

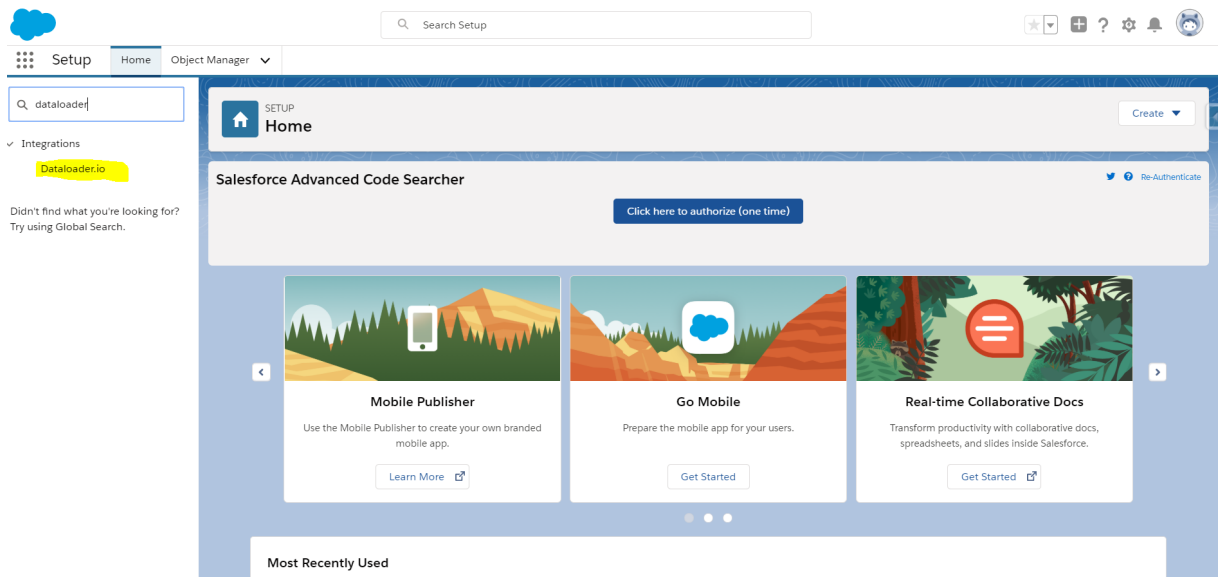


# Data Loading Guide

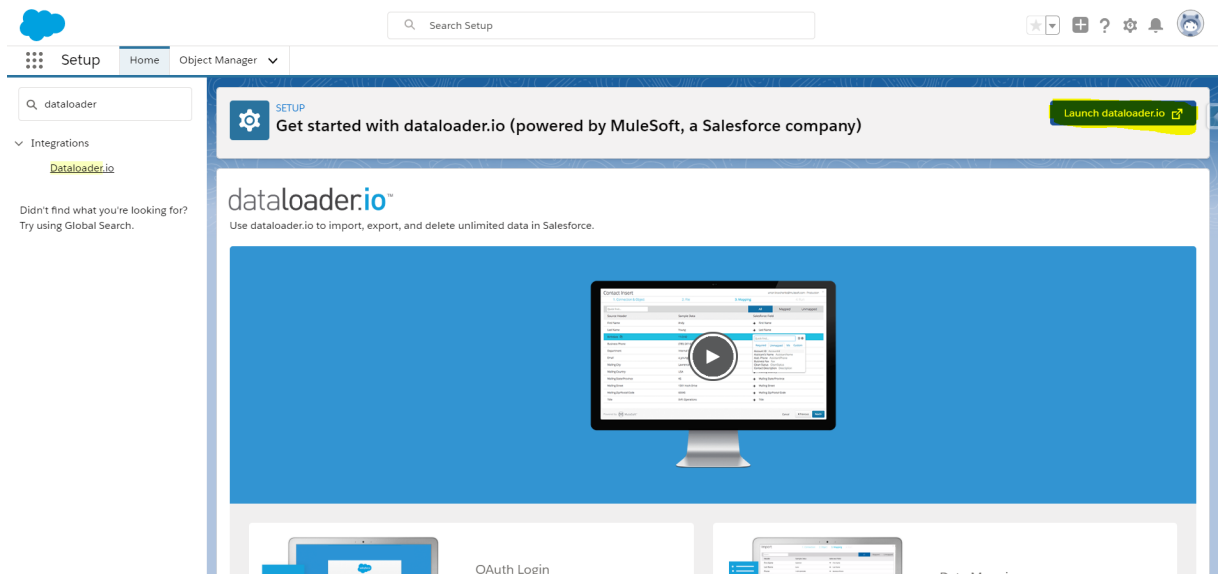
Data loading guide using Data Loader

Below are the steps to install Data Loader

