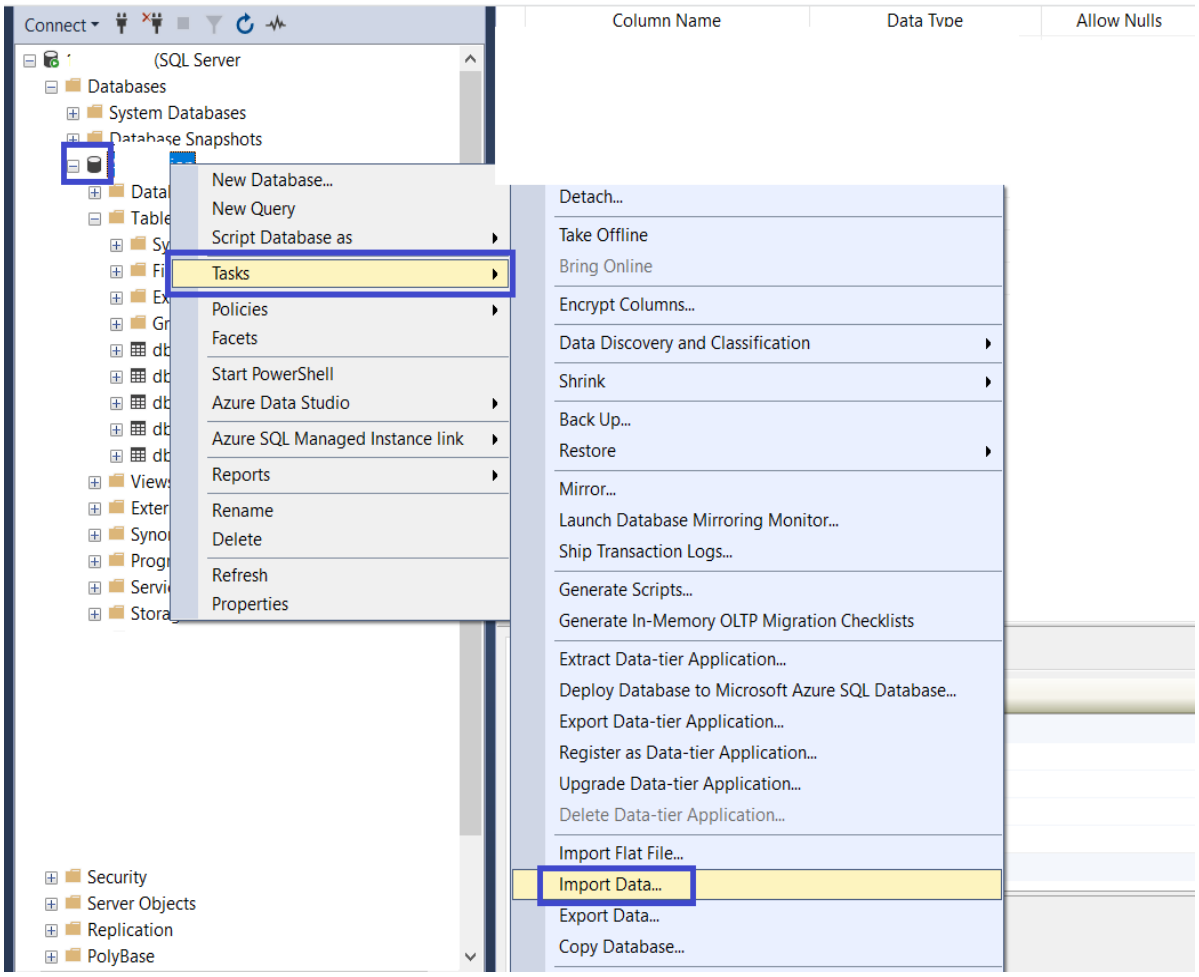
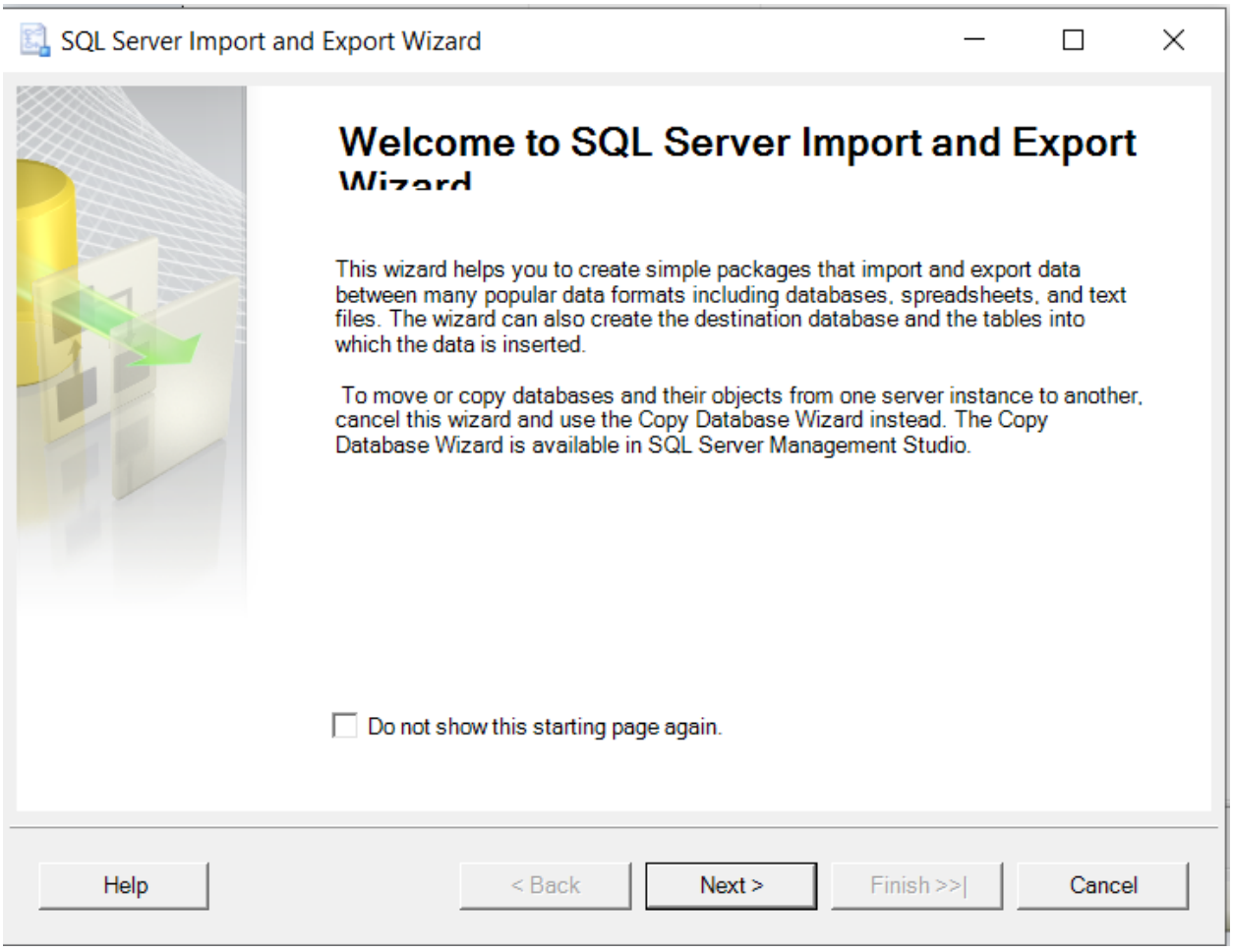
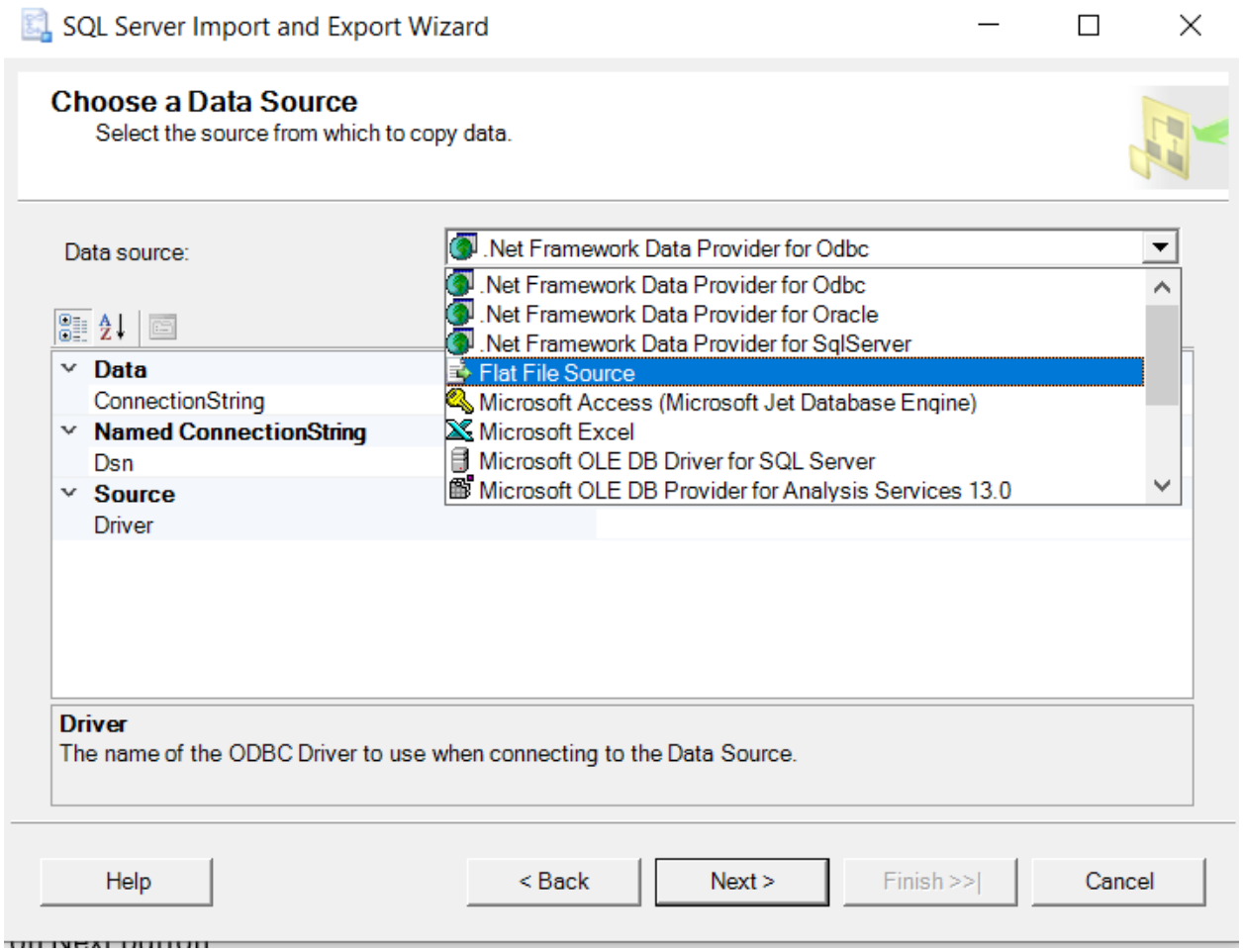
1. **Open SQL Server Management Studio (SSMS), navigate to the Databases section, right-click on your desired database, select Tasks, and then choose the Import Data... option.**



