

Import list rows from a spreadsheet

Add or update many rows in a list at once with a CSV file, and what to do when some rows are rejected.

If you have forty team members, listings or items in a spreadsheet, typing them one by one takes a while. A CSV file can bring them all in at once. This works for lists stored in your site editor. (A CSV is a plain spreadsheet file you can save from Excel, Numbers or Google Sheets.)

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Before you start

- The first row of your file holds the column names. They must match the names in your list exactly. You can leave columns out, but you can't add ones the list doesn't have.
- Only these kinds of columns work: links, images, location, rich text and plain text. Images must be links to a picture. The pictures themselves aren't uploaded.
- If your file has a column the tool doesn't support, the whole import is refused.
- Importing can add and update rows. It can't delete any.

Steps

1. Log in to your site editor. In the side panel, click **CMS**, then **Collections**.
2. Open the list you want, or make a new one with **+New Collection** and **Internal Collection**. For a new list, set up its columns first.
3. Click the three dots beside the list, then **Import from CSV**.
4. Click **Download CSV template** and fill it in. Or, if your file is ready, drop it in or click to upload it.
5. Click **Import Collection**.
6. A message tells you the import worked. If only some rows went in, it tells you how many and lets you download an error report. Fix those rows and import again.
7. Check the list, then publish it. See [Update a list that feeds your pages](#).

Update rows already in the list

To change rows that exist, your file needs a hidden ID for each one. You can't see it in the editor, but you can get it:

1. Click the three dots beside the list, then **Export to CSV**.
2. Open the file and edit the rows you want to change. Leave each row's ID as it is.
3. Import that file as above. If you're unsure, email us the file and we'll do it.

Tips

- Import a few rows first to check the result before you bring in everything.
- Keep a copy of your original file in case you need to start over.
- Photos and links need a full web address, with no space at the start or end.

Need a hand?

Email the file to hello@zossoz.com with your business name and which list it's for, and we'll take care of it. We'll check it first and tell you what needs fixing. It counts as one of your small changes for the month if it takes about 30 minutes or less. We reply within one business day. See [Request a change](#).

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