

Import Using CSV - Client

Notes

1. CSV imports cannot be undone
2. Spacing and spelling must be exact as in the sample
3. If you wish to remove or edit records you must do so manually through the Client section

Steps

1. Create a .CSV file with the fields listed below
2. Enter the data by manually entering the information and or copying and pasting the data
3. Log into the Journey Transportation platform
4. Select “Clients” on the left side of the screen
5. Select “IMPORT FROM CSV”
6. Select “Choose File”
7. Locate file
8. Click .CSV file you want to import
9. Click “Open”
10. Review the import by scrolling to the newly added Client records or search for a few to test

Sample: