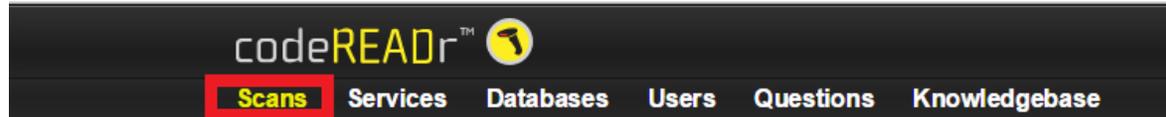**Import CSV file of scan records to Google Sheet's using their IMPORTDATA feature**

A. Go to CodeREADr.com

1. Click the "Scans" link in the navigation bar at the top of the page.

2. Select 'Save a CSV Download Link'

[Note: Generally you should create Export Templates and Filter your scan records, depending on the data you want inserted into Sheets. Look here for more info. Select the appropriate Export Template using the 'Output Format' dropdown menu.]

3. Select 'Enter a name' and then 'Save Download Link'. For this process DO NOT check "Require user login".

Export a CSV File

Select Export Template

Output Format:

All Data except properties (default) ▼ ←

Email Data   Download Data

▼ 🔗 Save CSV Download Link

Timezone for Link:

Account's Timezone ▼

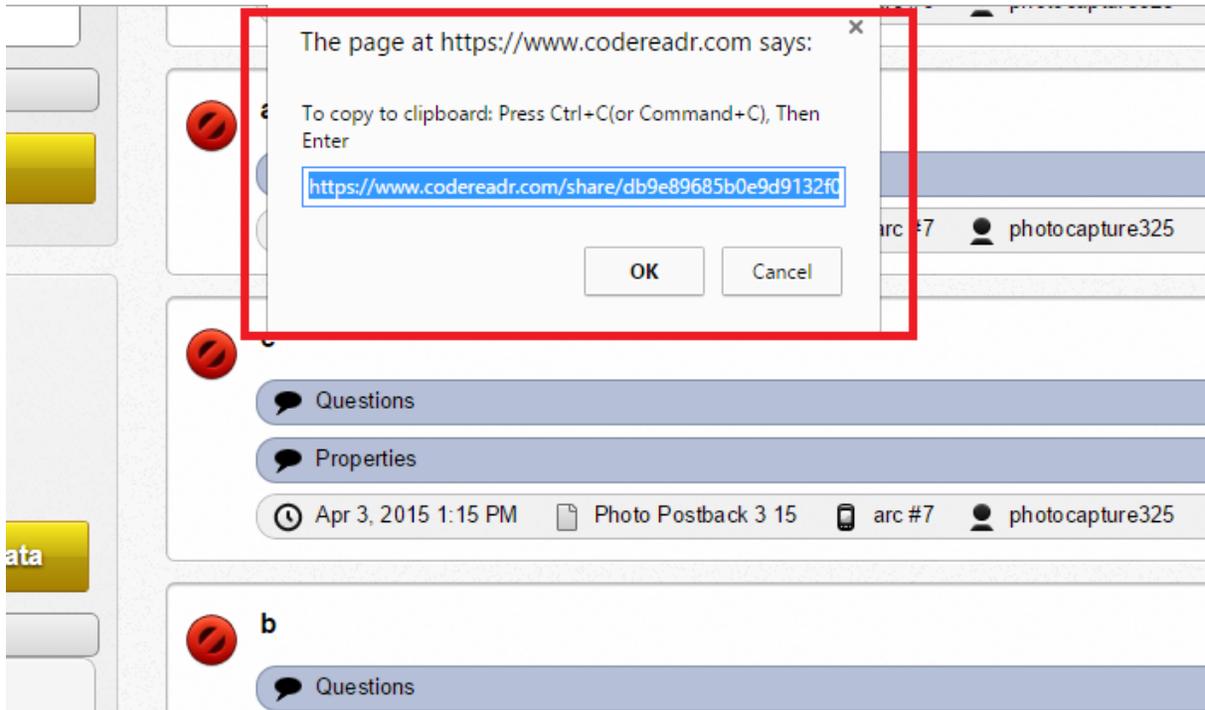○ Choose a random name

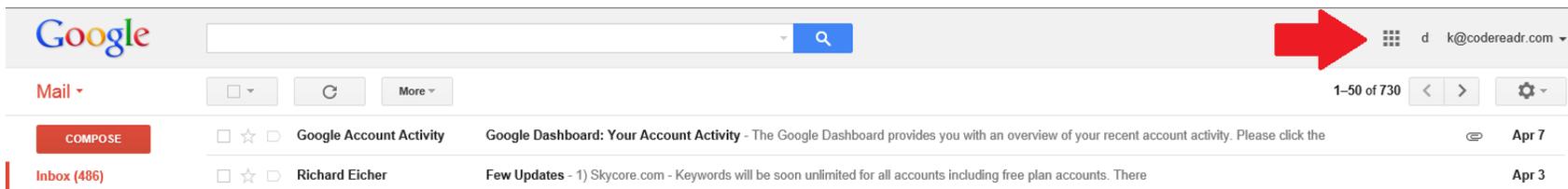◉ Enter a name

Name

☐ Require user login

Save Download Link

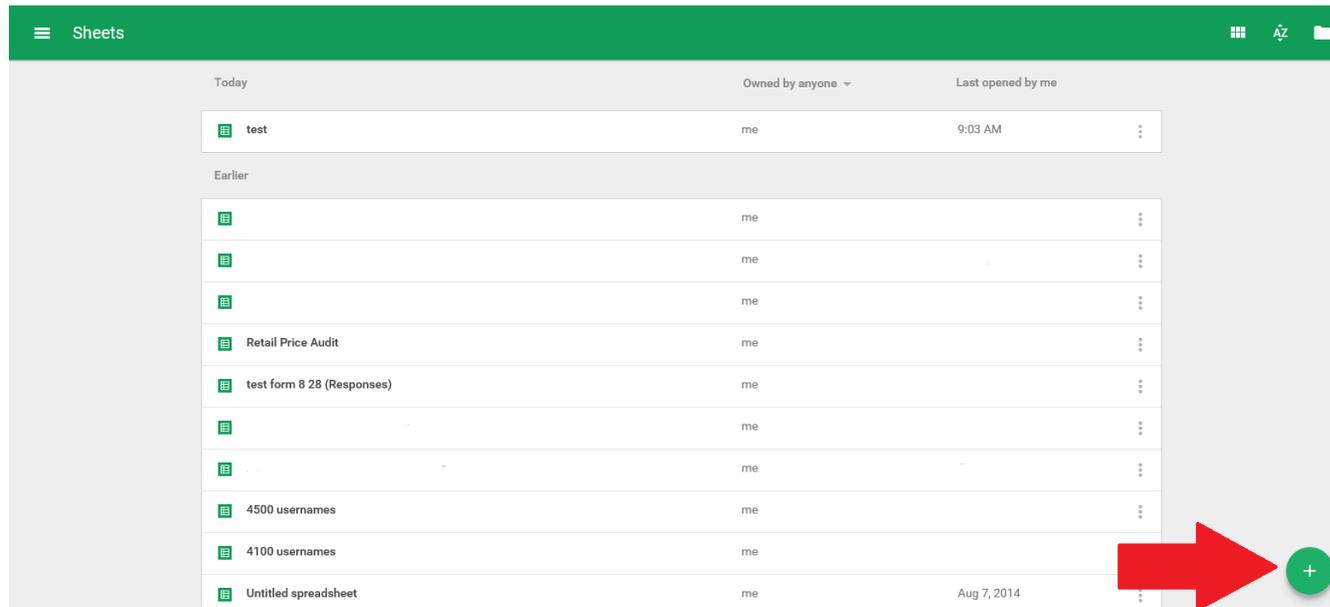View My Download Links

