## **Import Using CSV - Location**

## 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 Location 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 "Locations" 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 Location records or search for a few to test

## Sample:

