



1. Import an Excel CSV file into CSV Loader.
2. Load an existing configuration if available.

3. Select a column to configure.

5. Banner Users: Insert a new column containing existing PIDMs extracted from Banner IDs or SSNs from an existing column.

4. Configure the column by designating it to one or more database columns.

8. Save the imported data into an Excel CSV file.

9. Generate an SQL file that either:

Insert new records

OR

Update if row exists, Insert if it doesn't. (MERGE)

6. See if your configuration is going to do what you wish through a Plan report and a Data Comparison.

7. Save your configuration for a future use.