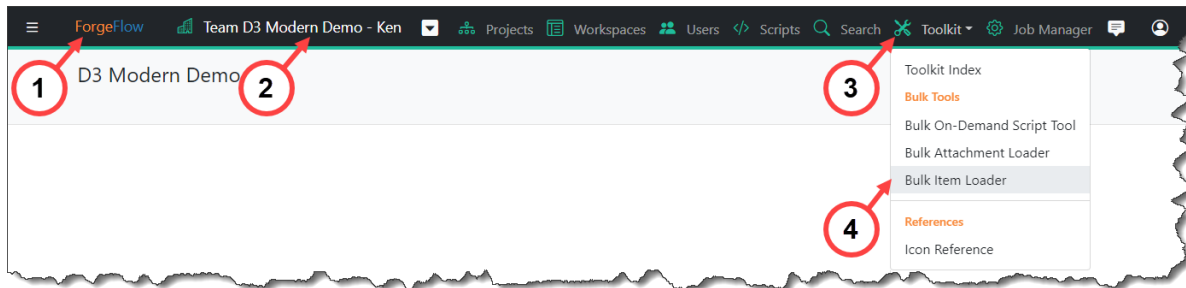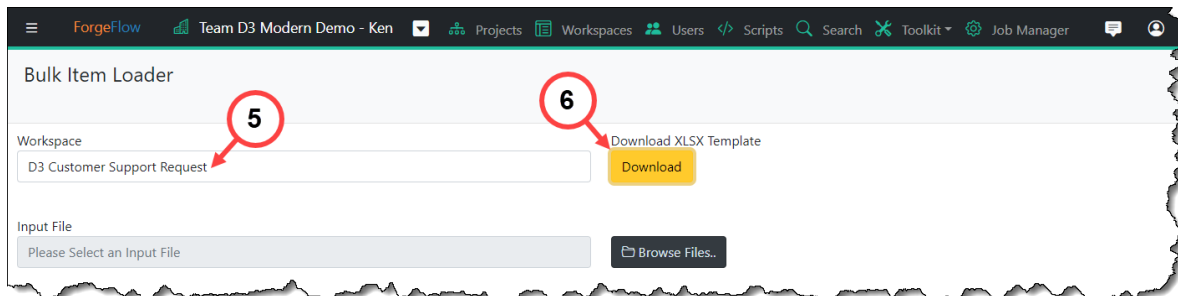**Tool:** Bulk Item Loader Tool

Description: ForgeFlow tool that allows users to upload a spreadsheet of Fusion 360 Manage Items to a specified Fusion 360 Manage workspace.
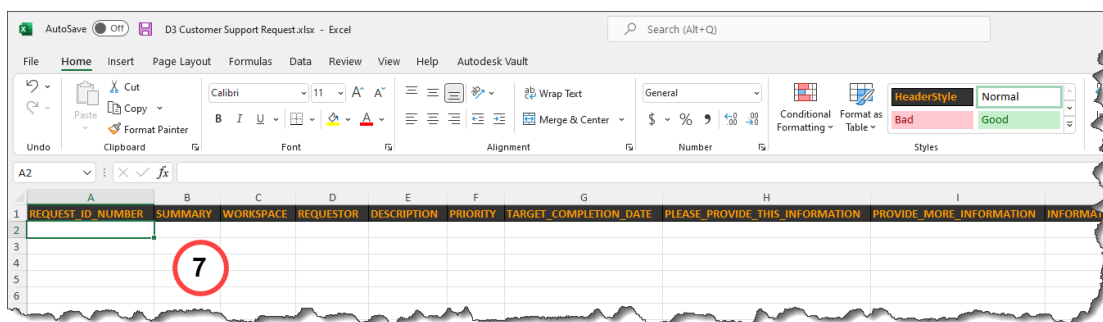
1. Verify you are in ForgeFlow.
2. Verify you are in correct Tenant.
3. Select **ToolKit** drop down.
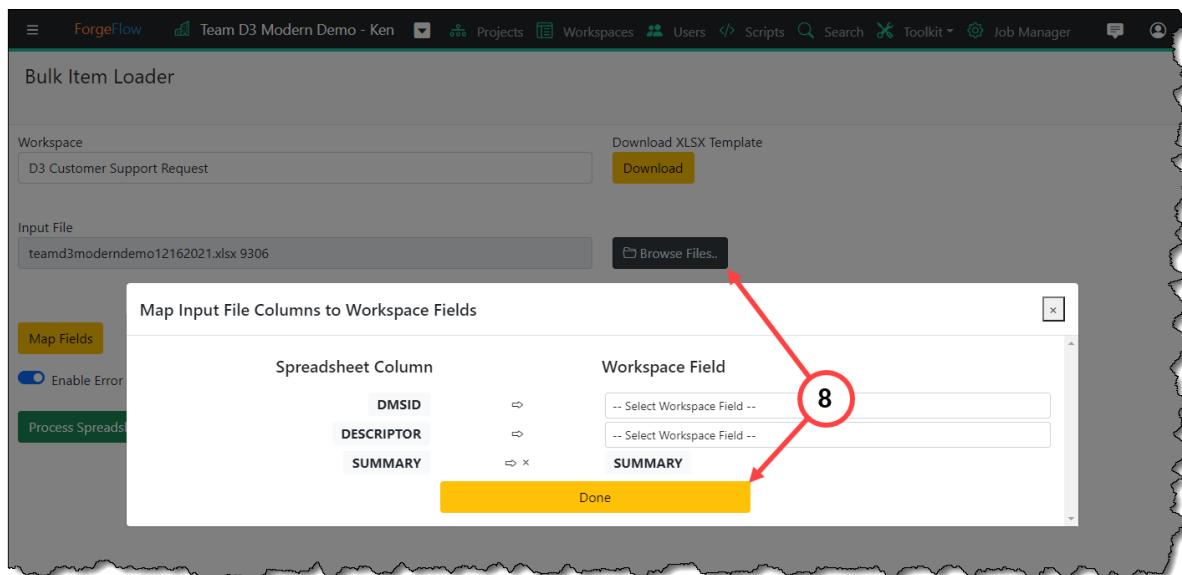4. Select **Bulk Item Loader Tool**

5. Verify or Select **Workspace**.
6. **Download** a blank Spreadsheet or create a spreadsheet using **Generate Excel Spreadsheet**.
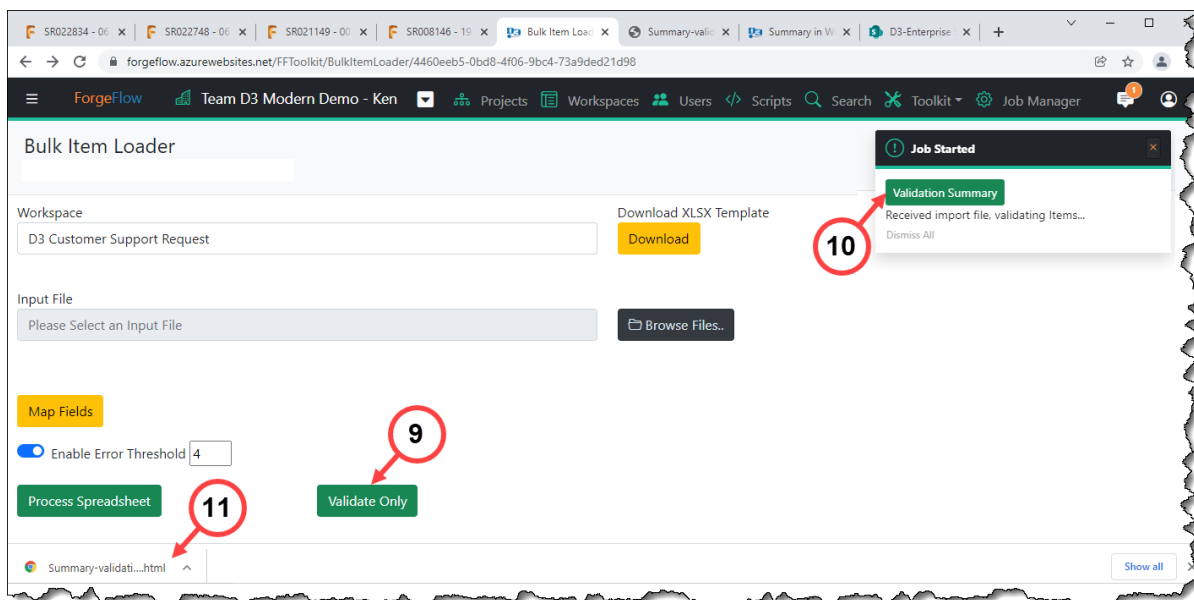