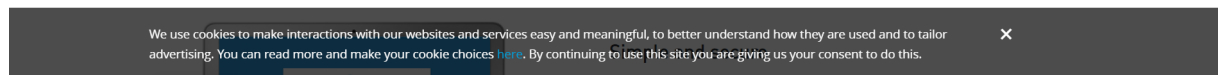
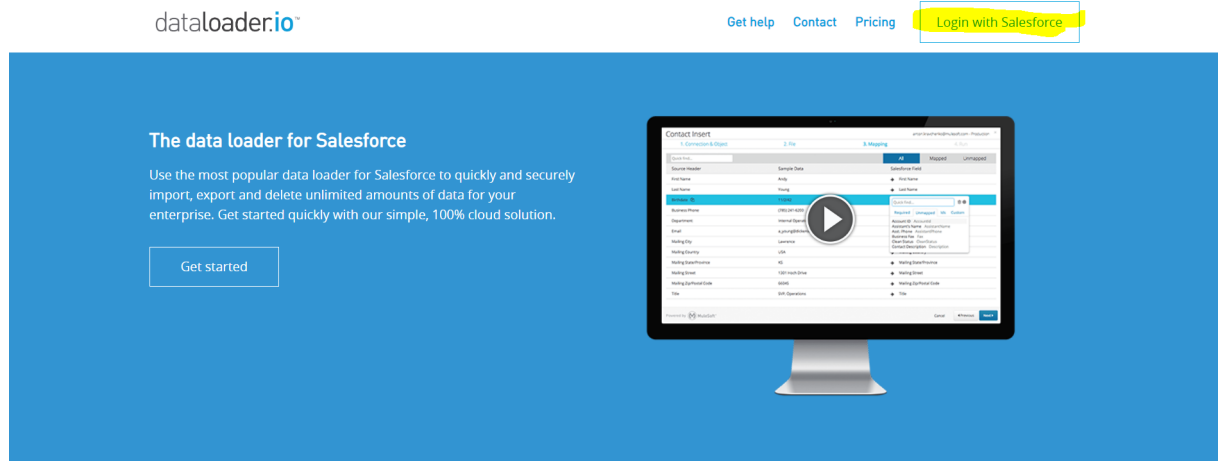
1. Login to your development [Sandbox](#)
2. Go into Configuration
3. Type "Data Loader" in the search bar and click on "DataLoader.io"