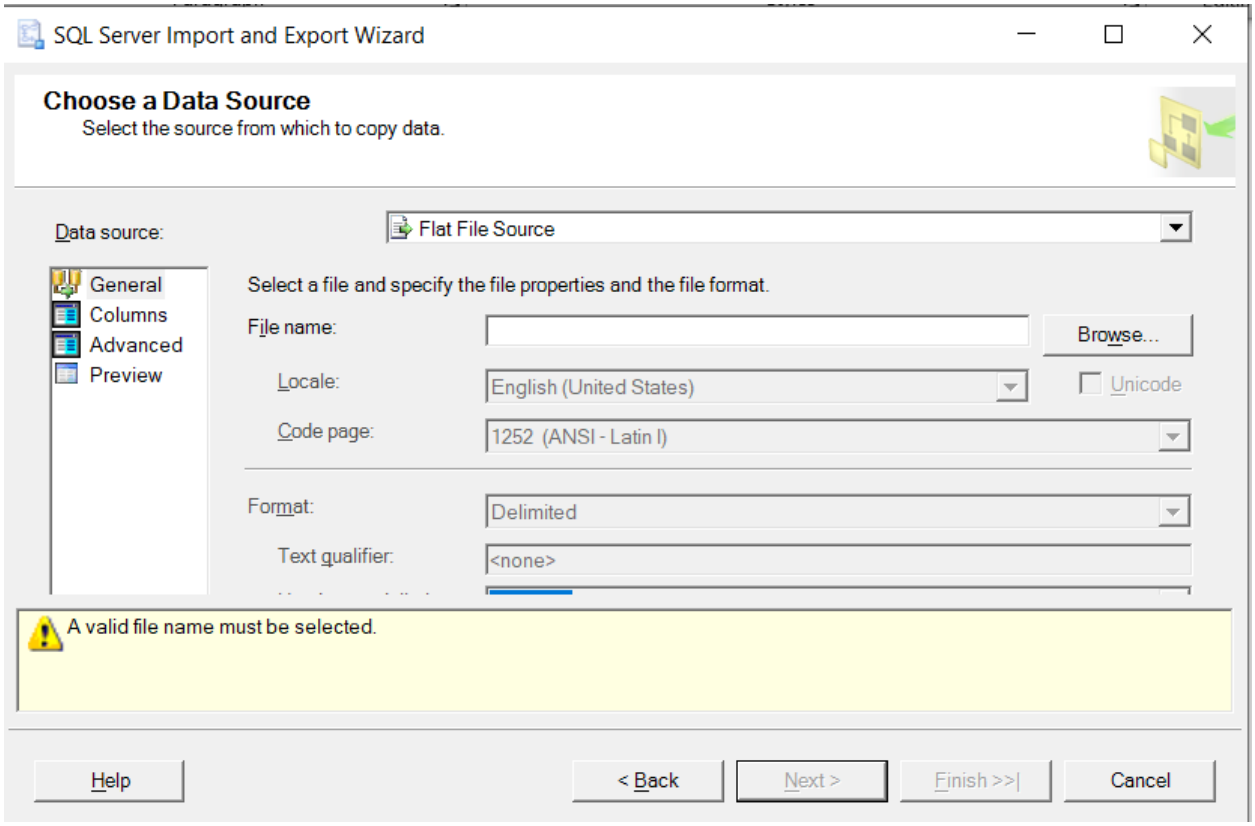
2. **After selecting Import Data..., a new wizard window will open. Click the Next button to proceed.**



