

Update request attributes via Import

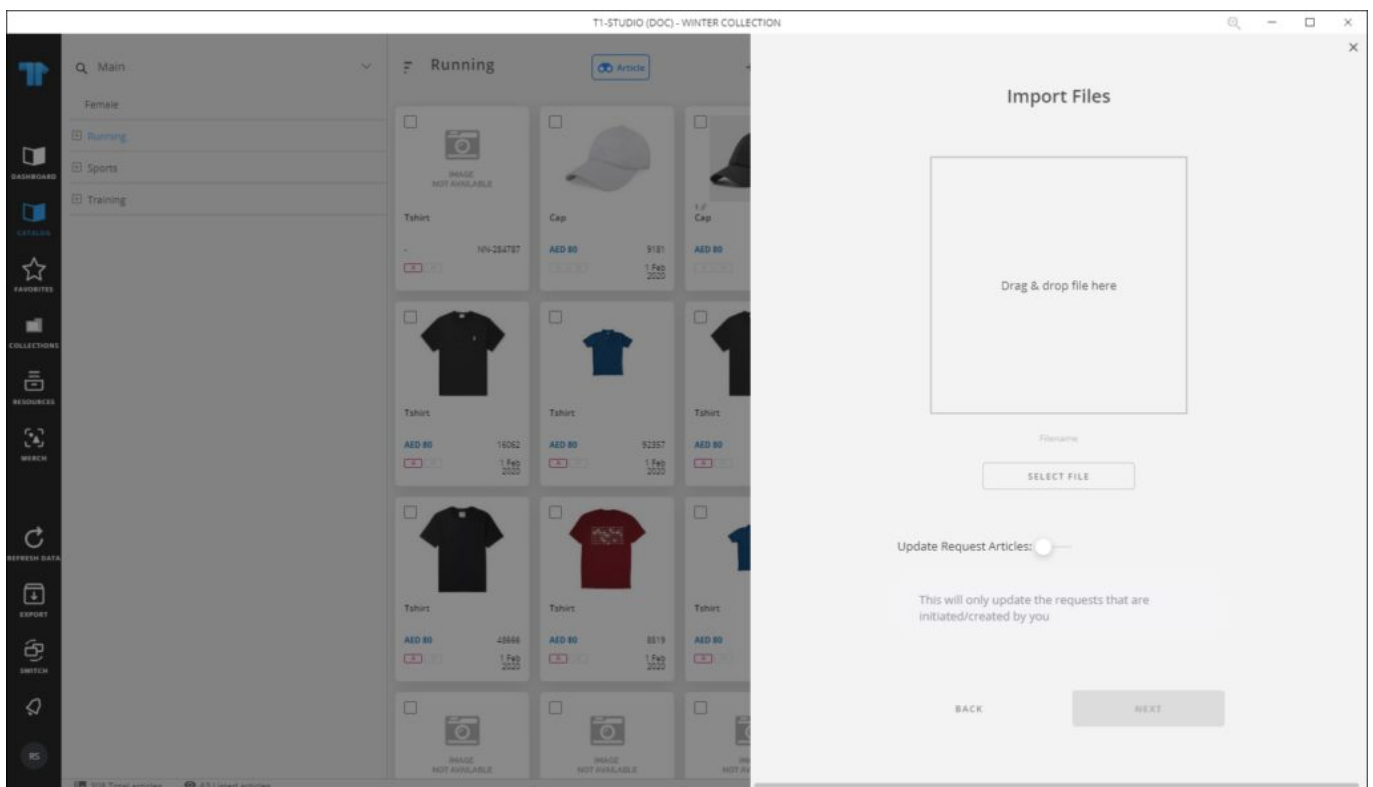
You can import a file to modify the request attributes of existing requests of type “New” or “Draft”.

Notes:

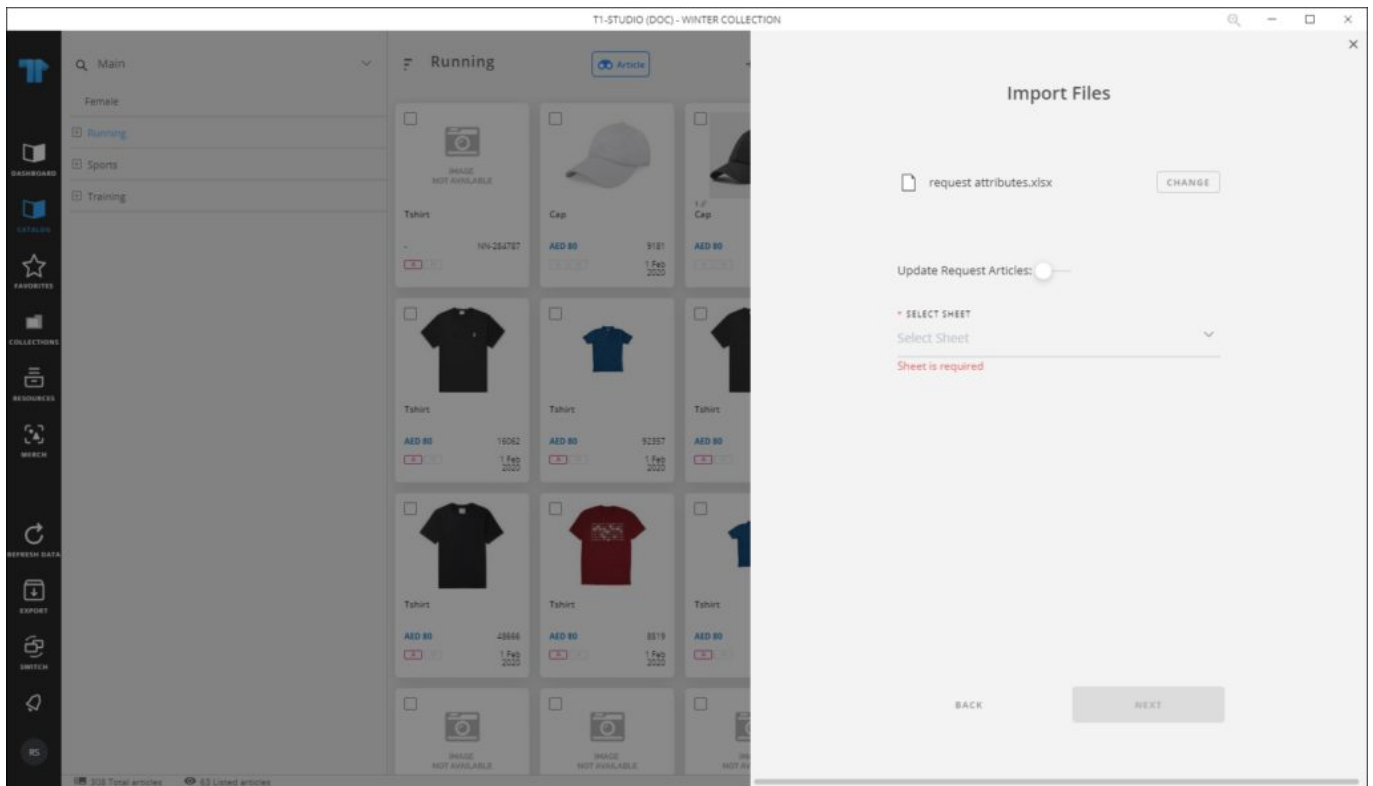
- Mapping is done based on the request Id, so its important to make sure that no changes are done to this field in the exported request file.
- If you have the required privileges, you can update requests of other users, otherwise, you are only authorized to update your own requests.

To import a file to update the request attributes, follow these steps:

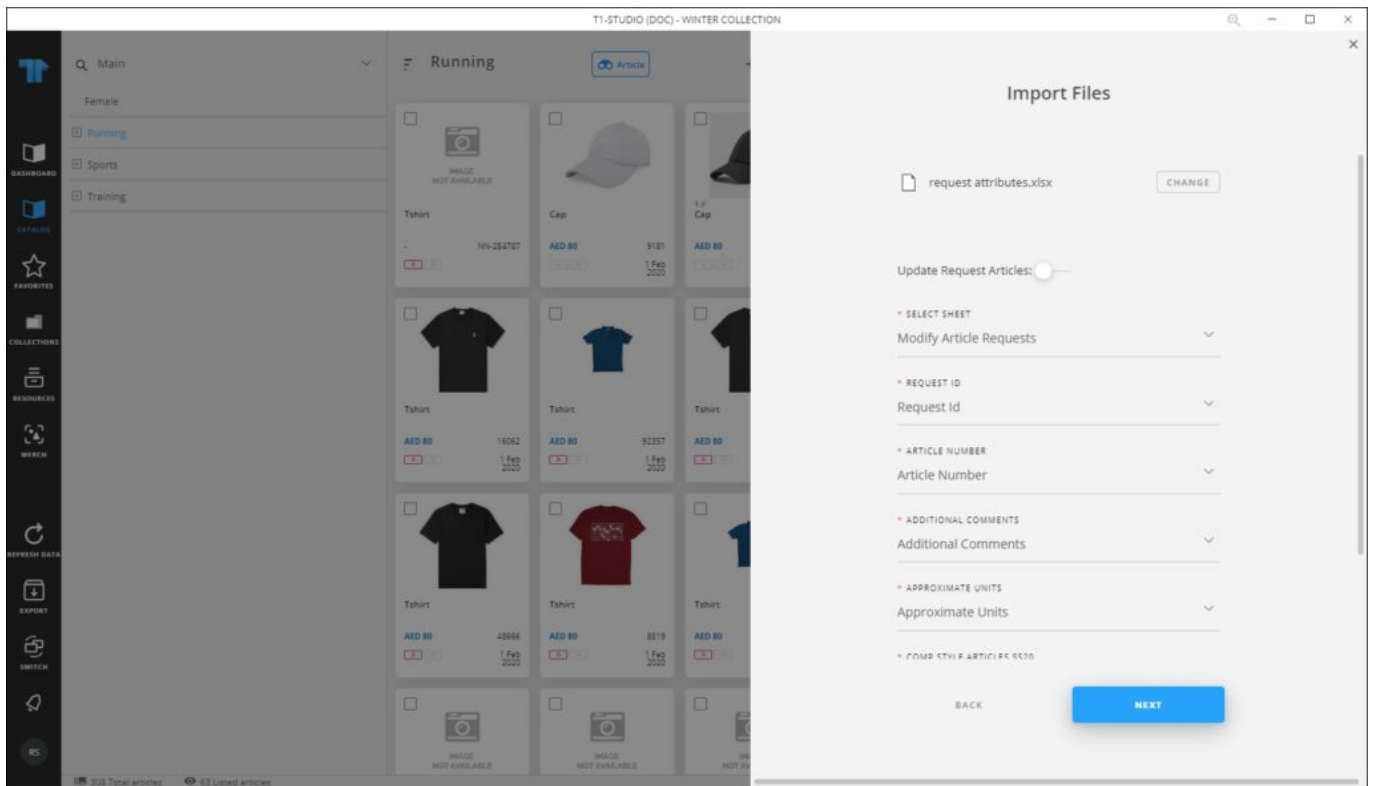
1. Click  then select “Import Requests Attributes”, the following window appears:



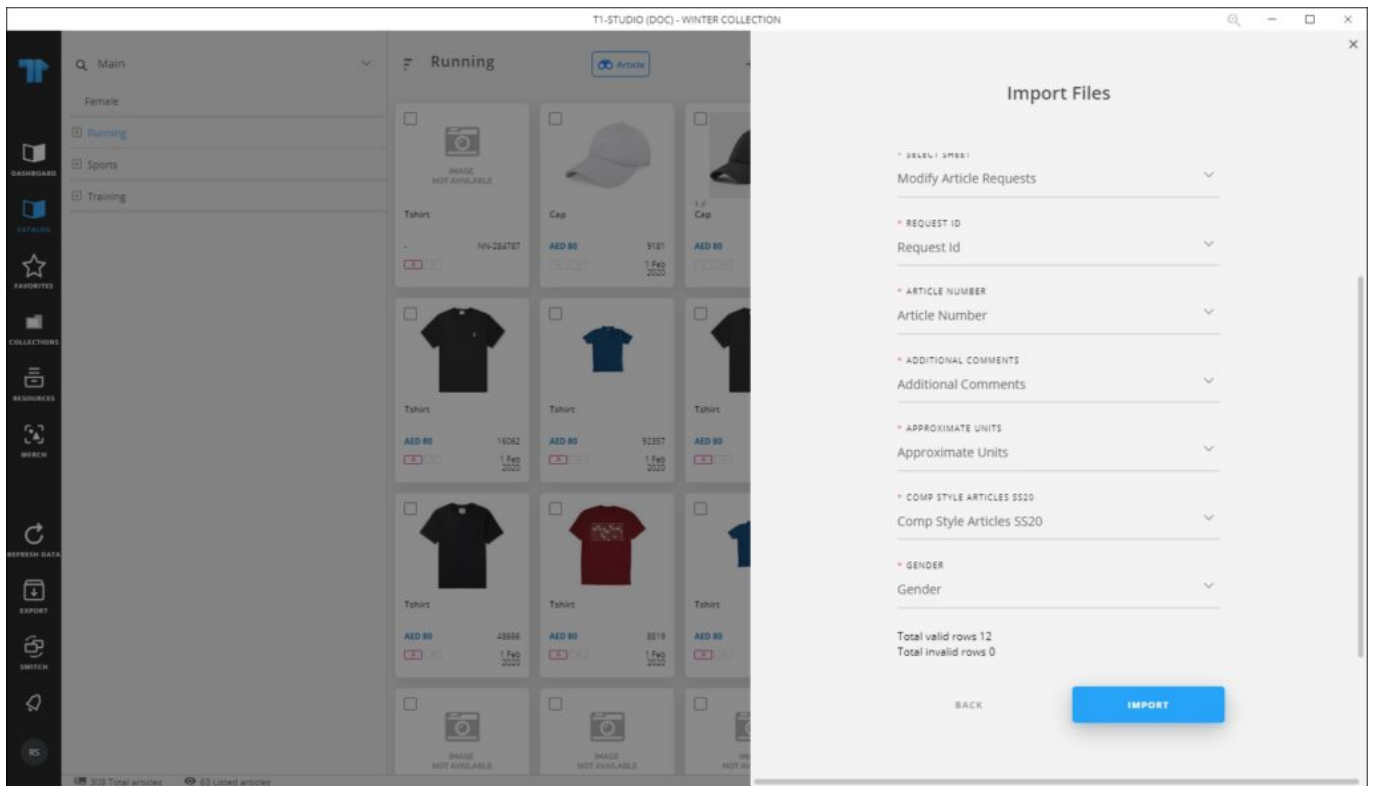
2. Drag and drop the file you want or click Select File to browse for the file you want to import,
3. Click **Next**, the following window appears:



4. Select the slide button if you want to update the request attributes and select the sheet you want from the dropdown list then click **Next**,

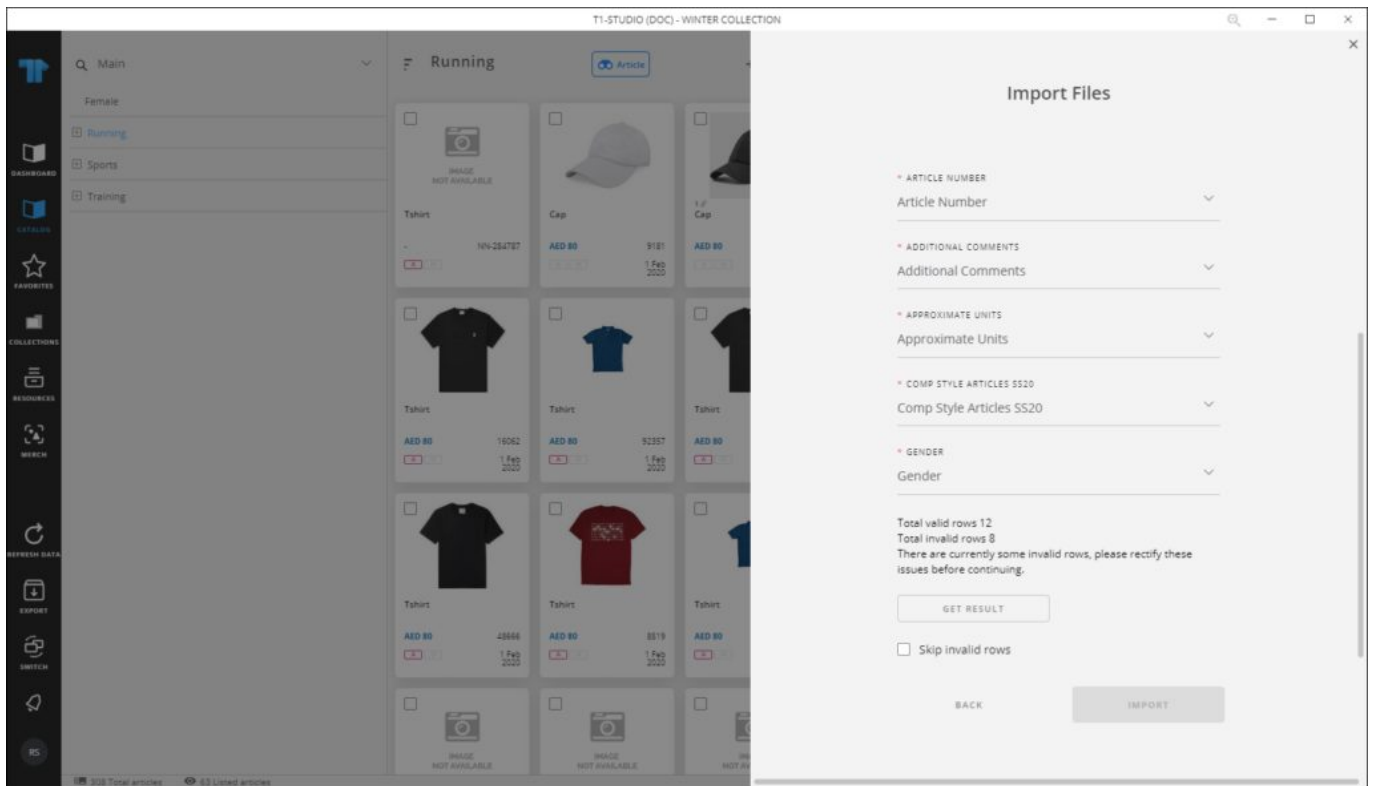


5. Select the column of the sheet that matches each field then click **Next**, the following window appears:



6. Click **Import**, a message appears informing you that requests attributes are imported.

If any of the records have invalid values, the window shows an error as shown in the below example:



Click **Get Results** to open the Results sheet, fix the invalid records then import the file again.

Notes:

- If changes are not reflected on the page, refresh the browser by pressing F5.