



Zoho Corporation

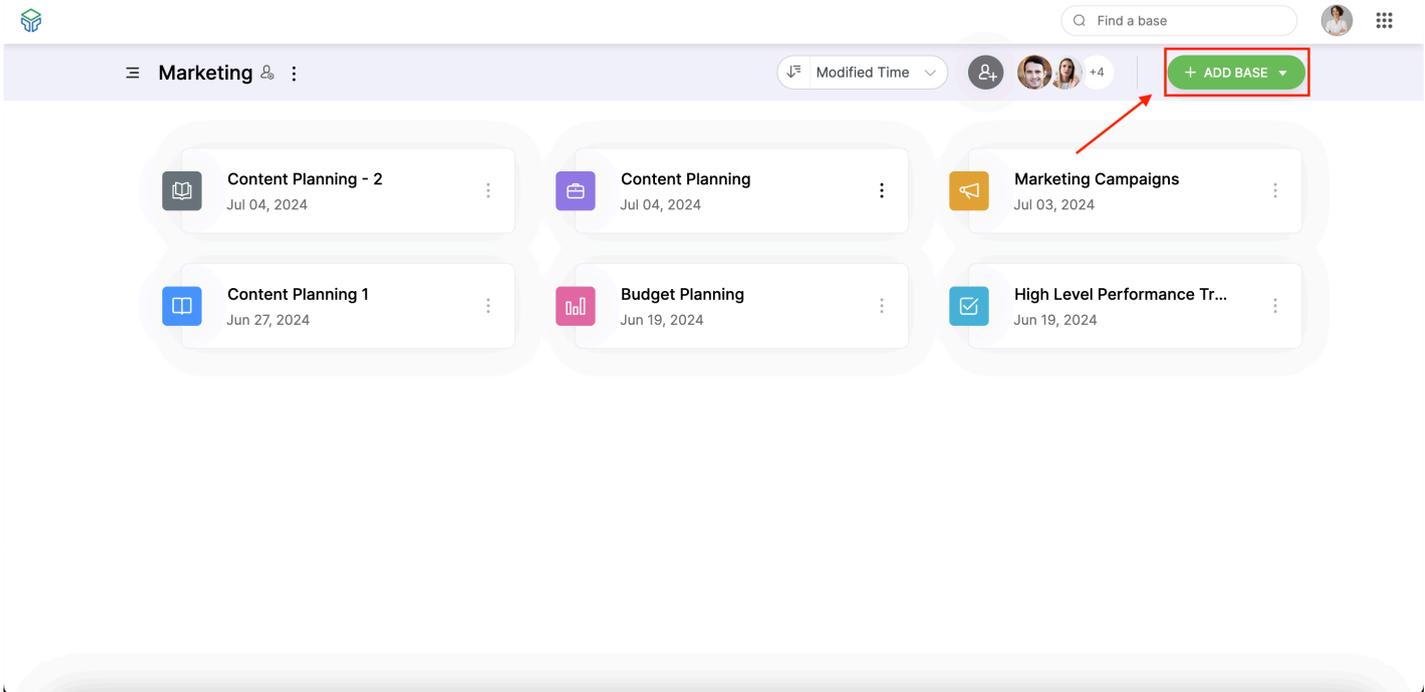
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# Import from local storage

