

Import from local storage



To import files from your local storage:

1. Click + **ADD BASE** at the top of the *Bases* page, where all the bases in your workspace appear.

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Content Planning - 2 Jul 04, 2024	Content Planning Jul 04, 2024	Marketing Campaigns Jul 03, 2024
Content Planning 1 Jun 27, 2024	Budget Planning : Jun 19, 2024	High Level Performance Tr Jun 19, 2024

2. Choose **Import** from the dropdown menu.

Image: Content Planning - 2 Jul 04, 2024 Content Planning 1 Jun 27, 2024 Marketing 1, Jun 27, 2024 Image: Content Planning 1, Jun 19, 2024						Q Fir	nd a base	•••
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		Jun 27, 2024		Jun 19, 2024		Jun 19, 2024	Spreadsheet.com	

3. From the pop-up menu that appears, choose **Local storage**.

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4. From this pop-up, you can browse through your local storage, with compatible files highlighted for you. Click

Open.

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• Blue	e Show Options	Cancel	Open	

5. All the tables and fields from your files will then be listed in the pop-up window. Just <u>customize your data</u>, click **IMPORT** in the top-right corner of the pop-up window, and you're all set!

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1 Kiosk Vendor	1	800	800	800	
2 Named Sponsor	2	5000	10000	10200	Let's try to add more spon
3 Featured Vendor	1	1200	1200	1100	
4 Program Ads Front Cover	20	800	16000	15000	
5 Program Ads Back Cover	1	740	740	800	
6 Program Ads Full Page	20	250	5000	5000	
7 Program Ads Half Page	60	150	9000	8700	
8 Program Ads Centerfold	1	500	500	500	
Records : 10 Fields : 6					