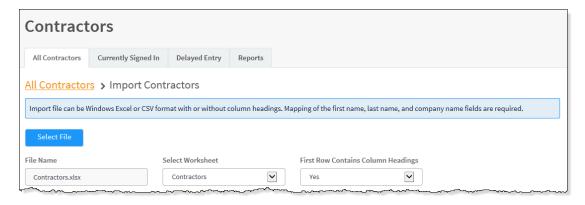# Importing Contractors

The Import Contractors utility enables you to import a list of contractors into the Raptor system. It also includes the ability for unattended import of contractors by creating a manifest file that includes information about the field mapping and file to be imported.

**Note:** To use the import feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information. The file can contain the following Contractor information to be imported:

- First Name*
- Last Name*
- Middle Name
- Date of Birth
- ID Type
- ID Number
- Company Name*

*Indicates required information.

1. From the navigation menu, select **Modules > Contractors**.
2. On the **All Contractors** workspace, click **Import Contractor**.
3. Click **Select File** and navigate to the location where the file is saved on your computer.
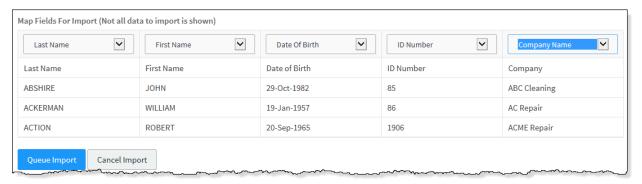


4. Select the Excel or CSV file and click **Open**.
5. If you used Excel and the file contains multiple worksheets, choose the worksheet that contains the contractor information from the **Select Worksheet** drop-down list.
6. If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list and this row will not be imported. Otherwise, select **No**.

7.  Map each of the columns to be imported by selecting the appropriate field in the drop-down menu above each column that displays. First Name, Last Name, and Company Name are required columns. The columns with Ignore selected with not be imported.

Map Fields For Import (Not all data to import is shown)

| Last Name | First Name | Date Of Birth | ID Number | Company Name |
|---|---|---|---|---|
| Last Name | First Name | Date of Birth | ID Number | Company |
| ABSHIRE | JOHN | 29-Oct-1982 | 85 | ABC Cleaning |
| ACKERMAN | WILLIAM | 19-Jan-1957 | 86 | AC Repair |
| ACTION | ROBERT | 20-Sep-1965 | 1906 | ACME Repair |

Queue Import     Cancel Import

8.  If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.

9.  Click **Queue Import**.

    A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

    When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.

    **Note:** Imported company names will automatically be added to the All Companies data grid.