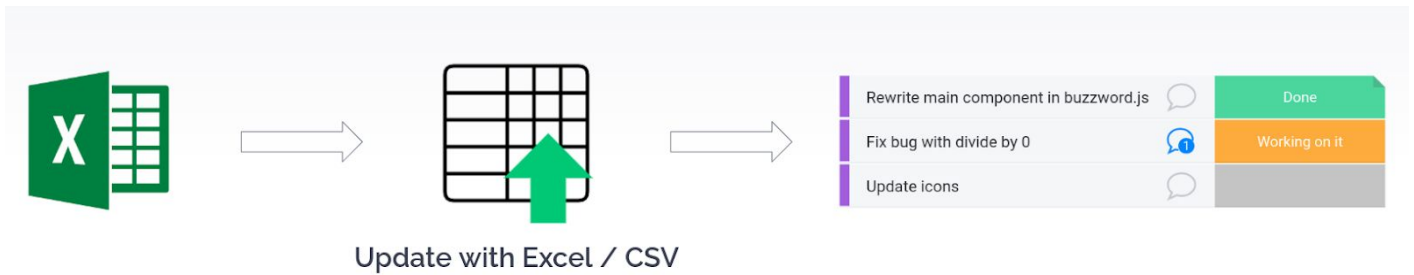


Update with Excel / CSV for monday.com - documentation

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Overview

Step 1: Export board to Excel or start with a new file

[Export board to Excel](#)

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Step 2: Make changes in the Excel file

[Change column values](#)

[Create new items](#)

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Step 3: Upload changes to board.

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Overview

Upload Excel or CSV file to make changes on the board.

It is a three step process, each step is documented in a separate section.

Update with Excel / CSV

Step 1: Export board to Excel or start with empty file

	Status	Estimation	Item ID
Rewrite main component in buzzword.js	Done	1	822114360
Fix bug with divide by 0	Working on it	3	822114358
Update icons		3	836561331



Step 2: Make changes in file

Name	Status	Estimation	Item ID
Rewrite main component in buzzword.js	Done	1	822114360
Fix bug with divide by 0	Done	3	822114358
Update icons in Android	Working on it	3	836561331
Update icons in IOS		3	new

Board with changes applied

	Status	Estimation	Item ID
Rewrite main component in buzzword.js	Done	1	822114360
Fix bug with divide by 0	Done	3	822114358
Update icons in Android	Working on it	3	836561331
Update icons in IOS		3	873067135



Step 3: Upload file with changes

Table with changes that will be applied to the board [Ⓢ]
3 rows will be updated including 1 new row

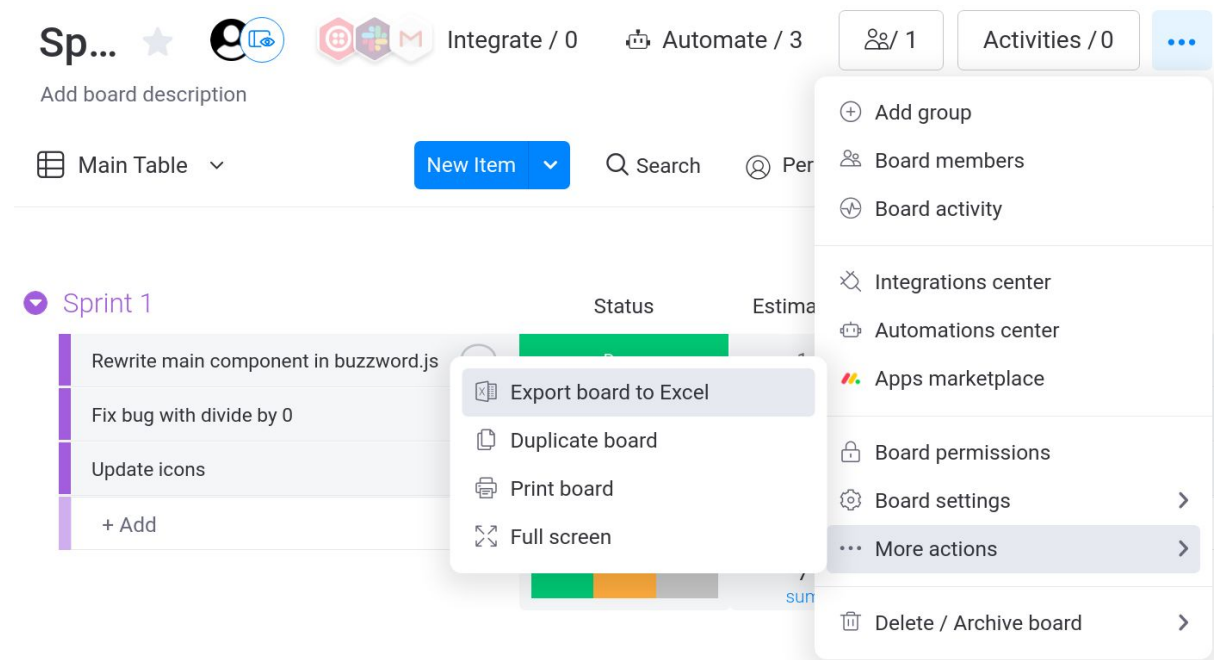
Name	Status	Estimation	Item ID
Rewrite main component in buzzword.js	Done	1	822114360
Fix bug with divide by 0	Working on it	3	822114358
Update icons Update icons in Android	Working on it	3	836561331
Update icons in IOS		3	new



