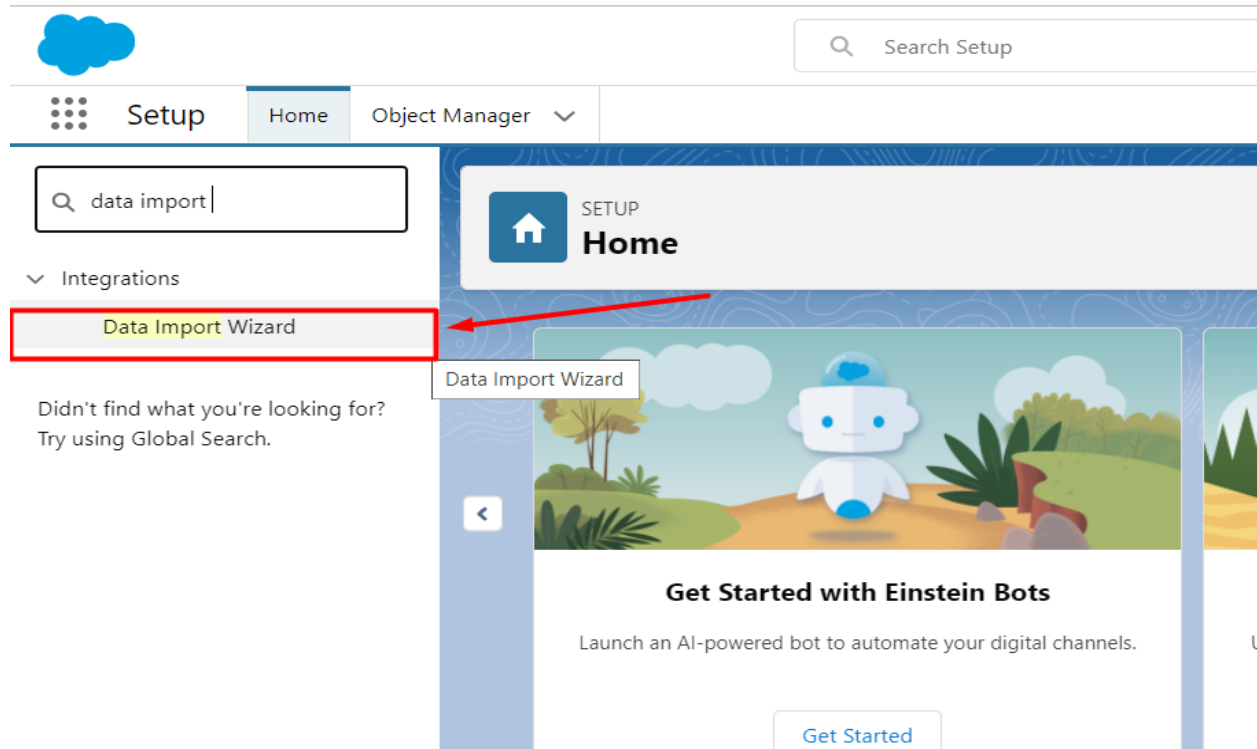
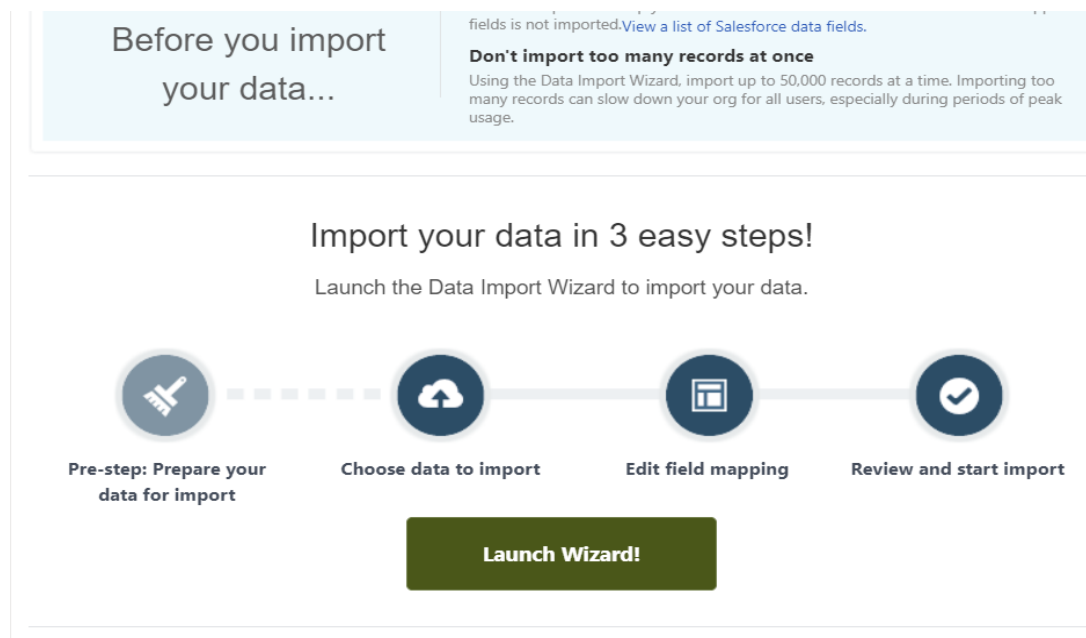


