint Support	Search this site	Site settings
Georgia Technology Authority			Getting started
Portal ADM	○ DSS SharePoint Support More Links ○		
Home	myGTA > Portal > SharePoint Support SP Training Documents		
Notebook	new document or drag files here		
Documents	UserTestingView Active)obàides All Documents ···· Find a file 9		
Recent			
SP_Site_Owners	Name TrainingDocType TrainingTopic		
SPSupportIssues	Add_Approval_Workflow # Job Aides Workflows		
SP Training Documents	Add_Columns_To_Libraries Job Aides Document Libraries		
Site Contents	Add_Columns_To_Lists Job Aides Lists		

3. Scroll through the apps and click Import Spreadsheet





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

Click Import.

SharePoint		Newsfeed OneDrive Sites Johnson, Charles	ne• 🔯 ?
		🔾 SHARE 🐒	FOLLOW
	Senior Leadership GTA Projects Quick Links -		
mg = 11 1			
Georgia Technology Authority Sha	rePoint Support		
Portal ADM	◦ DSS SharePoint Support More Links ○		
Home	myGTA > Portal > SharePoint Support Site Contents New		
Documents	Name and Petription Type a new name as you want it to appear in headings and linits throughout the site. Type descriptive test that will help site visitors use this list.	Name: SP_Sample_Imported_List	
SP_Site_Owners SPSupportIssues		Description:	
SP Training Documents Site Contents			
	Import from Sprashoted Spoolly the location for the spreaddheet you want to use as the basis for this fat.	File location:	
		Cancel	

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



The Import to Windows SharePoint box is displayed.

	Sample_Spreadsheet			Lucrette Windows Streep Lint 9 8					_ 0	23
		A	В	Import to windo	ows sharePoint	D	G		н	-
	1	Req IC 🖵	Req Description	\$C\$8	ents 🗸	Test Team 🚽	Test Comments	-		n î l
	2	BR-01	Portal information accessible within GTA as w	ell as externally		UT				
Ш					Although the search feature can still be tested, the					



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

X	Sample Spreadsheet						
	A	B Import to Windo	ws SharePoint	D	G	Н	
1	Req ID 🚽	Req Description Sheet1!\$A\$2:\$G	s11 ents 👻	Test Team 🧅	Test Comments 🚽		
2	BR-01	Portal information accessible within GTA as well as externally		UT	[}	
			Although the search feature can still be tested, the			1	
			requirement was not defined in a quantifiable			{	
3	BR-02	Simple and easy to use search interface	manner.	N/A		{	
			Although the search feature can still be tested, the			}	
			requirement was not defined in a quantifiable			{	
4	BR-03	Quick response to content search	manner.	N/A		{	
		At least read access to all sites on the first 2 hierarchy levels of				}	
5	BR-04	the portal (allowing for certain exceptions)		UT		<u>}</u>	
	-	Increased productivity by enabling GTA users to find the	The requirement was not defined in a quantifiable			1	
e	BR-05	information they need to do their job	manner.	N/A		{	
		Ability to access the portal from within and outside of GTA with				{	
7	BR-06	a GTA provided device or an employee-owned device		UT		}	
	3	Process automation and content centralization to replace				}	
8	BR-07	current manual processes		N/A		{	
		Enterprise Search to access information across the		ſ		{	
9	BR-08	consolidated portal		UT		<u>}</u>	
	1					{	
		Elimination of redundant content (to be addressed by content	This is a manual process to identify and request that			{	
1	0 BR-09	migration approach)	redundant content to not be migrated.	N/A		{	
					confirm users can edit	}	
1	1 BR-10	Collaborative content creation		UT	documents that they do not	[
1	2						

Then close the box



7. Click Import.

Import to Windows SharePoint Services list	×
Range Type:	
Range of Cells	•
Select <u>R</u> ange:	
Sheet1!\$A\$1:\$G\$11	_
Import your spreadsheet data as a new Windows list.	s SharePoint Services
	Cancel



8. The spreadsheet is imported and displayed.



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

