

Before you begin the Import Wizard:

1

- Save your spreadsheet(s) as an Excel Workbook, file type **.xlsx**. If you have multiple sheets it is helpful to name them appropriately.
- Close Excel.

There are two ways to start the Import Wizard, through the Start menu (below), and using the Object Explorer in SQL Server (page 2). If one does not work, try the other.

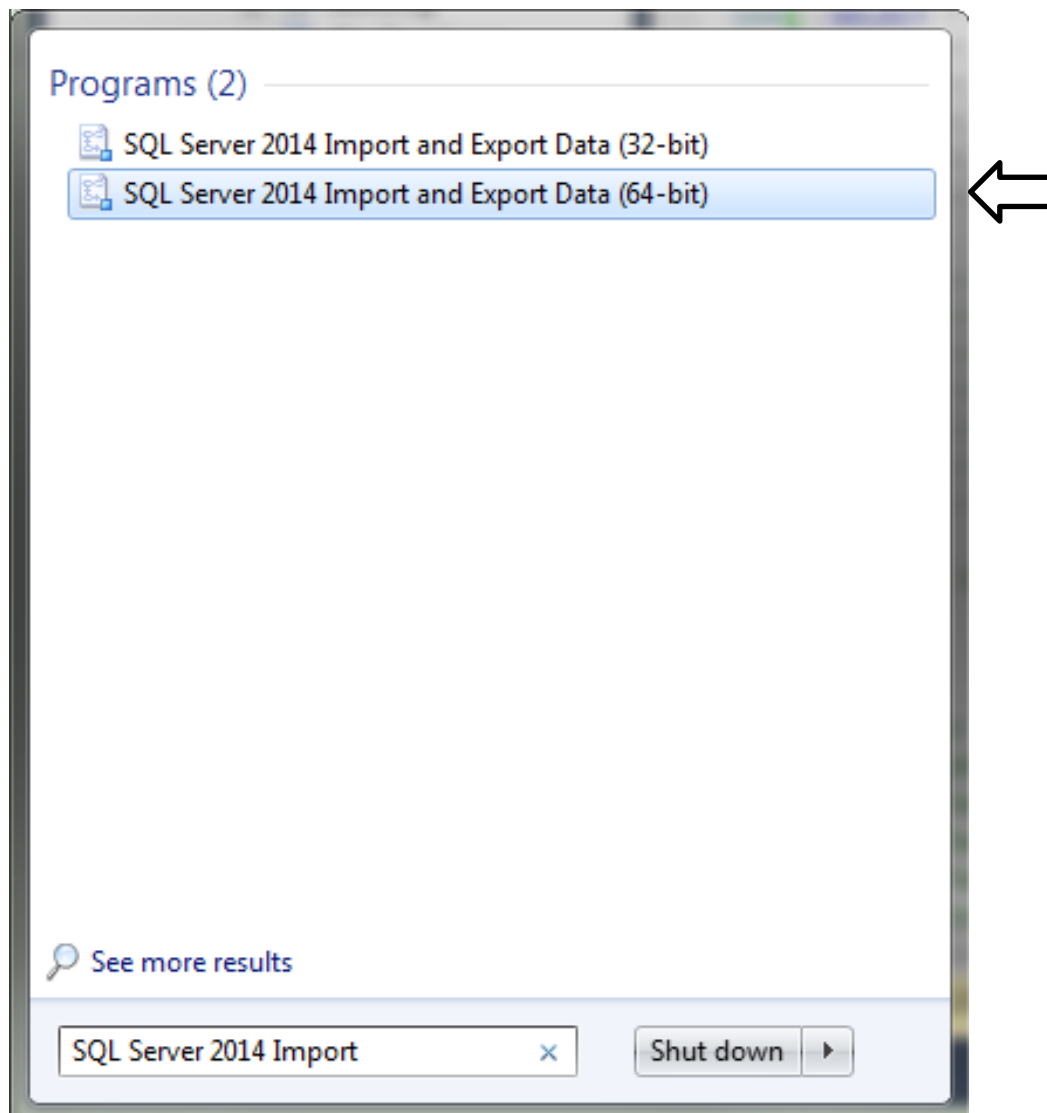
Using the Start menu to open the Import Wizard:



icon.

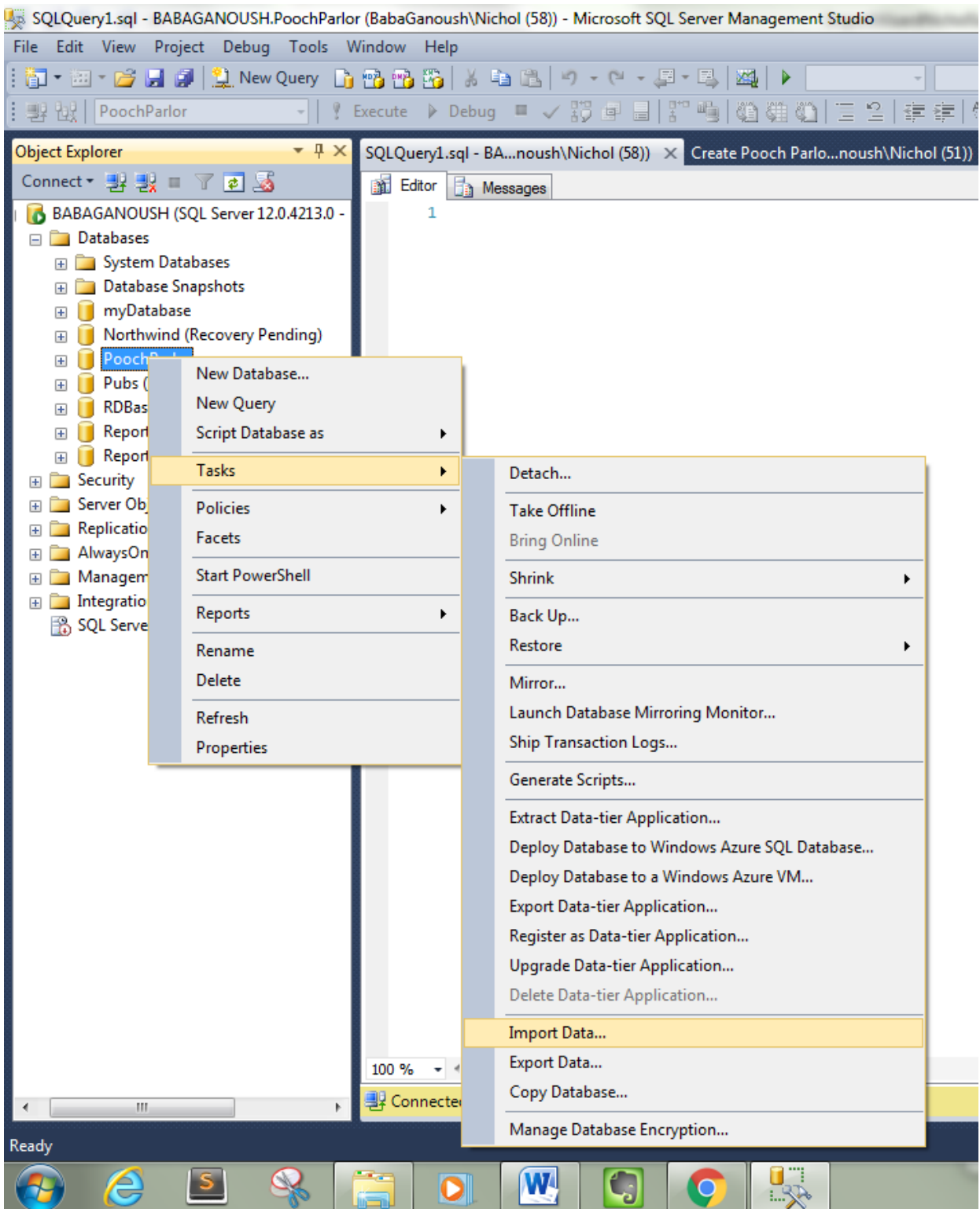
Open up the Start menu using the keyboard or by clicking the
Type in **SQL Server 2014 Import** and select the **64-bit** option.

