

Skipping a Sheet on an Excel Data Import Spreadsheet

Last Modified on 11/10/2025 3:55 pm EST

Overview

Administrators can now skip a sheet on an excel spreadsheet when importing data into Resolver. Data on skipped sheets will not be imported or validated.

All skipped sheets will be listed on the **Import Completed Successfully** banner.

User Account Requirements

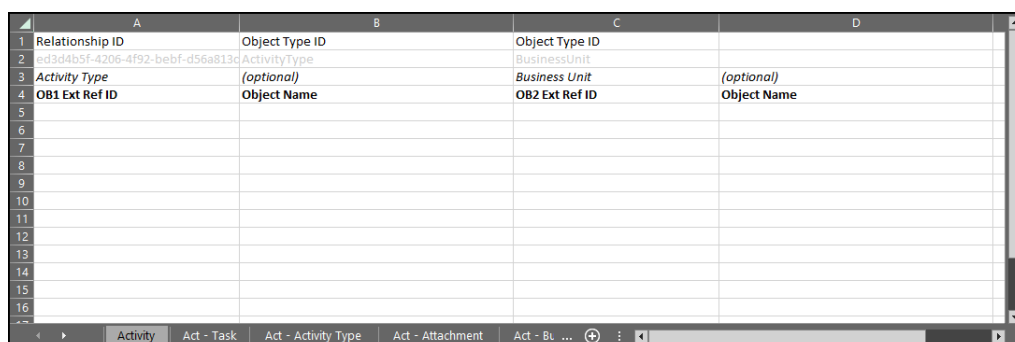
The user account used to log into Resolver must have Administrator permission to download the Data Import Template.

Related Information/Setup

Please refer to the [Create an Import Template](#) article for more information on creating an import template.

Navigation

1. Navigate to the Downloads folder on the connected PC and look for a filename with the version number, organization's name, and the date the Data Import Template was generated (e.g., 22.2 - org name - 20230609 - Data Template).
2. Click the Data Import Template file to open the file.



	A	B	C	D
1	Relationship ID	Object Type ID	Object Type ID	
2	ed3d4b5f-4206-4f92-bebf-d56a813d	ActivityType	BusinessUnit	
3	Activity Type	(optional)	Business Unit	(optional)
4	OB1 Ext Ref ID	Object Name	OB2 Ext Ref ID	Object Name
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11				
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13				
14				
15				
16				

Data Import Template File

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1. From the Data Import Template, click on the sheet you want to skip.

Relationship ID	Object Type ID	Object Type ID	Business Unit
ed3d4b5f-4206-4f92-bebf-d56a813d	ActivityType		
Activity Type	(optional)	Business Unit	(optional)
OB1 Ext Ref ID	Object Name	OB2 Ext Ref ID	Object Name

Excel Sheet

2. From the sheet, type **DO_NOT_IMPORT** in cell **A1**.

A	B	C	D
DO_NOT_IMPORT			

DO_NOT_IMPORT

2. Data on skipped sheets will not be imported or validated.
3. Once the data import is completed successfully, all skipped sheets will be listed on the **Import Completed Successfully** banner.

Import Completed Successfully

- app base - 20240304 - Data Template.xlsx
- 'Incident' sheet was skipped as indicated in the import file

Import Completed Successfully Banner