Step 1: First step is to go to the quick search option and search for a data import wizard and click on it to open.



Step 2: Now if you scroll down you will see import your data in three easy steps where the first step is to launch the data wizard to import your data. click on the launch wizard option given below.



Step 3: As you click on the launch wizard on the next page you will see an option to import your data into salesforce. Here you will see three categories: what kind of data are you importing, what do you want to do and where is your data located?

The screenshot shows the 'Import your Data into Salesforce' wizard at the 'Choose data' step. A progress bar at the top indicates the current step. The main heading is 'Import your Data into Salesforce' with a sub-note 'You can import up to 50,000 records at a time.' and a 'Help for this page' link. The interface is divided into three sections: 'What kind of data are you importing?', 'What do you want to do?', and 'Where is your data located?'. The first section has tabs for 'Standard objects' and 'Custom objects'. Under 'Standard objects', there is a list with 'Accounts and Contacts', 'Leads', 'Solutions', and 'Campaign Members', each with a right arrow. The other two sections are empty boxes. At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons.

Step 4: At first you have to select the type of object either its standard object or custom object. here I am choosing a standard object and under that accounts and contact then I am selecting add a new record and then you have to drag and drop your file and then just click on next.

The screenshot shows the 'Import your Data into Salesforce' wizard at the 'Getting closer...' step. The progress bar is further along. The main heading is 'Getting closer...' with a sub-note 'You can import up to 50,000 records at a time.' The interface is divided into two main sections: 'What kind of data are you importing?' and 'What do you want to do?'. The first section has tabs for 'Standard objects' and 'Custom objects'. Under 'Standard objects', there is a list with 'Accounts and Contacts' (highlighted with a green checkmark), 'Leads', 'Solutions', and 'Campaign Members', each with a right arrow. The second section, 'What do you want to do?', contains a light blue box with the following options: 'Add new records' (with a green checkmark), 'Match Contact by:' (with a dropdown menu set to '--None--'), 'Match Account by:' (with a dropdown menu set to '--None--'), 'Trigger workflow rules and processes?' (with an unchecked checkbox and the text 'Trigger workflow rules and processes for new and updated records'), 'Record type' (with a dropdown menu set to 'Individual Account'), and 'Assign All Contacts to Campaigns' (with an unchecked checkbox and the text 'Assign contacts to campaigns').

Step 5: As you click on next on the next page you have to map your data so here you will see some data is already mapped then if something is unmapped you have click on map and then you have fill details once everything is mapped click on next.

Edit	Mapped Salesforce Object	CSV Header	Example	Example	Example
Change	Account: Account Name, Contact: N...	Name	Test Acc 001	Test Acc 002	T...
Change	Account: Phone, Contact: Phone	Phone	1234	12345	1...
Change	Account: Active	Active__c	Yes	Yes	Y...
Change	Account: Industry	Industry	Finance	Government	H...

Step 6: on the next page you just have to click on start import and then you will see the details regarding the import and now if you move to your org. Page you will see your uploaded file.

Account Name	Account Site	Billing State/Province	Phone	Type
Express Logistics and Transport		OR	(503) 421-78001	Installation Partner
GenePoint		CA	(650) 867-3450	Customer - Channel
Grand Hotels & Resorts Ltd		IL	(312) 596-1000	Customer - Direct
Individual Acc				
Pyramid Construction Inc.			(014) 427-4427	Customer - Channel
Sample Account for Entitlements				
sForce		CA	(415) 901-7000	
Test Acc 001			1234	
Test Acc 002			12345	
Test Acc 003			123456	
Test Acc 004			1234567	
Test Acc 005			1234567	Prospect
United Oil & Gas Corp.		NY	(212) 842-5500	Customer - Direct
United Oil & Gas, Singapore		Singapore	(650) 450-8810	Customer - Direct