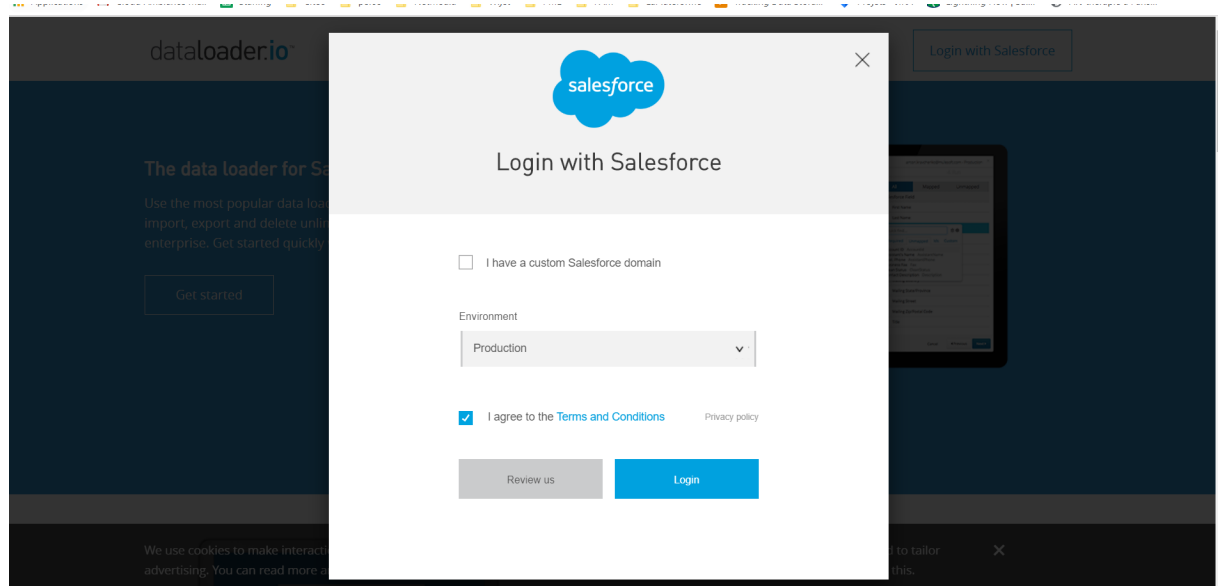
4. Click on the "Launch DataLoader.io" button



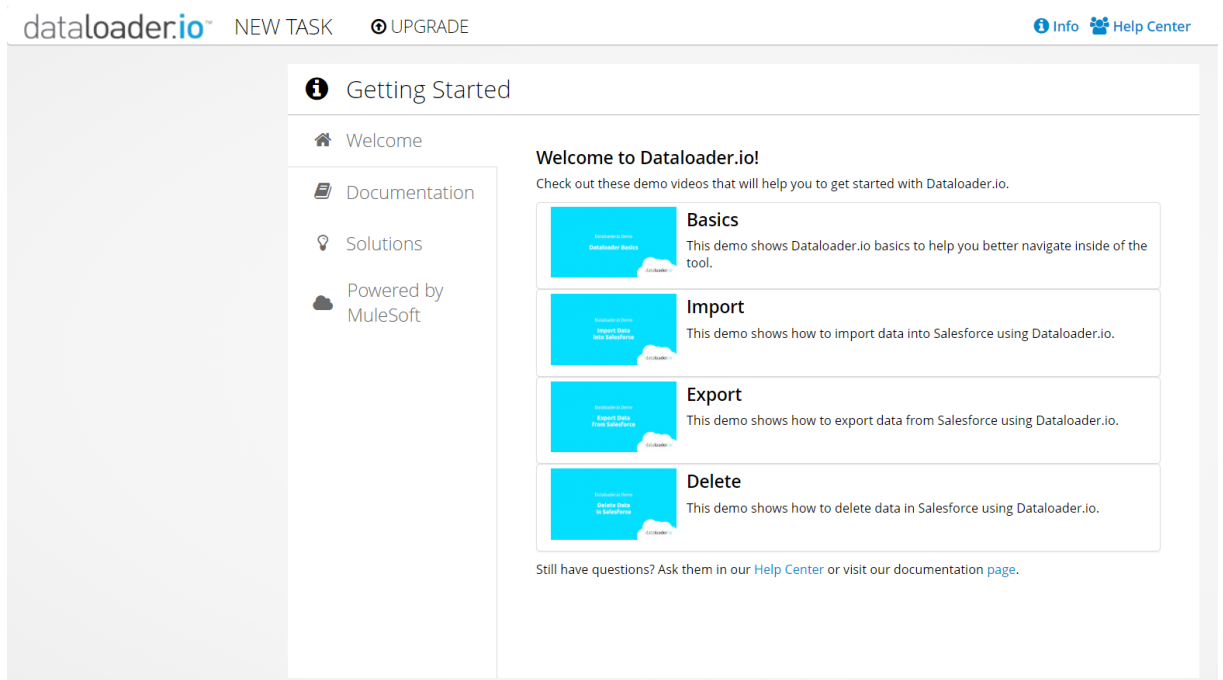
5. You will be redirected to the authentication page. Click on the "Login with Salesforce" button



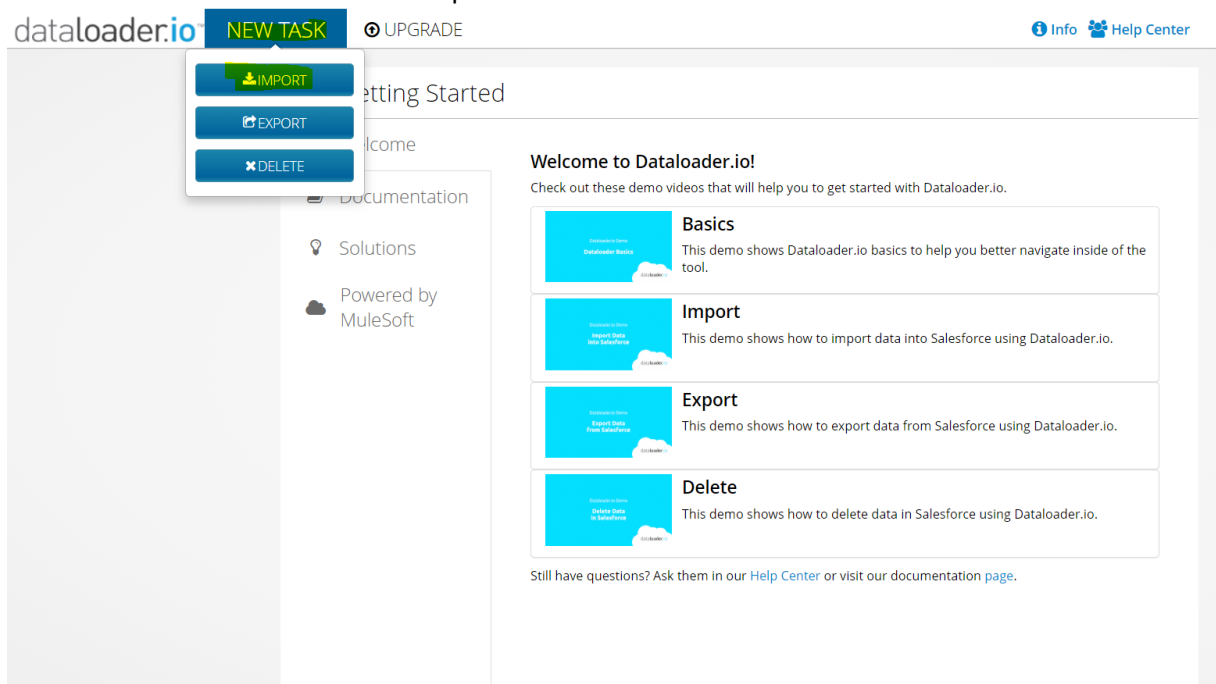
6. Choose "Production" and click on "Login"



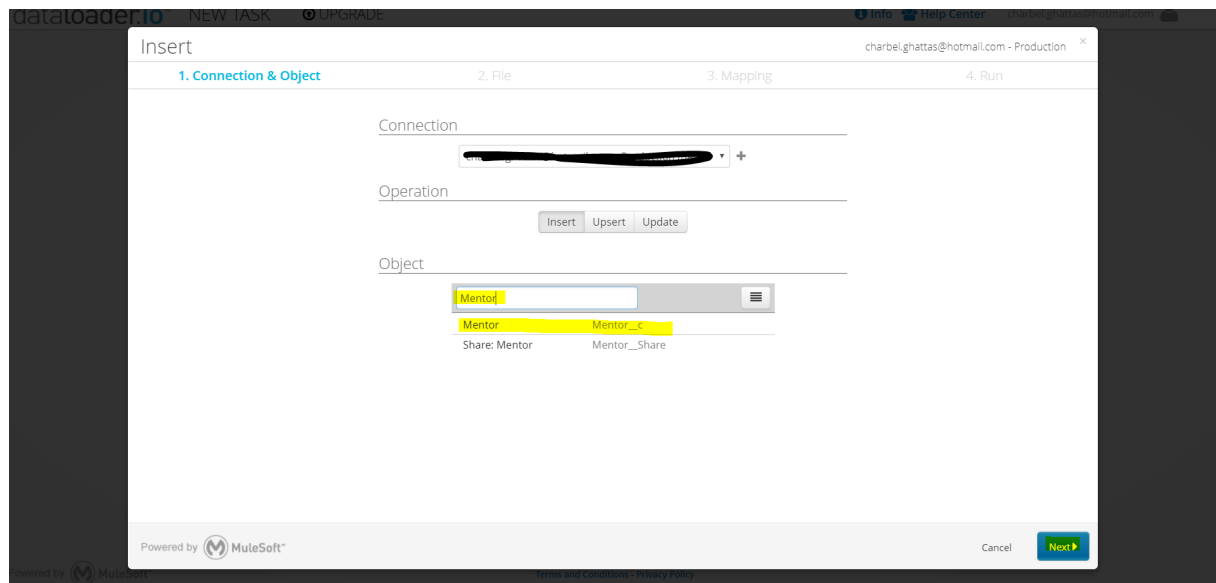
7. Authorize the application and you will be redirected to the DataLoader.io homepage



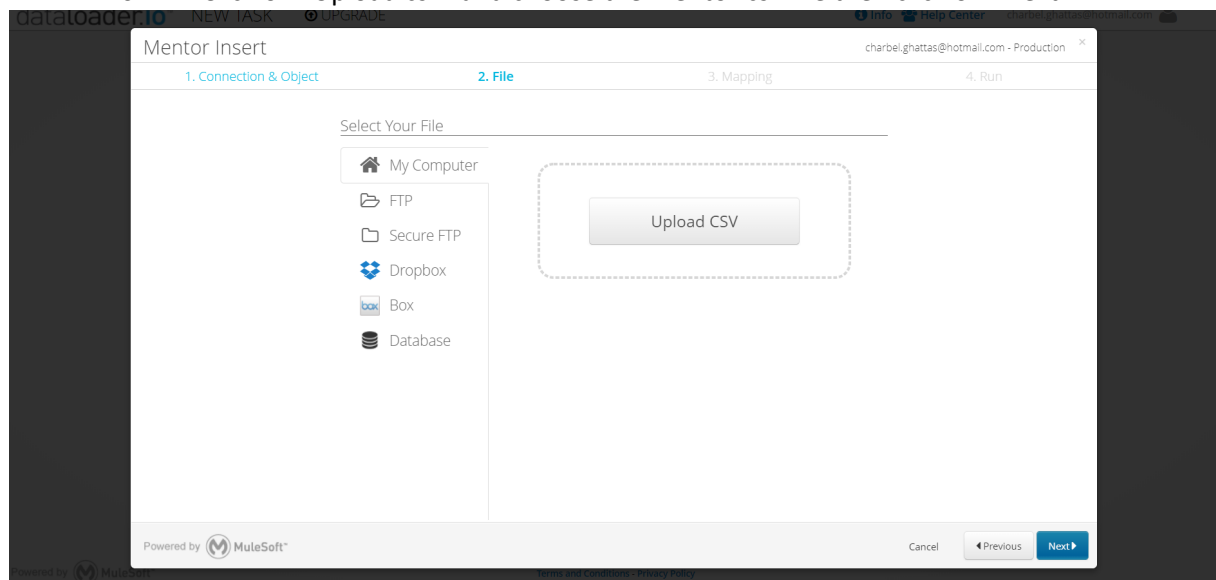
8. Click on "New Task" then "Import"