(Continue to page 3)



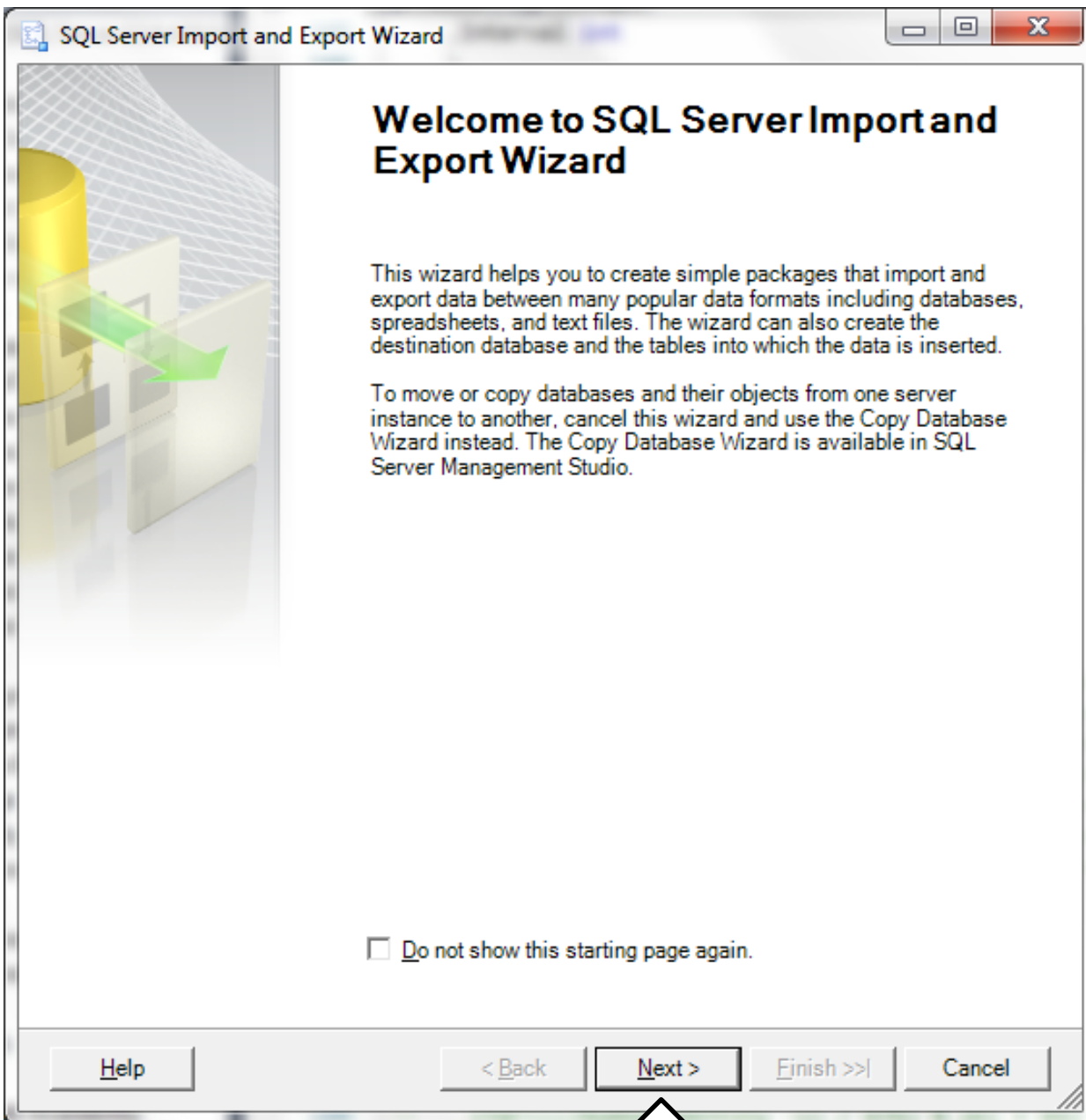
Using SQL Server to open the Import Wizard:

Left-click to select the database you are importing data to > **right-click** to get drop-down menu > **Tasks** > **Import Data...**

