

# Mapping Import Fields by Hand

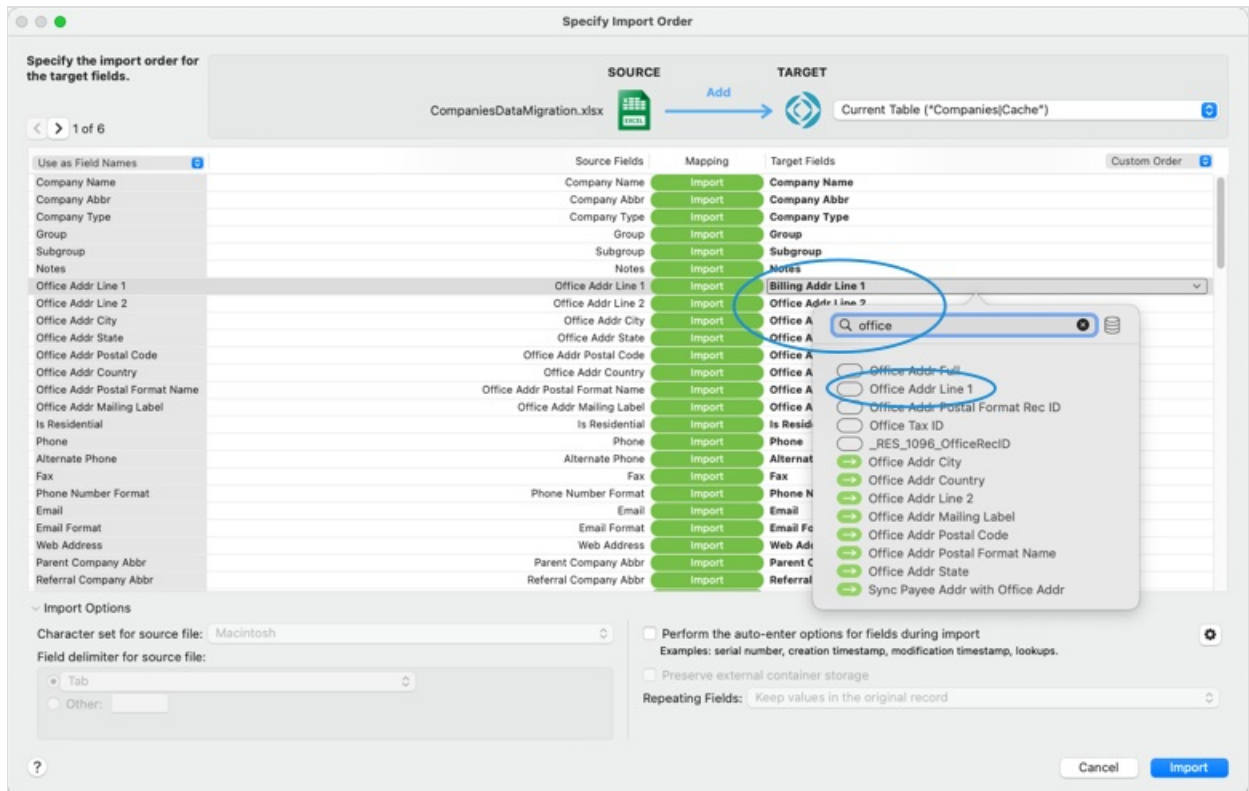
Last Modified on 06/23/2022 1:46 pm EDT

This guide explains how you can manually match data on a source spreadsheet to fields in aACE. It is intended for advanced users.

You can manually map field names between the source file and the destination database during the [data import process](https://aace6.knowledgeowl.com/help/overview-of-importing-data). This is required for tab-delimited data. The mapping task includes both matching source fields and target fields, as well as specifying fields that should *not* be imported. Be sure to review the entire list of records to import before going forward with the import process.

## Manually Map Source Fields to Target Fields

During the [import process](https://aace6.knowledgeowl.com/help/importing-records), the Specify Import Order dialog appears. Some of the Target Fields may be mis-aligned. Click that item's line, then type the correct Source Field in the Search field. Then click that field in the results list.



This may cause a previous Target Field to be marked as *not* for import. You must update that mapping also.

## Omit Fields from the Import

You can designate a field that should *not* be imported. At the Specify Import Order dialog, click the Mapping field in the center column, then click the gray icon:

