

eGrants Application Job Aid: Importing Properties from an Excel Spreadsheet.

You can use the Import function within eGrants to automatically fill in the application fields from an Excel spreadsheet.

NOTE: In order to be able to use the Import function, you ***must*** ensure that your excel spreadsheet is set up properly. You can download a sample spreadsheet that already has all the columns set up.

To Download Sample Excel Spreadsheet:

1. From the Properties page, select the Import Properties button.

Properties

Application 25% complete

This section will enable you to add properties to be mitigated. To add a property, click the *Add Property* button below. To update or delete a property already added to your project, click the appropriate link under the *Action* column. Depending on the activity you selected from the [Mitigation Activity Information](#) section, some activities may require additional information and some may not. If you do not want to add additional property information for an activity that has the option to, check the *Property Information Not Applicable* checkbox. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required. Properties marked with an ** are incomplete.

Acquisition of Private Real Property (Structures and Land) - Riverine (200.1)						
Property Owner's Name	Damaged Property Address	City	State	ZIP	Repetitive Loss	Action
* <input type="button" value="Add Property"/> <input type="button" value="Import Properties"/>						

Public Awareness and Education (Brochures, Workshops, Videos, etc.) (100.1) Property Information Not Applicable

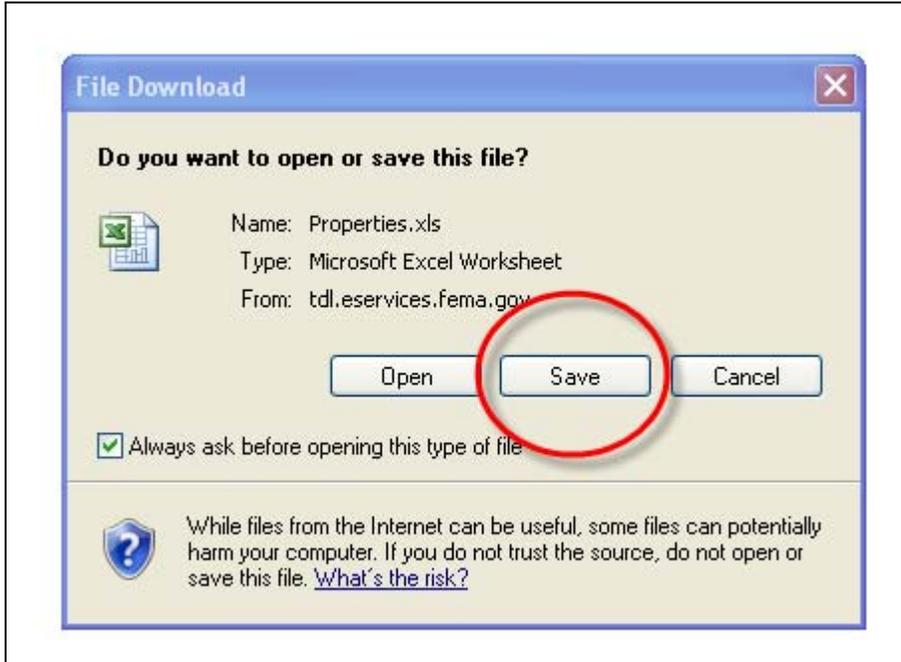
2. Select the link to view the sample properties Excel file.

Import Properties

Please select Excel file with properties you want to include to your application and press *Import* when done.

Sample of properties Excel file can be viewed [here](#).

3. Save the file to a location on your computer.



To Import Properties from an Excel Spreadsheet:

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Properties

Application 25% complete

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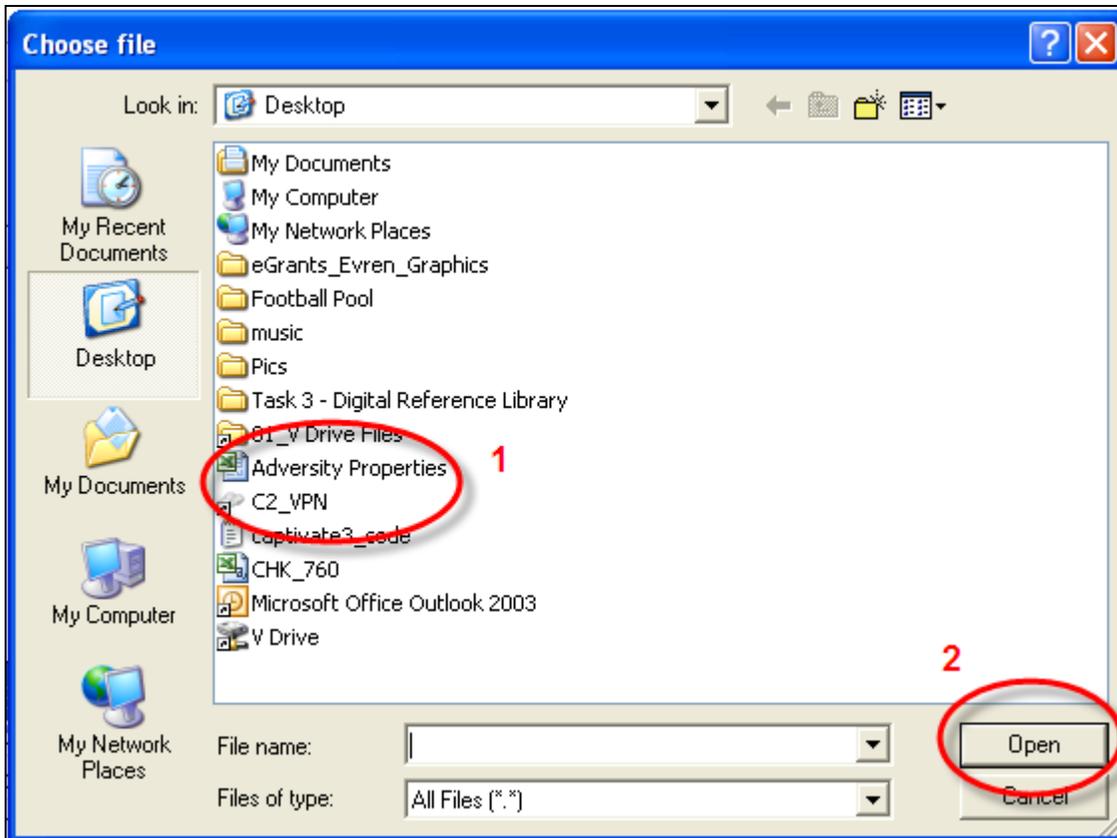
Public Awareness and Education (Brochures, Workshops, Videos, etc.) (100.1) Property Information Not Applicable

2. Select the Browse button to find the location of the excel file on your computer.

Import Properties

Please select Excel file with properties you want to include to your application and press *Import* when done.

Sample of properties Excel file can be viewed [here](#).



3. Select the Import Button.