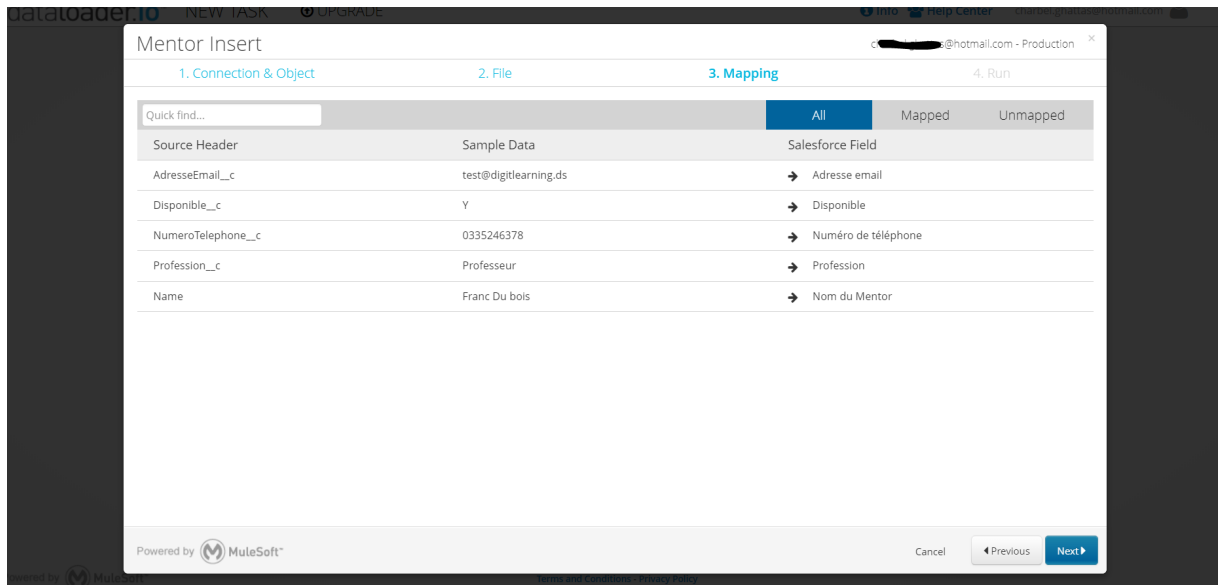
9. You will be redirected to the "Choice of import object" page. Choose "Mentor" then click on "Next"



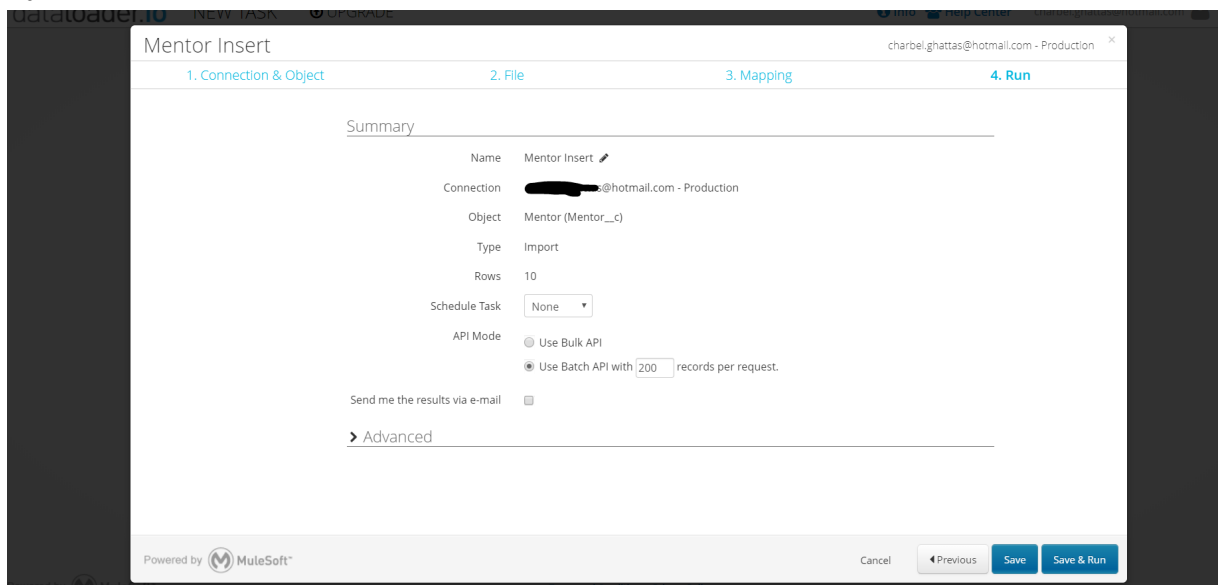
10. Click on "Upload csv" and choose the mentor.csv file then click on "Next"



