How to bulk-import a list of tasks into TimeDock

Last updated - Apr 21, 2023 at 11:15AM

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TimeDock lets you import a pre-formatted CSV file with a list of tasks:

Download the sample CSV file and edit it with a spreadsheet program:

1. Navigate to *Setup > Import Data*.
2. From the *Tasks* import section, download the sample CSV file from the right-hand side.
3. Open the file with your favourite spreadsheet program.
4. Edit the sample accordingly, then save your changes.

Upload your modified CSV file into TimeDock:

1. Navigate to *Setup > Import Data*.
2. From the *Tasks* import section, click *Choose File* and select the sample file you edited in the previous step.
3. With the file selected, click *Import File*.

Any tasks not already entered into TimeDock will now be imported and synchronised out to the relevant TimeDock devices.

> **Note:** Any existing tasks already entered into TimeDock will be matched on the *Unique Job ID* field within the CSV file and their details will be updated. Therefore this feature can be used for bulk-updating records as well as bulk-importing.

See also:

Tasks