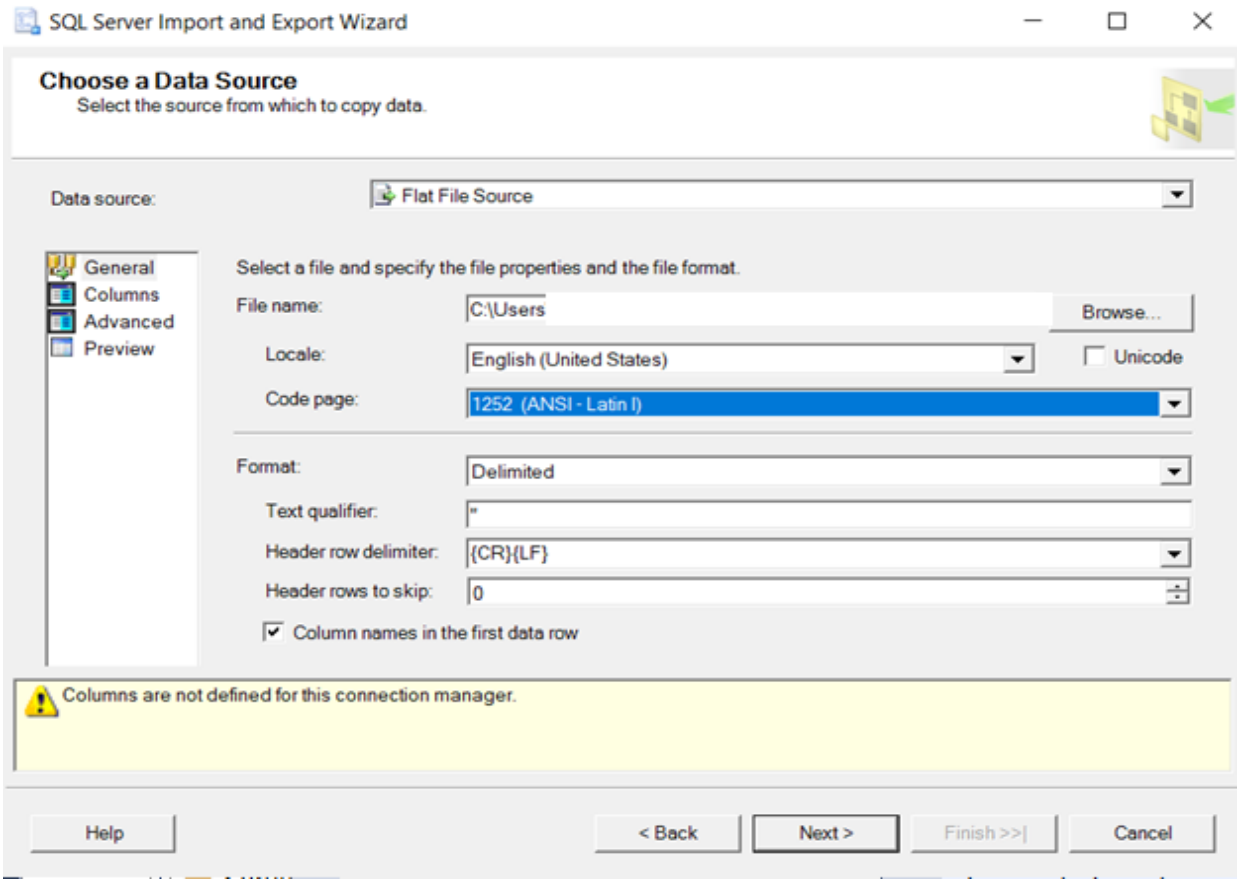
3. **Select Flat File Source as the data source and click on Next button.**