4. Copy the download link.

B. Log into your Google account

5. Click the 'Apps' icon in the navigation bar at the top of the page and then select "Google Sheets".
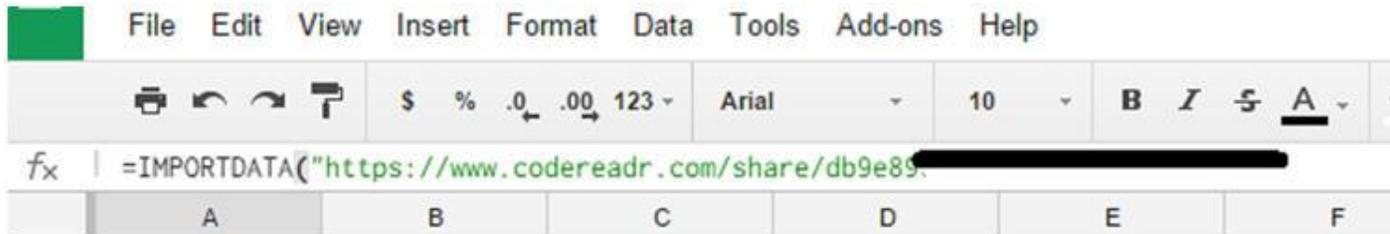
6. Create a new Spread Sheet

7. Create the formula: =IMPORTDATA("CSV_DOWNLOAD_LINK")

Example:
=IMPORTDATA("https://www.codereadr.com/share/db9e*************1822af_3U_Name")

Note: The standard auto-refresh for a sheet is 60 minutes based on Google's settings. You can alternatively use the API connector Zapier for faster updates or create your own Scripts. Please contact support@codeREADr.com for a Zapier invite or for a referral to consultants who write custom Scripts.

8. Select a row and then copy and then paste the formula into the spreadsheet and press enter.

9. The spreadsheet should now be connected to that CSV Download Link. It will automatically update within an hour (Google Sheets criteria) as new scans are submitted. Alternatively you can manually refresh the Sheet.