Step 1: Export board to Excel or start with a new file

Export board to Excel

Select "Export board to Excel" from the board menu



Exported file

	A	B	C	D
1	Sprint Planning Board	Powered by monday.com Click here to start your free trial		
2	Sprint 1			
3	Name	Status	Estimation	Item ID
4	Rewrite main component in buzzword.js	Done	1	822114360
5	Fix bug with divide by 0	Working on it	3	822114358
6	Update icons		3	836561331

Create New File


When starting with a new file, add "Item ID Column" title from settings and other columns that you want to make changes in. In this example column is set to "Item ID".

	A	B	C	D
1	Name	Status	Estimation	Item ID
2	New item 1	In progress	5	new
3	New item 2		2	new


Step 2: Make changes in the Excel file

"Item ID Column" from settings is required, other columns are optional. In this example column is set to "Item ID".

Original file

	A	B	C	D
1	Sprint Planning Board	Powered by  monday.com Click here to start your free trial		
2	Sprint 1			
3	Name	Status	Estimation	Item ID
4	Rewrite main component in buzzword.js	Done	1	822114360
5	Fix bug with divide by 0	Working on it	3	822114358
6	Update icons		3	836561331

File with changes

	A	B	C	D
1	Sprint Planning Board	Powered by  monday.com Click here to start your free trial		
2	Sprint 1			
3	Name	Status	Estimation	Item ID
4	Rewrite main component in buzzword.js	Done	1	822114360
5	Fix bug with divide by 0	Done	3	822114358
6	Update icons in Android	Working on it	3	836561331
7	Update icons in IOS		3	new

New item

Change column values

- Make changes by typing text, using functions or formulas.
- Background color and formatting are not used.

Create new items

- Add a new row (see last row in example above).
- Enter "new" in the "Item ID" column.
- Add values to other columns as usual.

Move items to different group

- Move row with item to other existing group in Excel file.

Delete items

- Remove rows with items in Excel file.
- Select “enable delete for items not present in the file” before applying changes (in next step).
- Note that after applying changes with delete enabled, monday board will only have items that are present in the file, other items will be removed from the board.

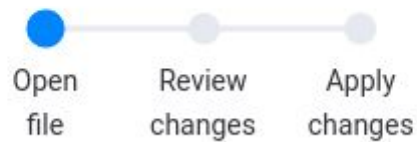
Step 3: Upload changes to board.

Open file

Update with Excel / CSV

Update board by loading changes from Excel or CSV file.

Open file



See [documentation](#) for more information.

Review changes

List of changes and summary will be displayed.

Apply changes

Update with Excel / CSV

Update board by loading changes from Excel or CSV file.

Sprint_Planning_Board_1605194016 - changes.xlsx

enable delete for items not present in the file

Table with changes that will be applied to the board ⓘ
2 changes 1 new

Name	Status	Estimation	Item ID
Sprint 1			
Rewrite main component in buzzword.js	Done	1	822114360
Fix bug with divide by 0	Working on it Done	3	822114358
Update icons Update icons in Android	Working on it	3	836561331
Update icons in IOS		3	new

⋮

▼ Sprint 1

	Status	Estimation	Item ID	+
Rewrite main component in buzzword.js	Done	1	822114360	
Fix bug with divide by 0	Working on it	3	822114358	
Update icons		3	836561331	

Board after applying changes:

Rewrite main component in buzzword.js	Done	1
Fix bug with divide by 0	Done	3
Update icons in Android	Working on it	3
Update icons in IOS		3