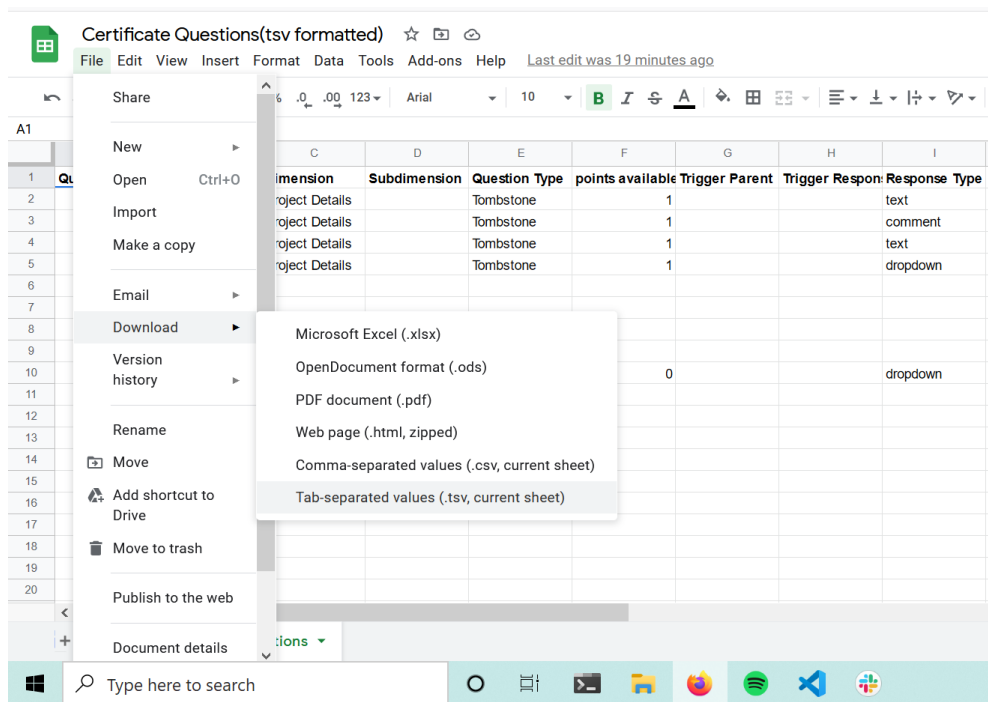


# Database Population

In order to populate the database from a google sheet there are a number of steps.

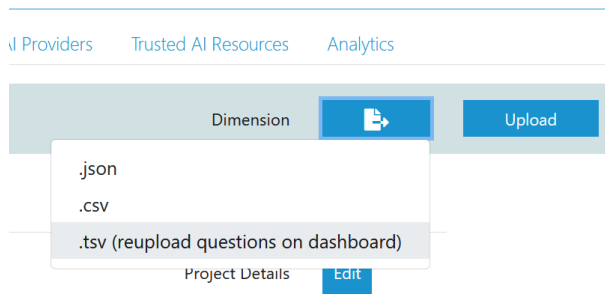
**1. Download the .tsv file of the formatted spreadsheet.**

- File → Download → Tab-separated values (.tsv, current sheet)



Note: You can also download the .tsv file from the Admin panel.

Export → .tsv (reupload questions on dashboard)



## 2. Make sure the sheet is formatted correctly.

- the questionNumbers Column must be correct.
- All questions that have a dimension != "Project Details" must have a sub dimension.
- In order to have a child-parent relationship, the child question's trigger parent will be the parent's question number. The child's trigger response will be all the answers that trigger the parent.

### - EX:

**Q12)** Industry? (Parent Question)

Possible Responses: Health, Finance, Labor, Other

**Q13)**.....(Child Question)

**Trigger Parent:** 12

**Trigger Responses:** Health, Finance (needs to be on separate rows)

## 3. Login to the Admin Panel. Click on 'Upload' and upload the .tsv file

### Upload Questions



Upload a .tsv file to batch add questions (add more questions OR delete all current questions and add questions from .tsv file).

Browse

questions(3).tsv

Add more questions

Delete all & add questions