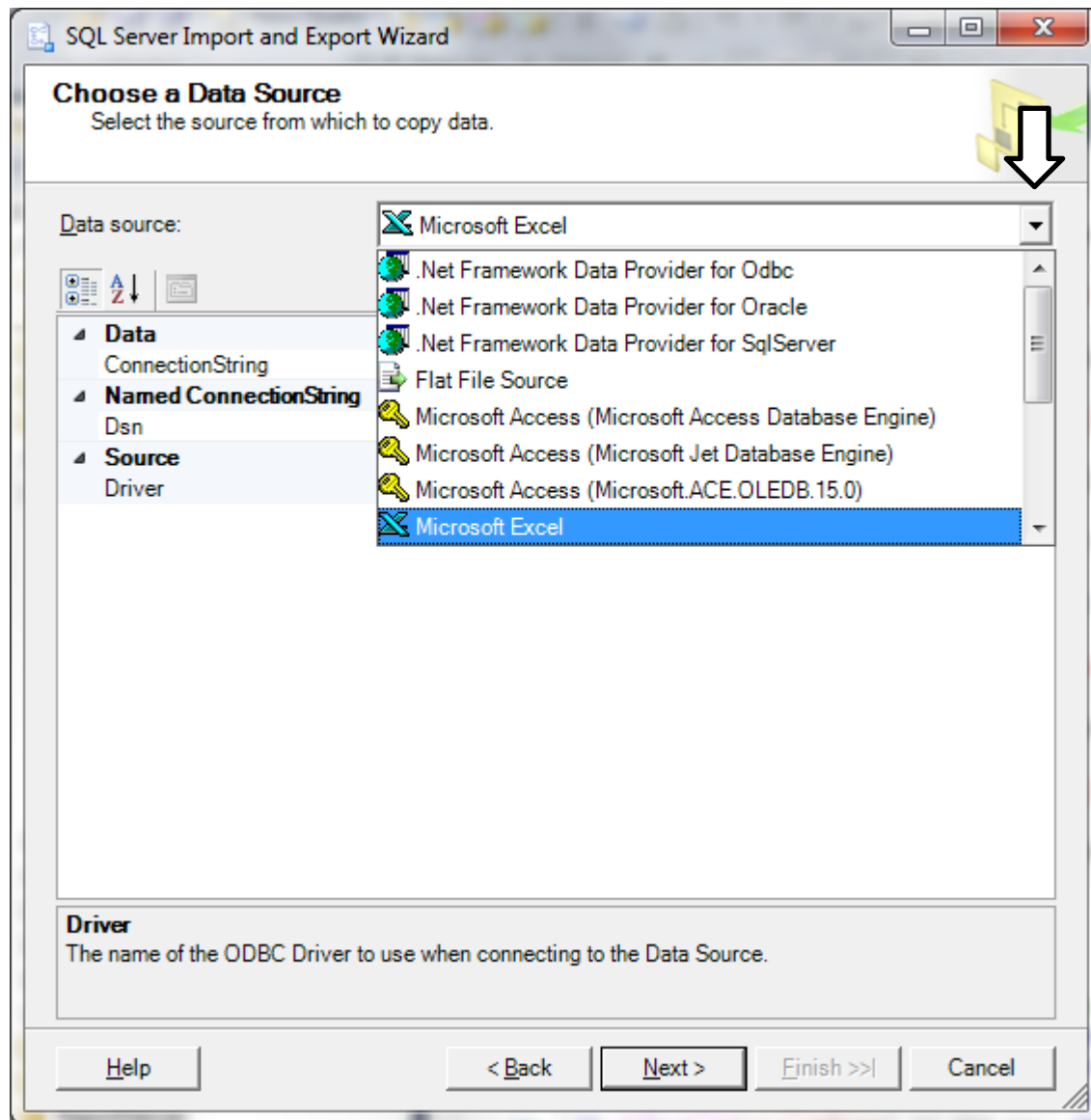


You are now at the Import and Export Wizard.

Click **Next**.



From the **Data Source** drop-down, select **Microsoft Excel**.

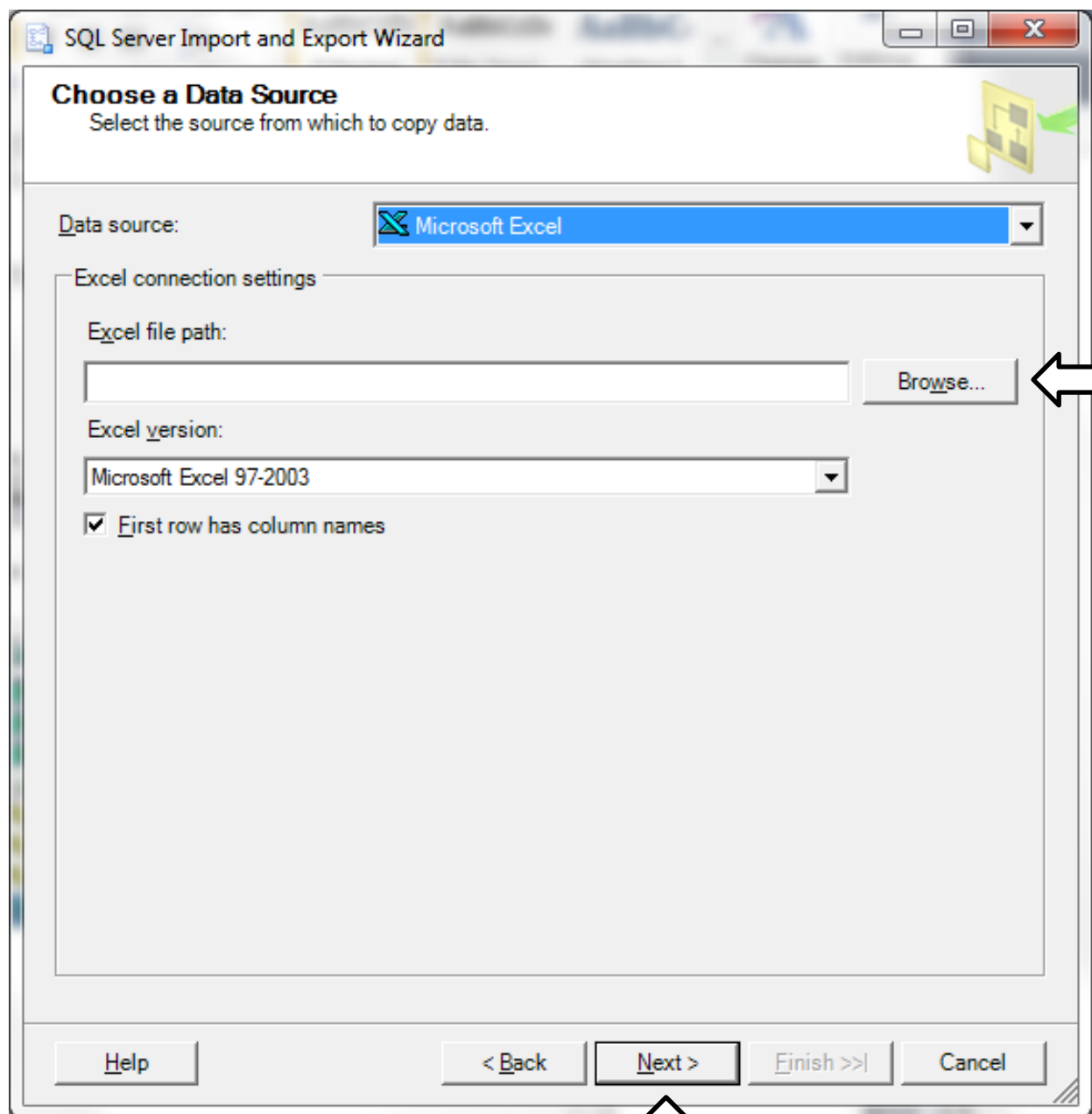


For the **Excel file path**, click **Browse** and find your Excel file.

