

Importing a List

1. Open or download the **sample spreadsheet ('SampleList.xls' in the on-line documentation)**. **Do not overwrite row 1.**
2. Start entering list details on row 2 with a **listcode**. This can be a short version of the list name.
3. Enter a meaningful **list name**.
4. Leave **listentrycode** blank unless you are linking to a 3rd party system and need to match up list items.
5. Enter the **list item** itself. This is the text that the device user will select from a drop-down list, multiple-choice field, etc.

You may wish to copy and paste this from an existing spreadsheet or csv file created by a 3rd party system (eg product list).

6. **Repeat step 5** (and step 4 if used) for all **list items** in the list entered in step 3.
7. **Repeat steps 2 to 6** for each list. **Save.**

	A	B	C	D	E
1	listcode	list	listentrycode	listentry	
2	Crowndale	Crowndale Surgery		Crowndale Kitchen	
3				ing Room	
4				ment Roc	
5				n	
6				Brecknock Waiting Room	
7				Brecknock Treatment Room	
8					

8. Log in to magic5.
9. Select Lists from Setup/Maintenance menu (or Setup/Maintenance->Settings menu).
10. Click on the **Import from spreadsheet** button at the bottom of the list of lists.
11. Click on **Add attachment** in the dialogue box that has opened.
12. Click the **Select** button to open the file selection dialogue box.
13. Select the required file from your computer in the usual way.
14. Click the **Open** button and the filename should appear in the box.
15. Click **Save** to save the file.
16. Click **Save** to import the lists into magic5. Your list(s) are now ready to use.

