**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**

Graphical user interface

Description automatically generated with low confidence

1. Verify or Select **Workspace**.
2. **Download** a blank Spreadsheet or create a spreadsheet using **Generate Excel Spreadsheet** (see Step-16).

Graphical user interface, text, application

Description automatically generated

1. Blank Spread sheet from **Download** link with column headers.

Graphical user interface, application

Description automatically generated

1. Select Browse Files, once spreadsheet is confirmed **Map Input Columns to Workspace Fields** is presented, verify mapped fields, select **Done**.

Graphical user interface, website

Description automatically generated

1. Select **Validate Only** for summary of items on spreadsheet.
2. Select **Validation Summary** when job completes
3. Select the HTML **Validation Summary** presented at the bottom of browser.

Graphical user interface, text, chat or text message

Description automatically generated

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

Graphical user interface, text

Description automatically generated

1. Select **Process Spreadsheet**.
2. Report is presented once job has completed.

Graphical user interface, text, website

Description automatically generated

1. Return to original workspace and verify changes.
2. **Generate Excel Spreadsheet** can be used to compare to the original spreadsheet.

**NOTE:** Use **Generate Excel Spreadsheet,** can be used to make changes to items using the **Bulk Item Loader** tool.

Graphical user interface, text, application, website

Description automatically generated