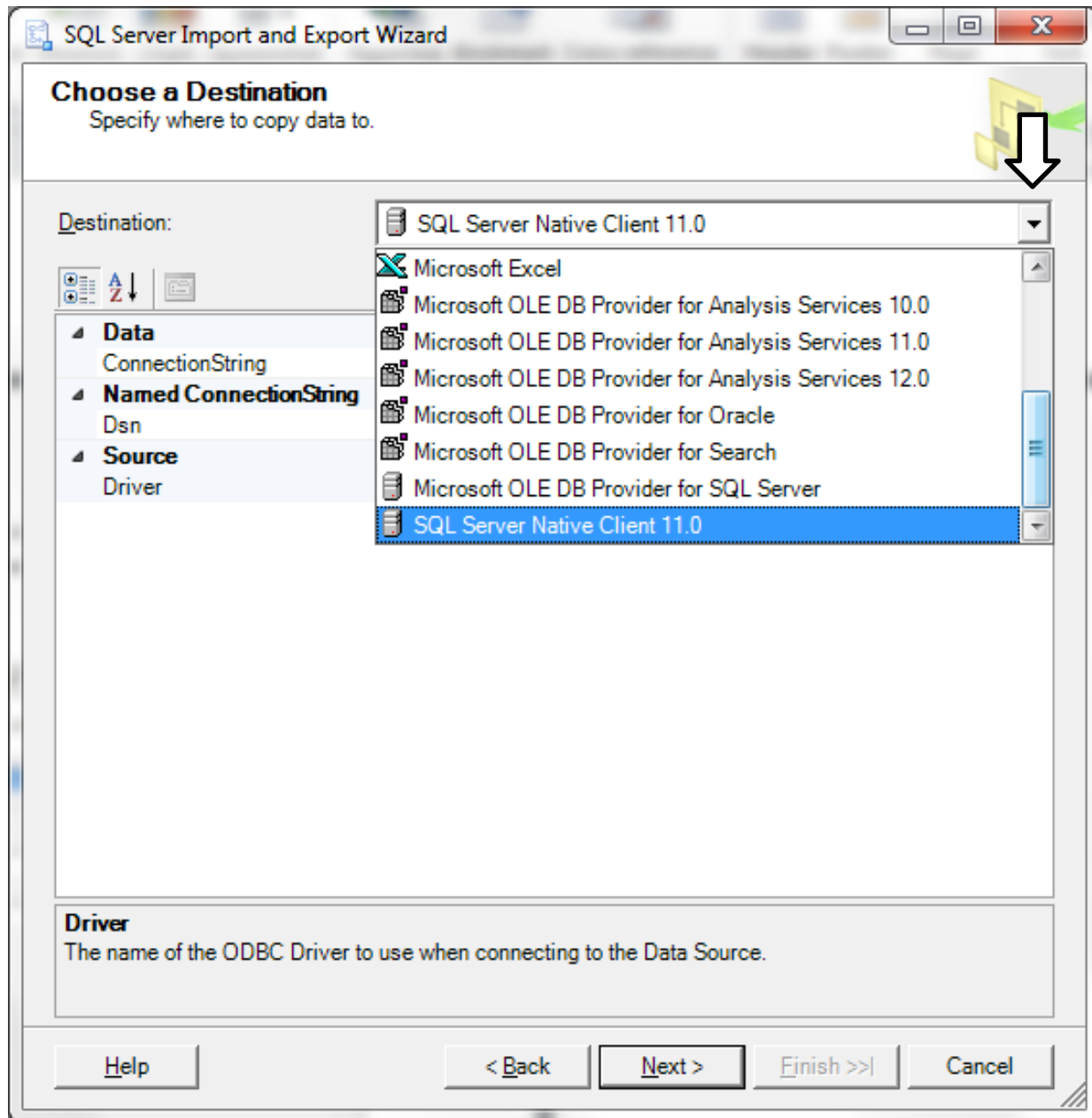
The drop-down for **Excel version** can stay at Microsoft Excel 97-2003 even if you have a later version.

Leave **First row has column names** checked.

Click **Next**.



For **Destination**, scroll all the way to the bottom of the drop-down and select **SQL Server Native Client 11**.

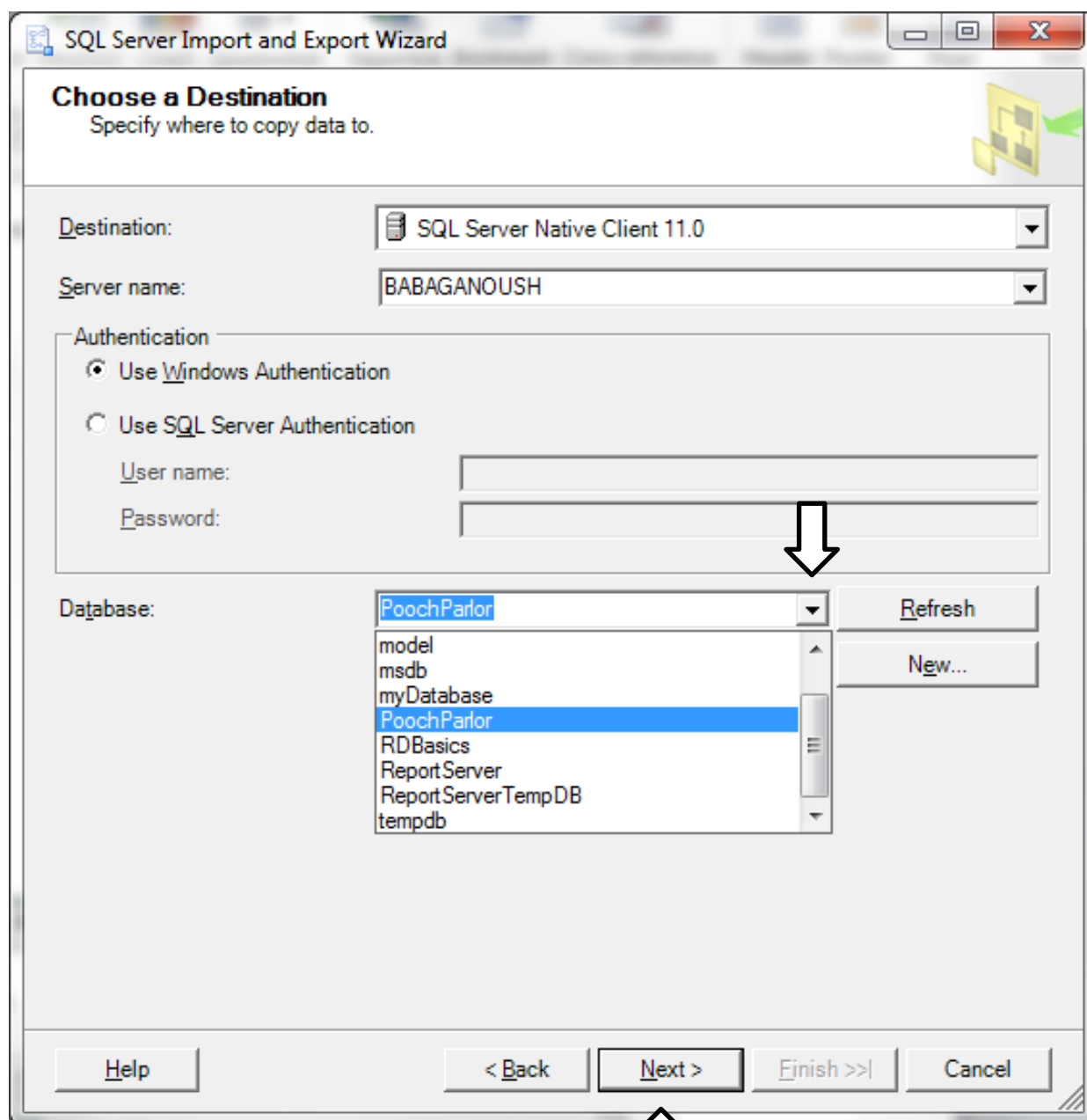


Make sure **Server Name** is correct (mine is my computer's name).

Select **Use Windows Authentication**.

Click the drop down for **Database** and select the database you want to import your data to.

Click **Next**.



The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Choose a Destination' step. The window title is 'SQL Server Import and Export Wizard'. The subtitle is 'Choose a Destination' with the instruction 'Specify where to copy data to.'.

The 'Destination' dropdown is set to 'SQL Server Native Client 11.0'. The 'Server name' dropdown is set to 'BABAGANOUSH'.

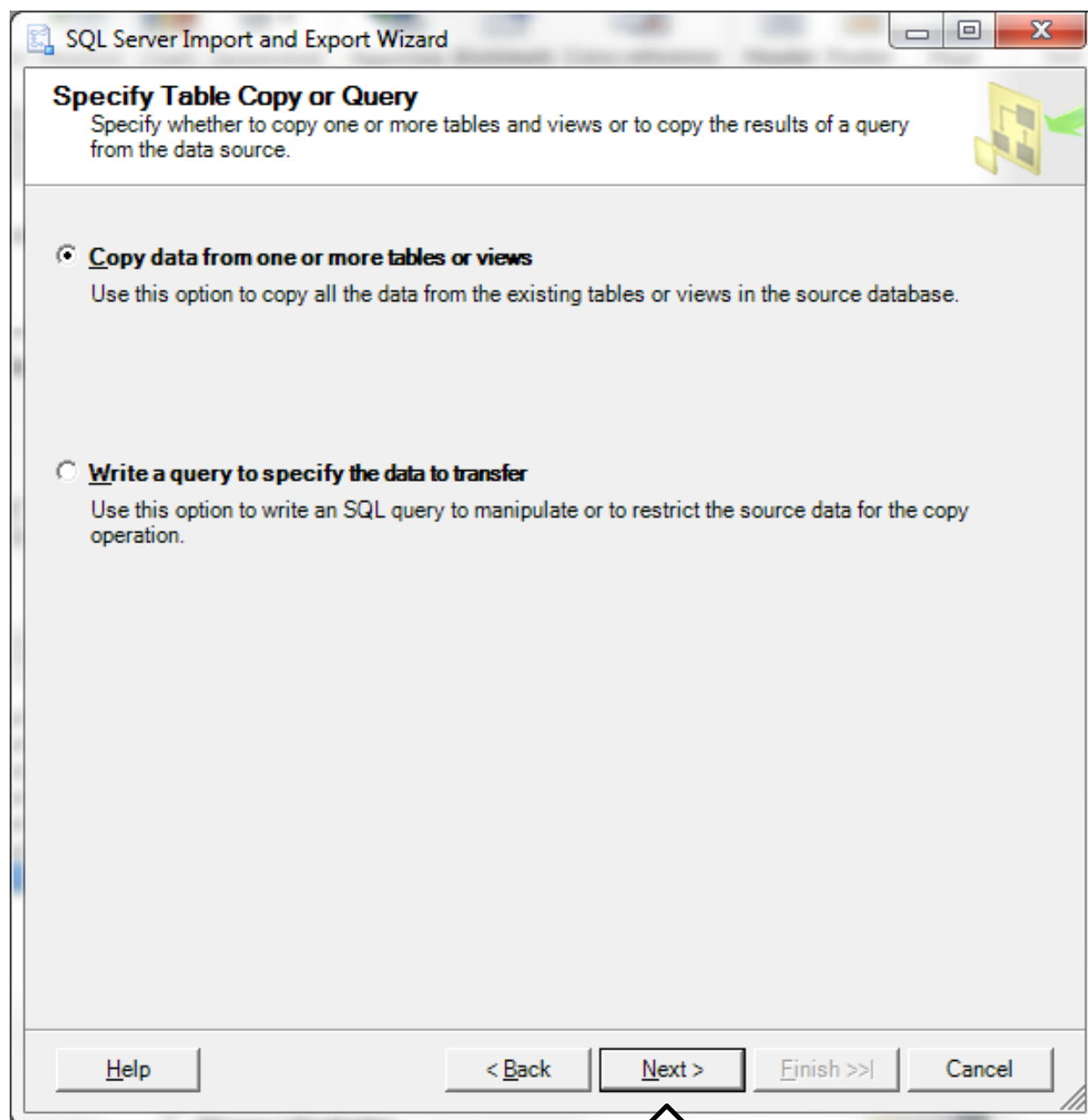
Under the 'Authentication' section, the 'Use Windows Authentication' radio button is selected. Below it, there are empty text boxes for 'User name:' and 'Password:'.

The 'Database' dropdown is open, showing a list of databases: 'model', 'msdb', 'myDatabase', 'PoochParlor' (highlighted), 'RDBasics', 'Report Server', 'Report ServerTempDB', and 'tempdb'. To the right of the dropdown are 'Refresh' and 'New...' buttons.

At the bottom of the window, there are navigation buttons: 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel'. A large white arrow points to the 'Next >' button.

Select **Copy data from one or more tables or views**.

Click **Next**.

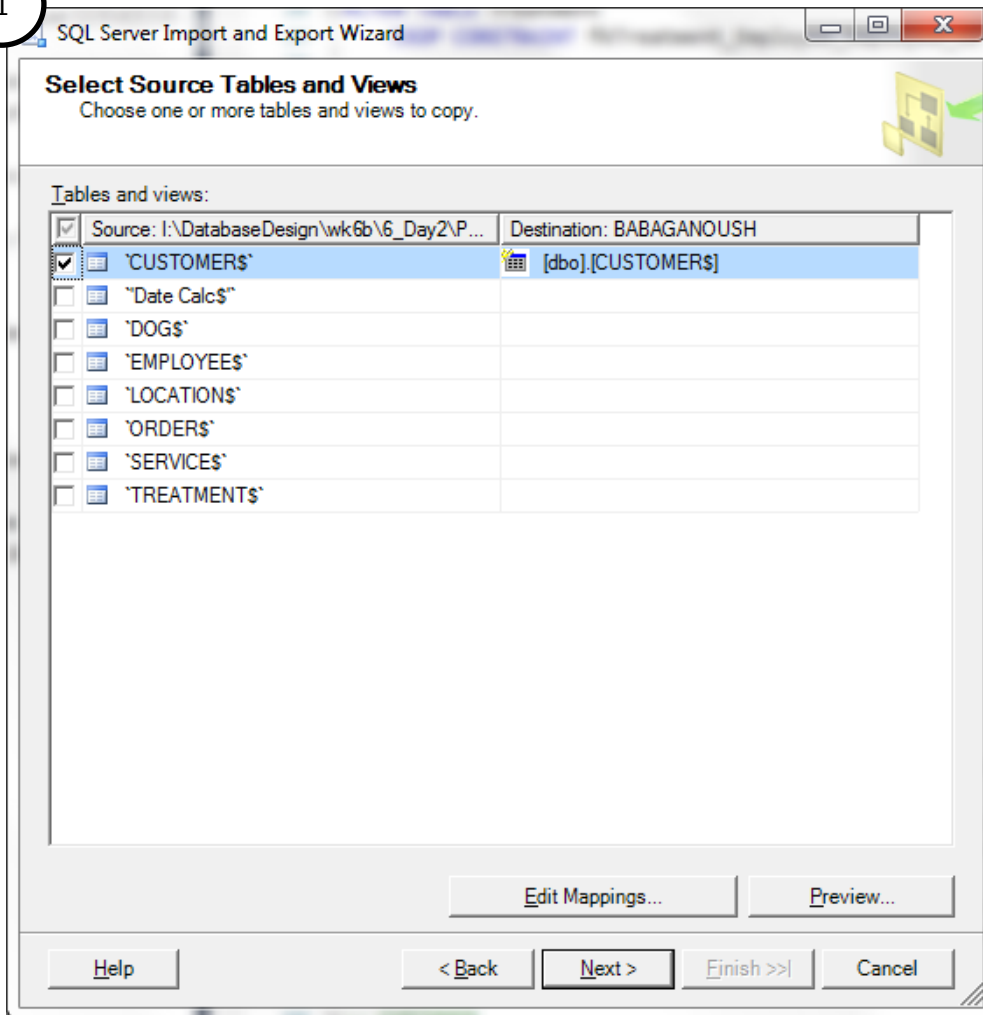


Now match the data from your spreadsheet(s) to the table(s) in the database:

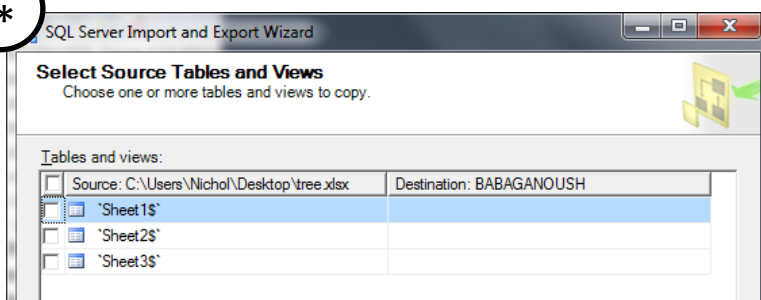
1) In the **Source** column, **check the box** to the left of the data you want to import.

*If you did not name the sheet(s) in your Excel document they will come up as "Sheet 1," "Sheet 2," etc.

