## **Update request attributes via Import**

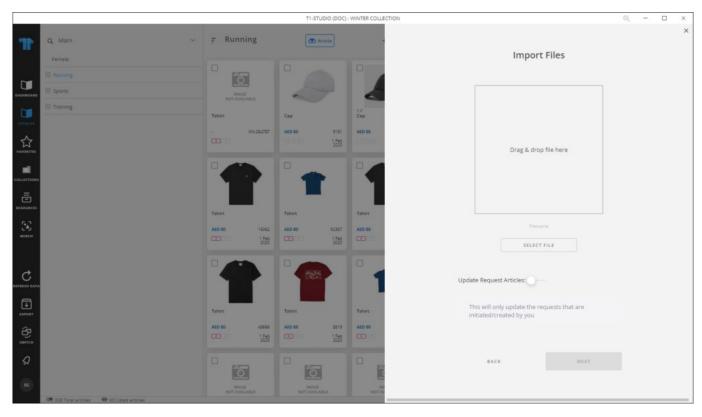
You can import a file to modify the request attributes of existing requests of type "New" or "Draft".

## Notes:

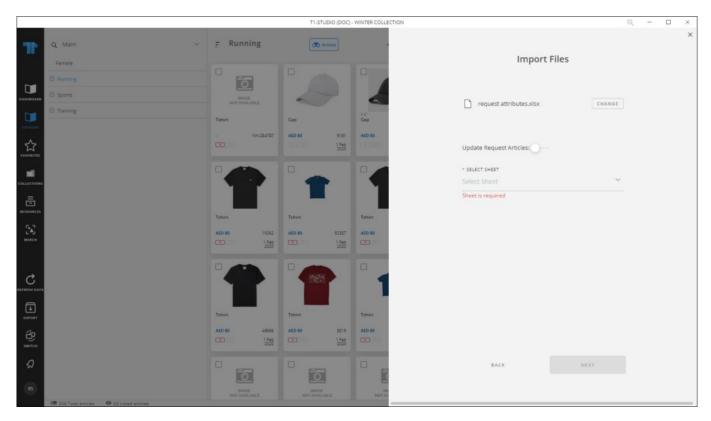
- Mapping is done based on the request Id, so its important to make sure that no changes are done to this field in the exported request file.
- If you have the required privileges, you can update requests of other users, otherwise, you are only authorized to update your own requests.

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

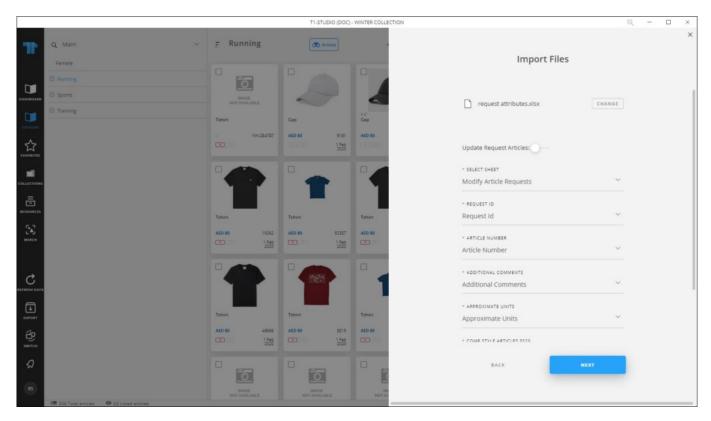
1. Click then select "Import Requests Attributes", the following window appears:



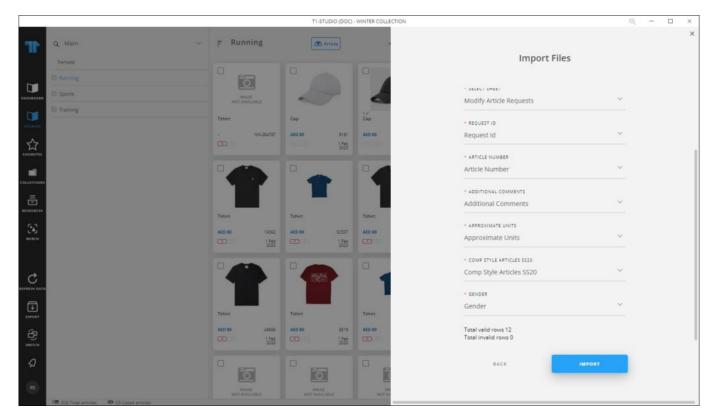
- 2. Drag and drop the file you want or click Select File to browse for the file you want to import,
- 3. Click **Next**, the following window appears:



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**,

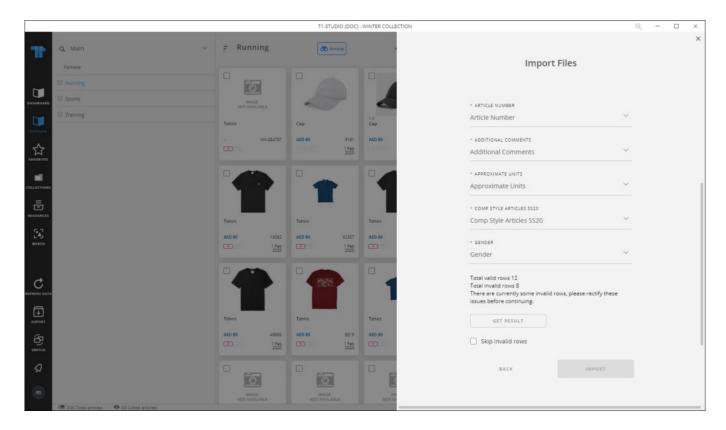


5. Select the column of the sheet that matches each field then click **Next**, the following window appears:



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  $\mathbf{Get}$   $\mathbf{Results}$  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.