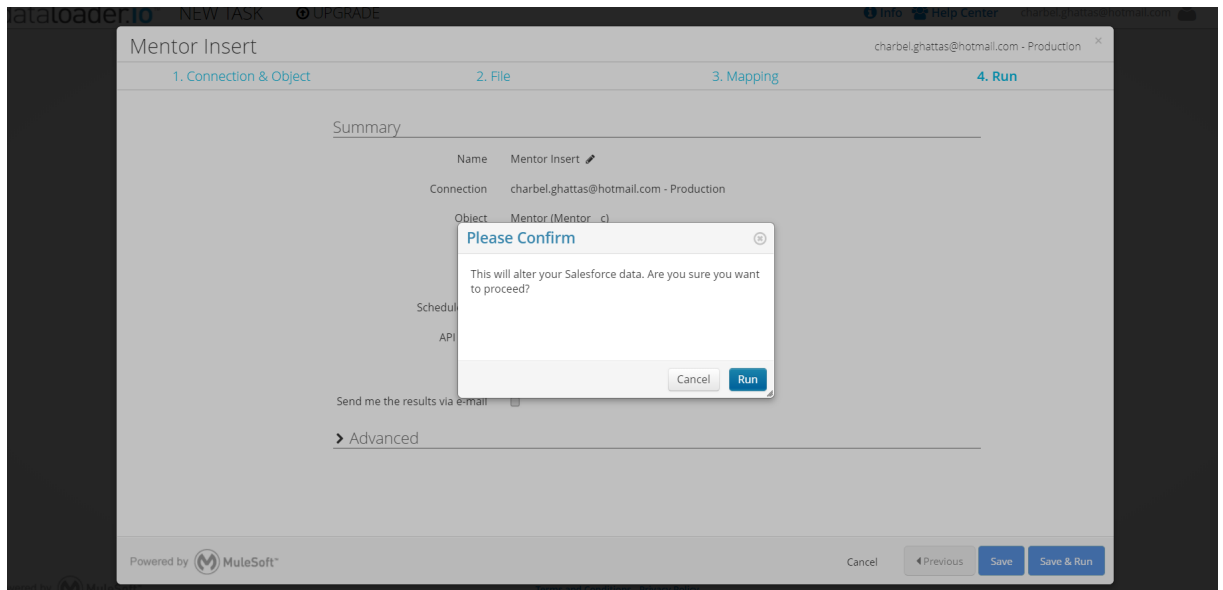
11. You will be automatically redirected to the "Fields mapping" page of the csv file with the Salesforce fields. If you have followed the application deployment steps specified in the deployment document, the fields will automatically be mapped. Confirm the fields then click on "Next"