1



*



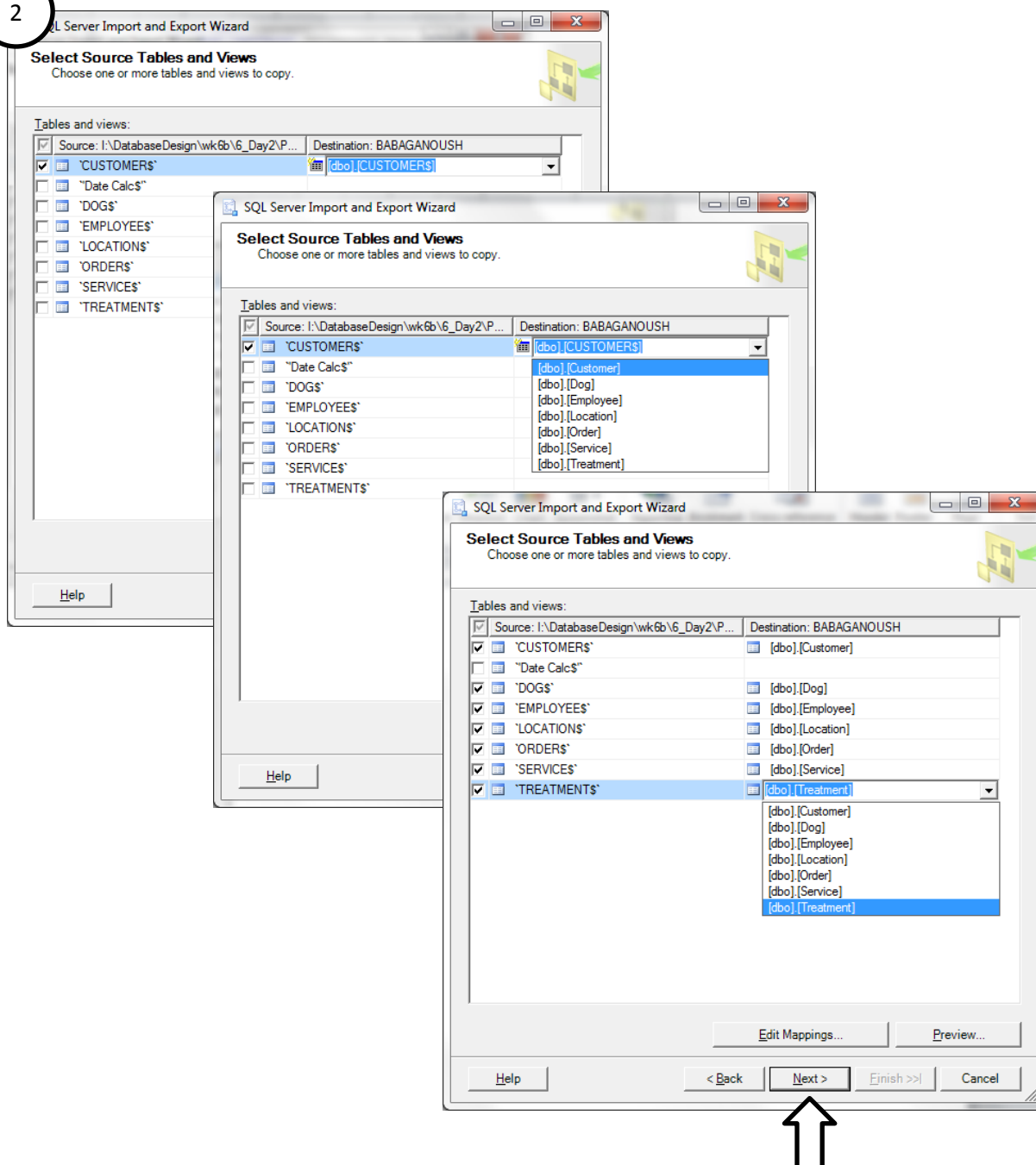
2) In the **Destination** column, left click to select the item in the corresponding row and use the drop-down to find the table you are importing to.

Repeat 1 and 2 until you have matched all Excel sheets to their proper tables.

Click **Next**.

NOTE: By default, the name of your *sheet* will come up in the Destination column. If the sheet has the same name as your table does in the database, it appears as if it has already been matched. This is not the case. If you do not match the sheets and tables, the Wizard will create a new table with the data you are importing.

2



For both **On Error (global)** and **On Truncation (global)** choose **Ignore** from the drop-down.

Click **Next**.

SQL Server Import and Export Wizard

Review Data Type Mapping

Select a table to review how its data types map to those in the destination and how it handles conversion issues.

Table:

Source	Destination
✓ 'CUSTOMERS'	[dbo].[Customer]
✓ 'DOGS'	[dbo].[Dog]
✓ 'EMPLOYEES'	[dbo].[Employee]
⚠ 'LOCATIONS'	[dbo].[Location]
⚠ 'ORDERS'	[dbo].[Order]

Data type mapping:

Source Column	Source Type	Destination Co...	Destination Ty...	Convert	On Error
✓ First_Name	VarChar	First_Name	nvarchar		
✓ Last_Name	VarChar	Last_Name	nvarchar		
✓ Address	VarChar	Address	nvarchar		
✓ City	VarChar	City	nvarchar		
✓ State	VarChar	State	nvarchar		
✓ Zip	VarChar	Zip	nvarchar		
✓ Phone	VarChar	Phone	nvarchar		

To view conversion details, double-click the row that contains the column source type to be converted.

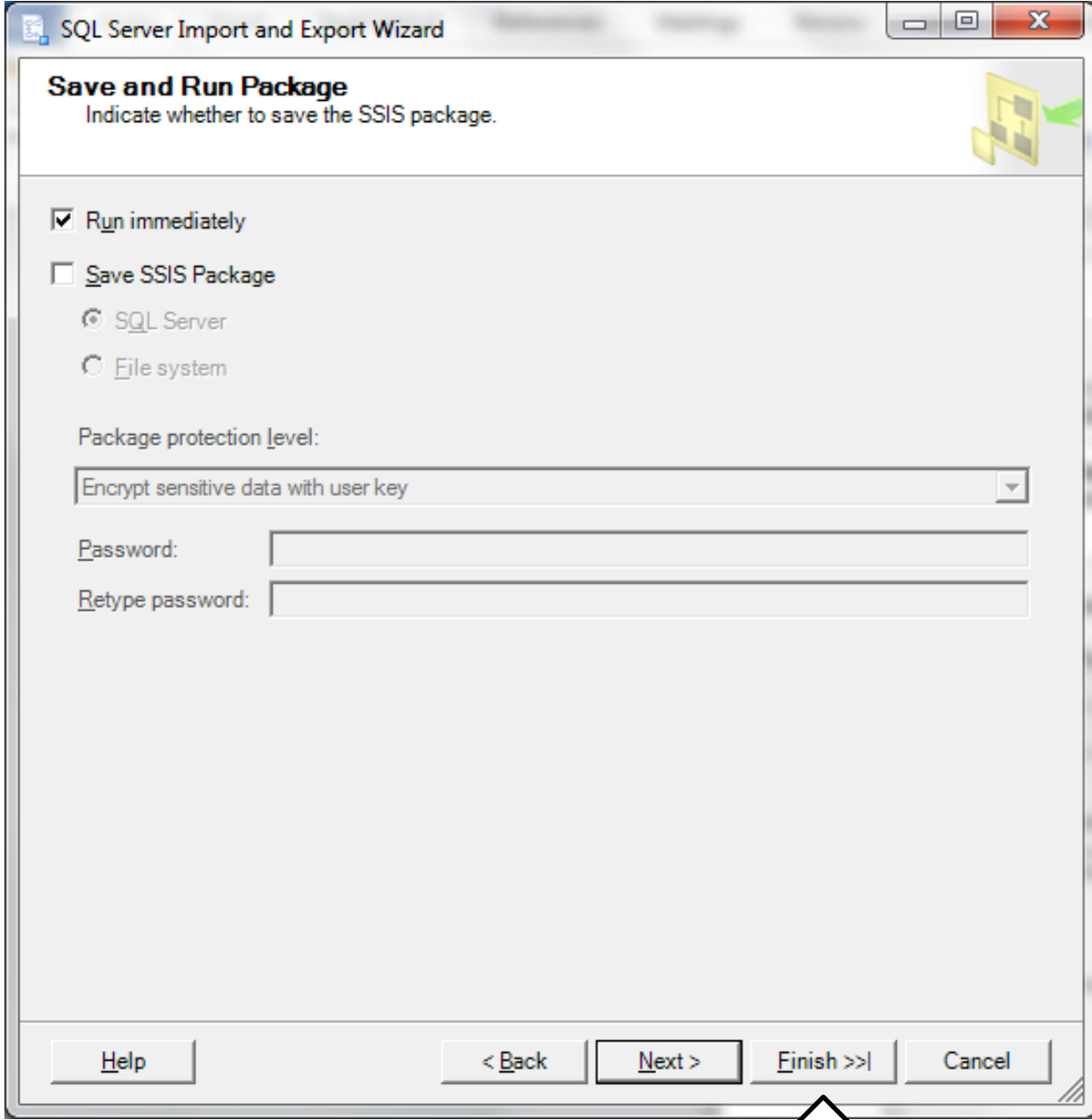
On Error (global)