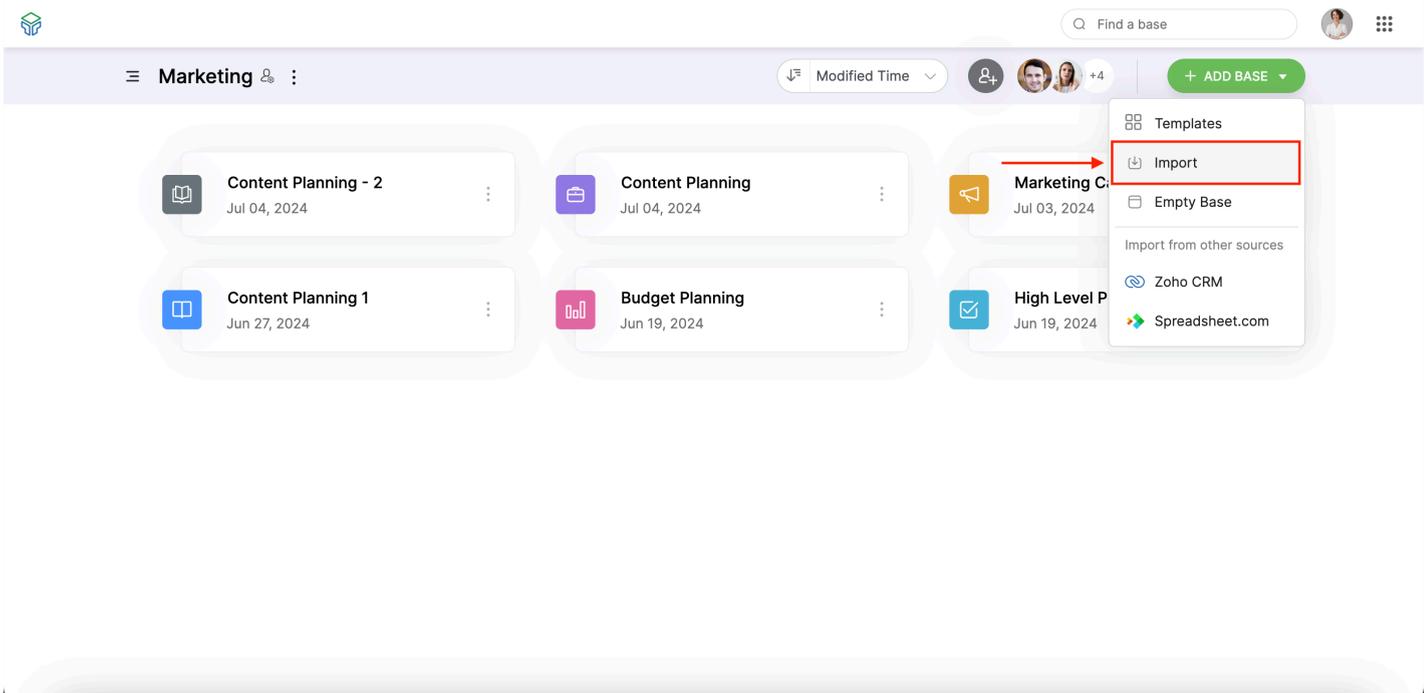


To import files from your local storage:

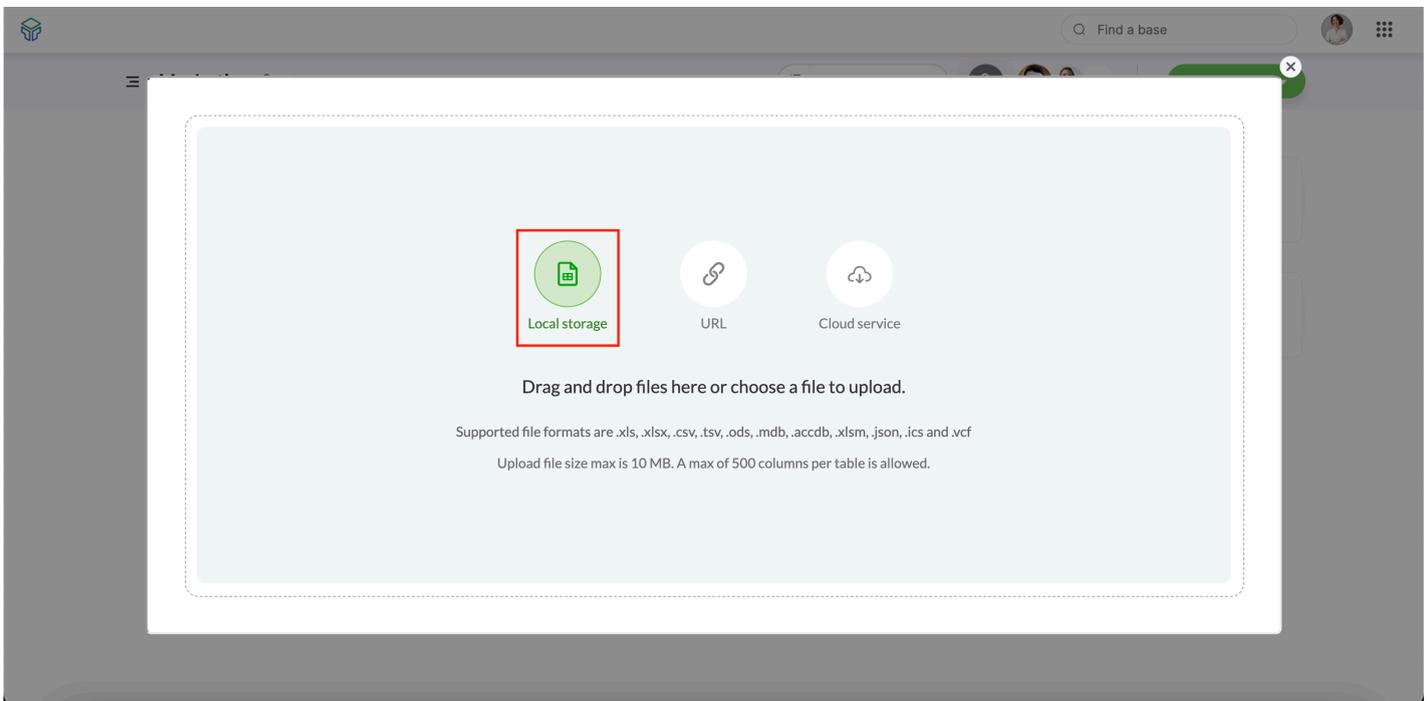
1. Click + **ADD BASE** at the top of the *Bases* page, where all the bases in your workspace appear.