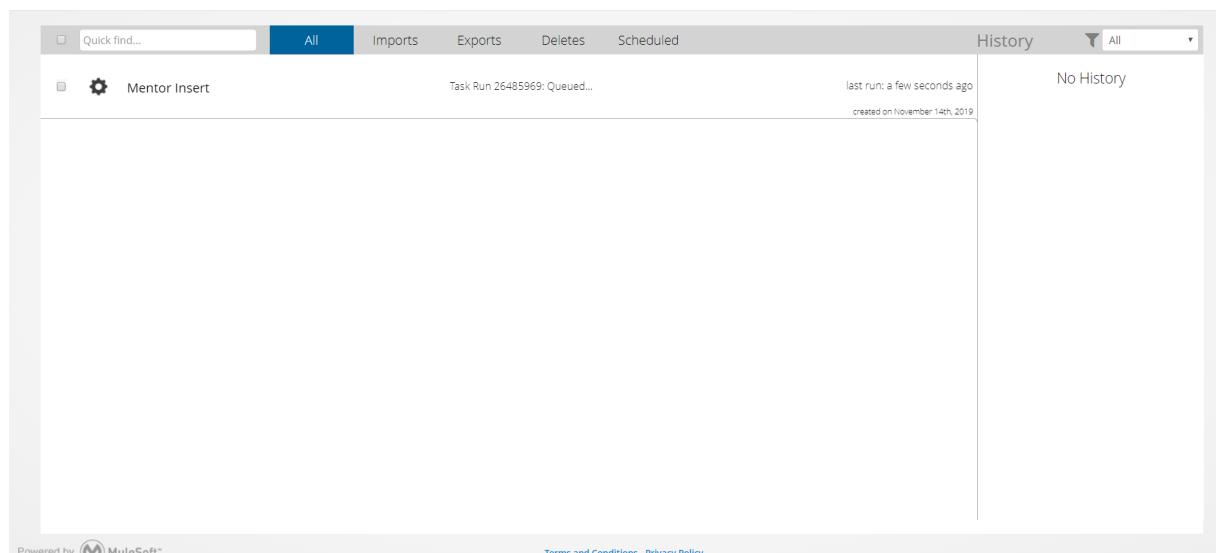
12. You will be redirected to a settings page, save the settings as they are then click "Save & Run"



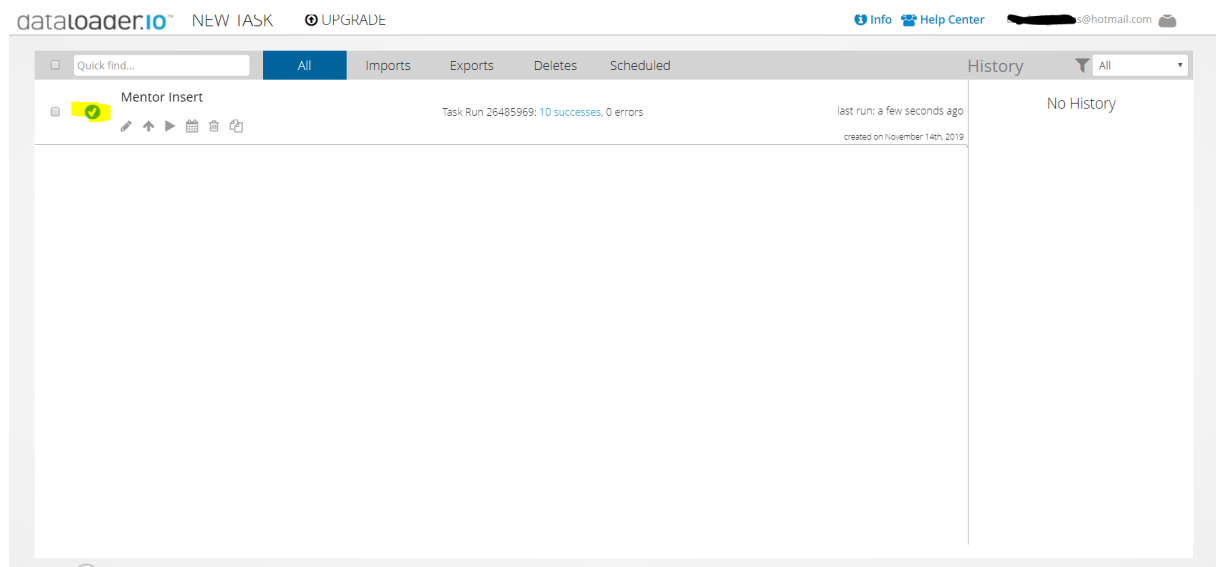
13. Click on "Run" in the small window that appears



#### 14. Wait for the download to finish



When the download is finished, you will see a small green V indicating that the download was successfully completed



15. Repeat the stages for the "Students" and "Training" files