ServiceNow Application Developer

Importing Data > Load Data

To load data from a data source into a staging table, use the Application Navigator in the main ServiceNow browser window to open **System Import Sets > Load Data**. The configuration options vary depending on the Data Source. In the example, the Data Source is an Excel file. The staging table, *x_58872_needit_needit_staging*, is created dynamically.

Click the **Submit** button to load the data from the Excel file into the staging table.

After the records are imported into the staging table, a *Progress* page appears.

Progress

Name	ImportProcessor
State	Complete
Completion code	Success
Message	Processed: 5, inserts 5, updates 0, errors 0, empty and ignored 0, ignored errors 0 (0:00:00.808)

Next steps...

Import sets   Go to the import sets

Loaded data   Go to the newly imported table: x_58872_needit_needit_staging

Create transform map   A transform map links the imported data and fields

Import log   View the import log

Once data is loaded, click the **Create transform map** link in the *Next steps...* section to map data from the staging table to the target table.