

## Projects Bulk Upload Instructions

### Common Instructions

- You can edit your data in the sample file. The column order must be the same as in the sample file.
- Columns marked with \* are required.

### Column Specific Necessary Instructions

1. Status ID: You must have the necessary authorization to set this status.

2. Date format for **Start Date** and **End Date** must be YYYY-MM-DD (e.g., 2024-01-01).

3. Budget:

Commas can be used as thousand separators (e.g., 1,000), and a period can be used for decimals (e.g., 1,000.50).

4. Task Accessibility:

**project\_users:** When Creating Tasks Under This Project, the Task Users Selection Will Be Automatically Filled With Project Users.

**assigned\_users:** You Will Need to Manually Select Task Users When Creating Tasks Under This Project.

5. Client Can Discuss:

**1 means** the client can participate in project discussions.

**0 means** the client cannot participate in project discussions.

6. Is Favorite:

**1** means the project is marked as **favorite**.

**0** or leaving the field **blank** means the project is **not a favorite**.