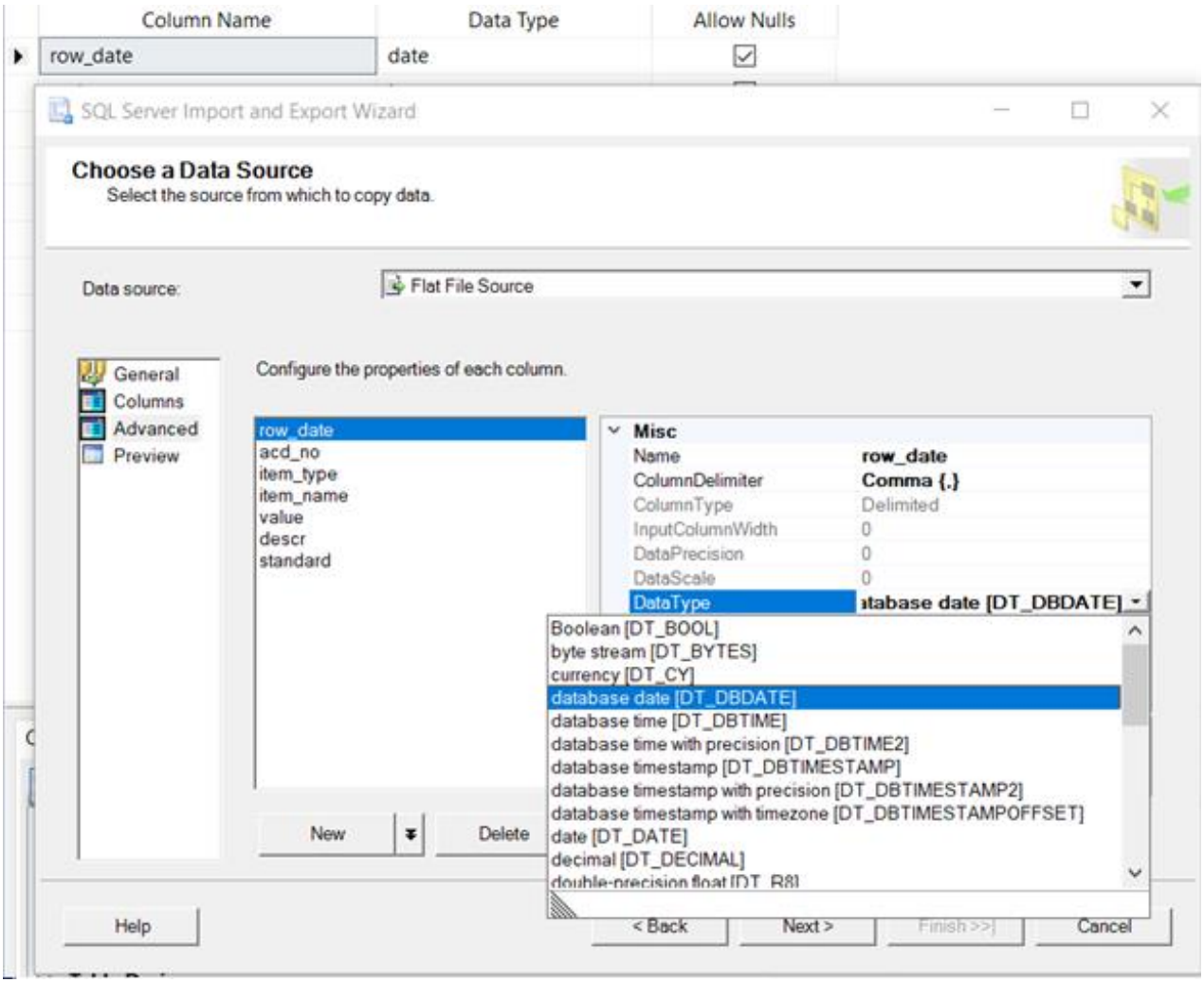
4. **Click the Browse button to select your file (e.g., .CSV or .TXT).**



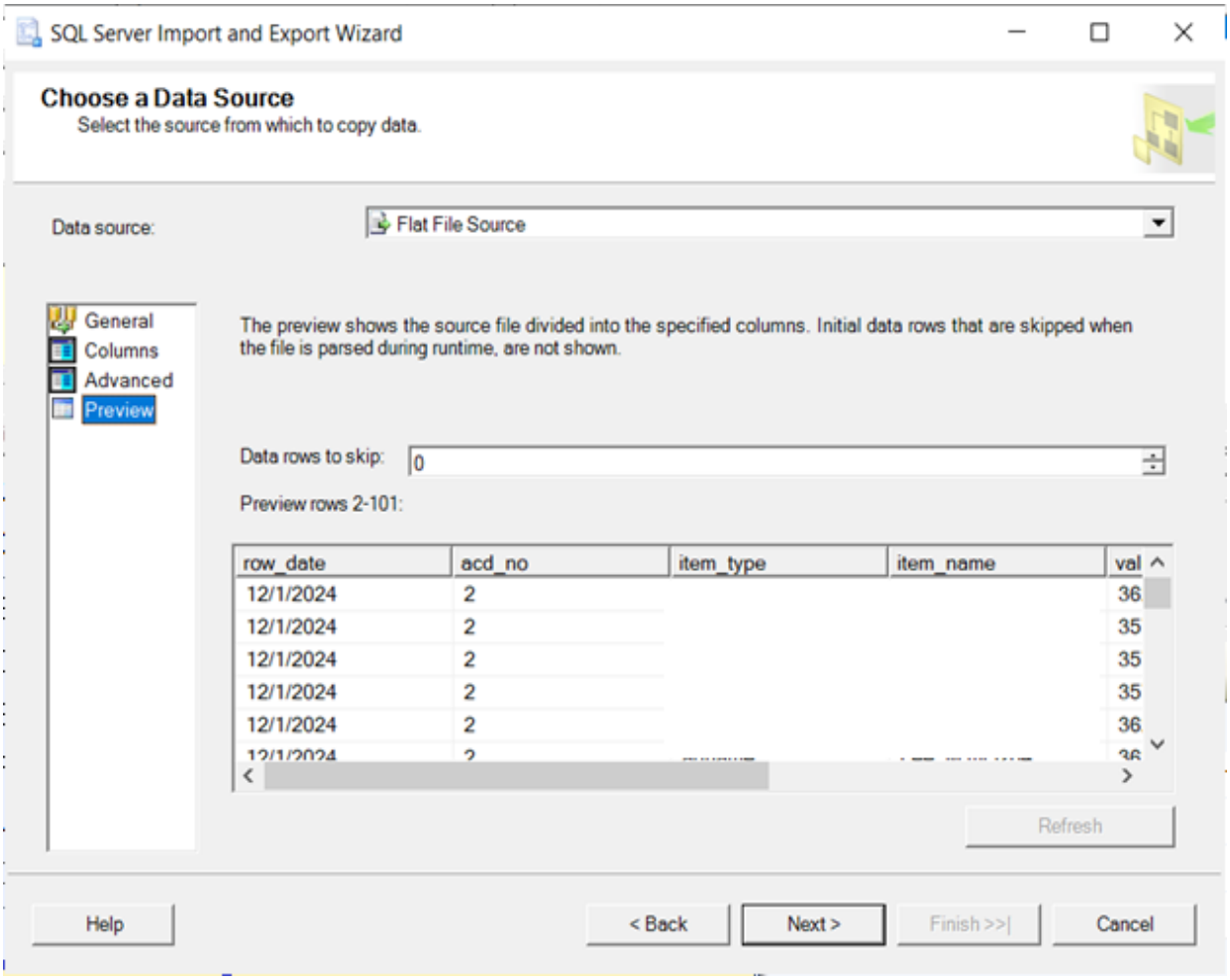
5. **Select Under the Flat File Source settings:**
    - **Set the Code page to 1252 (ANSI – Latin I).**
    - **If you're using a .CSV file, add the Text Qualifier as " (double quotes).**
    - **Verify the file columns by navigating to the Columns section.**



