

# I don't have an existing spreadsheet of my data. Do you have a recommended or sample spreadsheet that I can use?

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If you are using another software program, you will send the root files or reports from that system (see first FAQ above). If you are currently using "pen and paper", then yes, we have an Excel spreadsheet that you can fill out and return to us. In your database, go to Tools > Import Data, and click the link to download the Importer Spreadsheet and follow the instructions on the last tab in the file. Save your completed file, then attach it to an email and send the file to us at

[Imports@JackrabbitTech.com](mailto:Imports@JackrabbitTech.com) and we will import the file for you. Make sure to include your full name and your organization's name, so that we will know who the data belongs to and which database to upload it into.

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