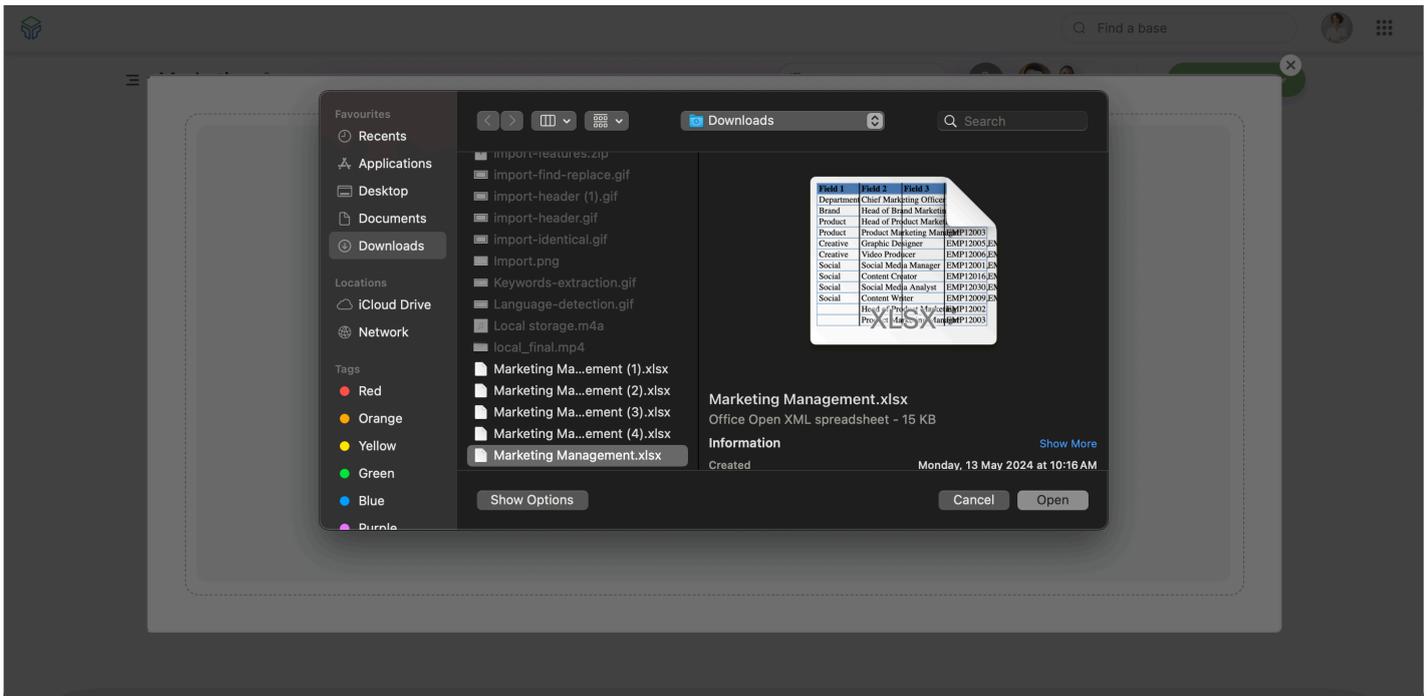
2. Choose **Import** from the dropdown menu.



3. From the pop-up menu that appears, choose **Local storage**.



4. From this pop-up, you can browse through your local storage, with compatible files highlighted for you. Click **Open**.



5. All the tables and fields from your files will then be listed in the pop-up window. Just [customize your data](#), click **IMPORT** in the top-right corner of the pop-up window, and you're all set!



Table1

Filter Find & Replace

<input checked="" type="checkbox"/> #	<input checked="" type="checkbox"/> Category	<input checked="" type="checkbox"/> # Quantity	<input checked="" type="checkbox"/> \$ Cost	<input checked="" type="checkbox"/> % Projected Subt...	<input checked="" type="checkbox"/> \$ Actual Subtotal	<input checked="" type="checkbox"/> Comments
1	Kiosk Vendor	1	800	800	800	
2	Named Sponsor	2	5000	10000	10200	Let's try to add more spon...
3	Featured Vendor	1	1200	1200	1100	
4	Program Ads Front Cover	20	800	16000	15000	
5	Program Ads Back Cover	1	740	740	800	
6	Program Ads Full Page	20	250	5000	5000	
7	Program Ads Half Page	60	150	9000	8700	
8	Program Ads Centerfold	1	500	500	500	

Records: 10 Fields: 6

IMPORT