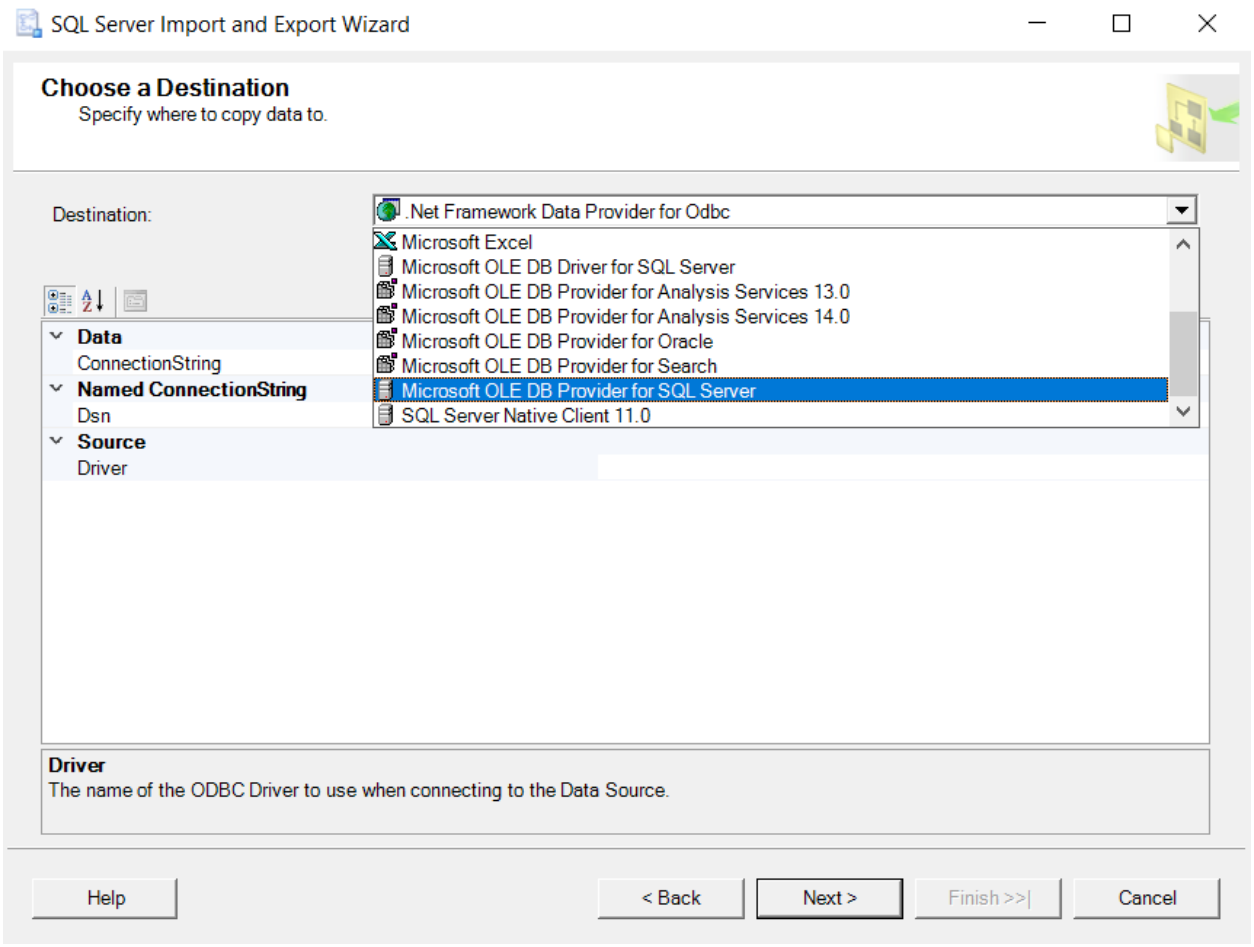
6. **In the Advanced section, specify the data types for each column as per the schema defined during table creation.**



