Data Model Assignment

### **Problem Statement:**

### Having the knowledge to deal with data efficiently is part of what makes an admin awesome. Sam wants you to add and update records as they collect data on new accounts, leads, opportunities, and more. And the faster you can get it done, the faster he can make their sales.

### When you’re talking about more than a few records, entering or updating one by one just doesn’t cut it. That process is slow and allows room for error. You have to use tools that allow you to upload and update many records at a time, getting the job done quickly and with less effort than doing it manually.

### **Tasks to be Done:**

1. Prepare a File for Import
   1. Launch the Data Import Wizard
2. Use Data Loader to Export Data
   1. Use the Data Loader to update the records you have exported in the previous step, filling in site information for the companies on the list to allow the sales team to identify them by their region