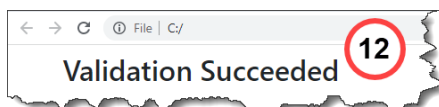7. Blank Spread sheet from link with column headers.

8. Select Browse Files, once spreadsheet is confirmed **Map Input Columns to Workspace Fields** is presented, verify mapped fields, select **Done**.
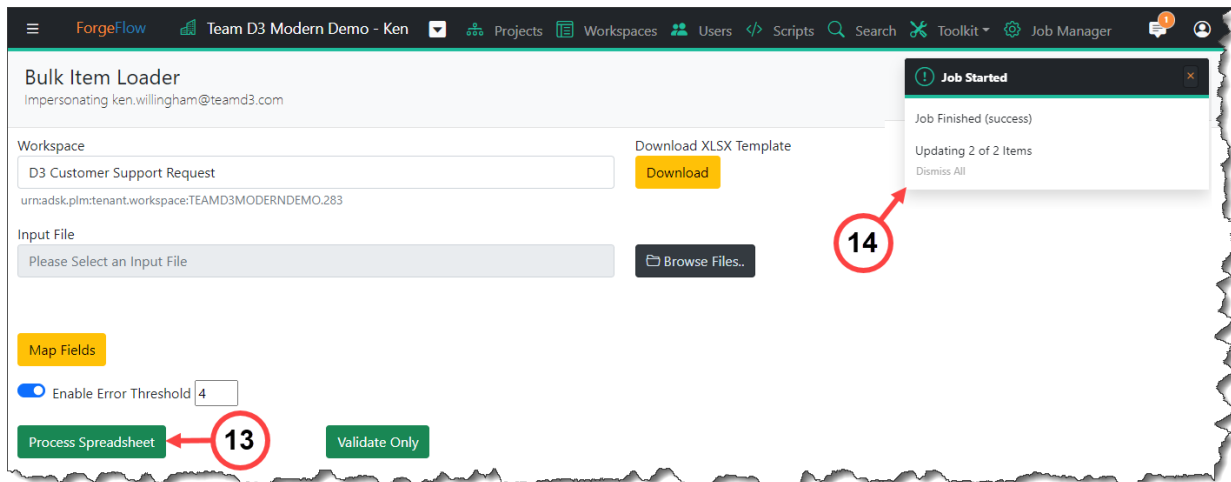
9. Select **Validate Only** for summary of items on spreadsheet.
10. Select **Validation Summary** when job completes
11. Select the HTML **Validation Summary** presented at the bottom of browser.

12. HTML **Validation Summary** either displays **Validation Succeeded** or list failures. All failures should be corrected.

13. Select **Process Spreadsheet**.
14. Report is presented once job has completed.

15. Return to original workspace and verify changes.
16. **Generate Excel Spreadsheet** can be used to compare to the original spreadsheet.
    NOTE: Use **Generate Excel Spreadsheet,** spreadsheet can be used to make changes to items using the **Bulk Item Loader** tool.