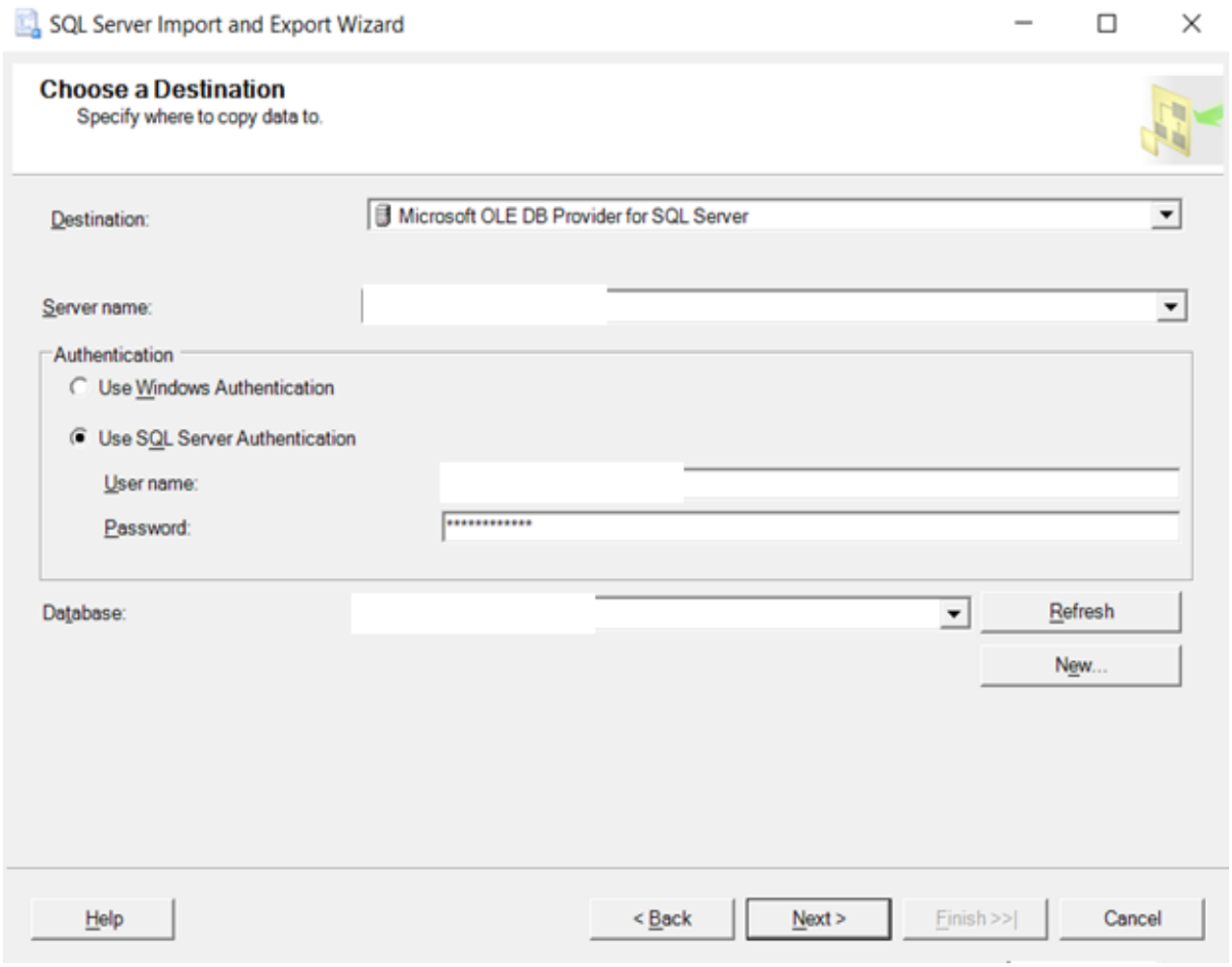
7. **Use the Preview option to check the data layout, then click the Next button.**



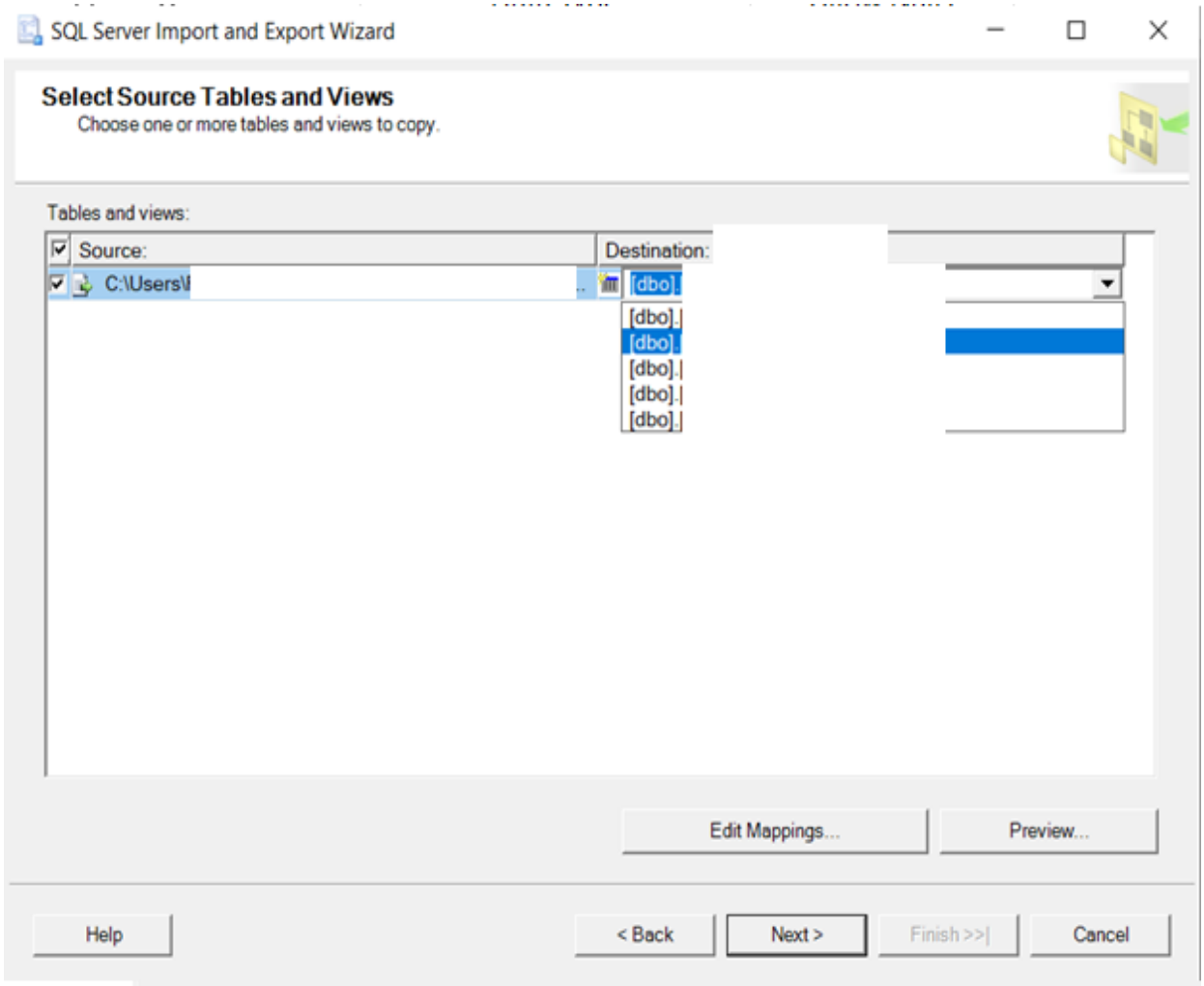
8. **On the next page, under the Destination dropdown, select Microsoft OLEDB Provider for SQL Server.**



9. **Configure the authentication settings:**
    - **For Windows Authentication, no additional credentials are needed.**
    - **For SQL Server Authentication, enter your username and password.**
    - **Ensure the correct database is selected. If necessary, change the database from the dropdown, then click Next.**

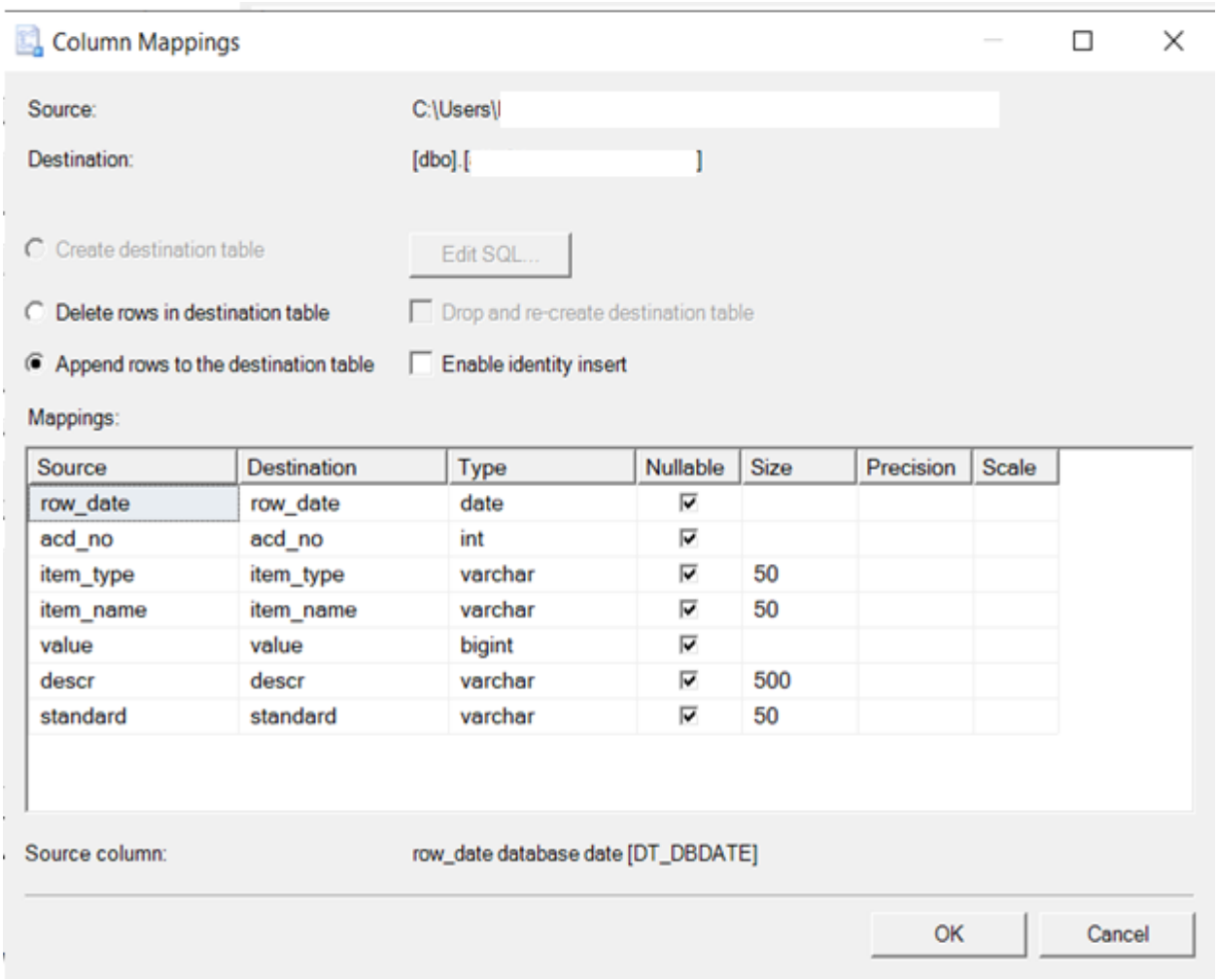


10. Choose the destination table from the Destination dropdown where you want to insert the data and click on Next button.



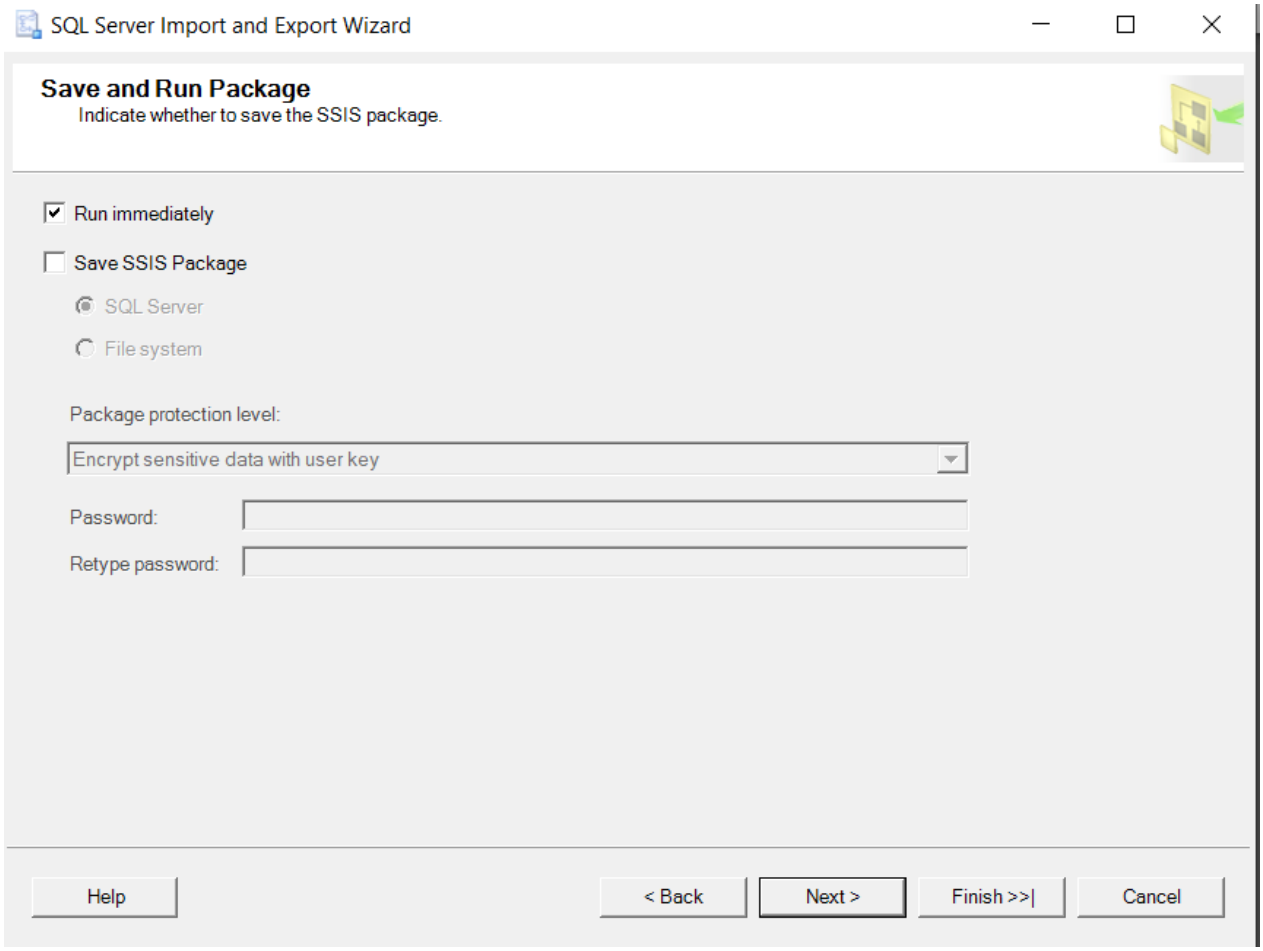
11. **Click on Edit Mappings… to:**

- **Ensure that the file headers match the database table columns.**
- **Verify or adjust column data types if needed.**
- **Resolve any header mismatches before proceeding. Once everything is correct, click OK and then Next.**

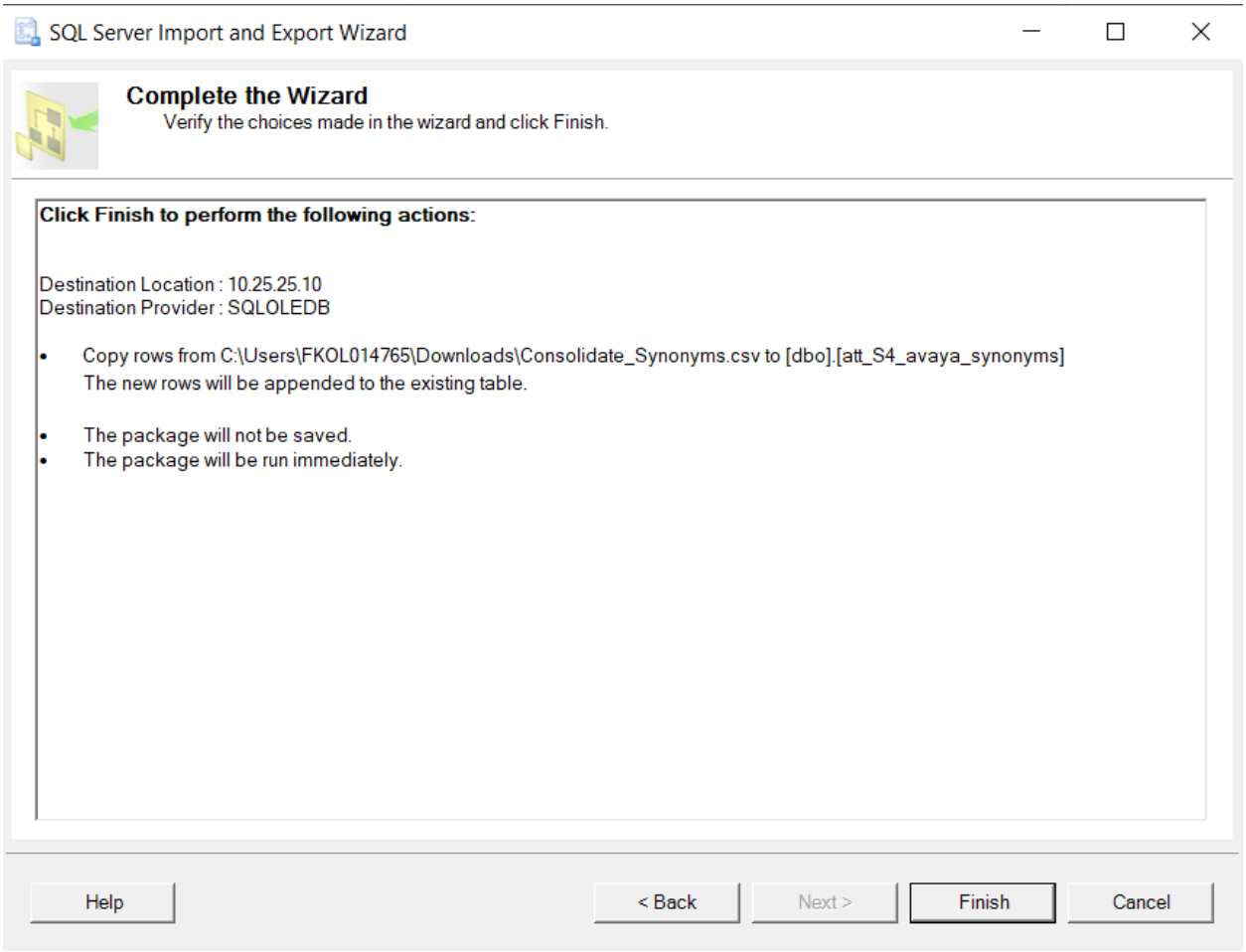


12. **Now On the Run Package page:**

- **Select Run Immediately (default option) or save the package as an SSIS package for later use.**
- **Click Next.**



13. Click the Finish button to execute the import process.



Thank you.