# Tasks Bulk Upload Instructions

**Common Instructions**

* You can edit your data in the sample file. The column order must be the same as in the sample file.
* Columns marked with \* are required.

**Column Specific Necessary Instructions**

1. Status ID: You must have the necessary authorization to set this status.

2. Project ID: You must be a participant in the project or have an admin role or granted all data access.

3. Date format for **Start Date** and **End Date** must be YYYY-MM-DD (e.g., 2024-01-01).

4. User IDs: Users must be participants in the project.

5. Client Can Discuss:

**1 means** the client can participate in project discussions.

**0 means** the client cannot participate in project discussions.

6. Is Favorite:

**1** means the task is marked as **favorite**.

**0** or leaving the field **blank** means the task is **not a favorite**.