On Truncation (global)

Buttons:

Leave **Run Immediately** checked.

Click **Finish**.



The screenshot shows the 'Save and Run Package' step of the SQL Server Import and Export Wizard. The window title is 'SQL Server Import and Export Wizard'. The main heading is 'Save and Run Package' with the instruction 'Indicate whether to save the SSIS package.' Below this, there are two radio button options: 'Run immediately' (which is selected) and 'Save SSIS Package'. Under 'Save SSIS Package', there are two sub-options: 'SQL Server' and 'File system'. Below these is a 'Package protection level:' section with a dropdown menu set to 'Encrypt sensitive data with user key'. There are also two text input fields for 'Password:' and 'Retype password:'. At the bottom, there are four buttons: 'Help', '< Back', 'Next >', and 'Finish >>|'. A large white arrow points to the 'Finish >>|' button.

SQL Server Import and Export Wizard

Save and Run Package
Indicate whether to save the SSIS package.

☒ Run immediately

☐ Save SSIS Package

☒ SQL Server

☐ File system

Package protection level:

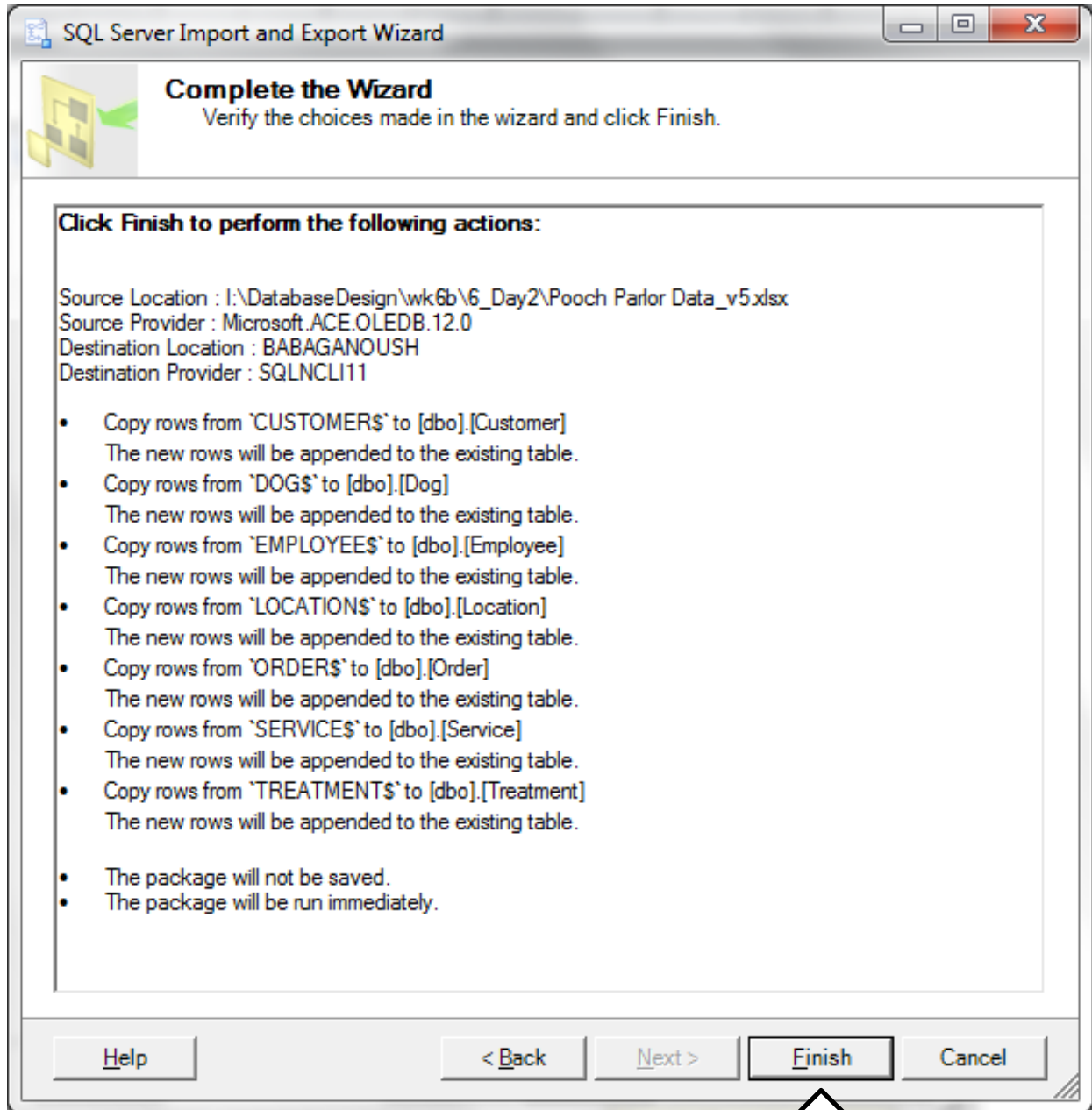
Encrypt sensitive data with user key

Password:

Retype password:

Help < Back Next > **Finish >>|** Cancel

Click **Finish**.



Success! It's all done, go ahead and **Close**.

