

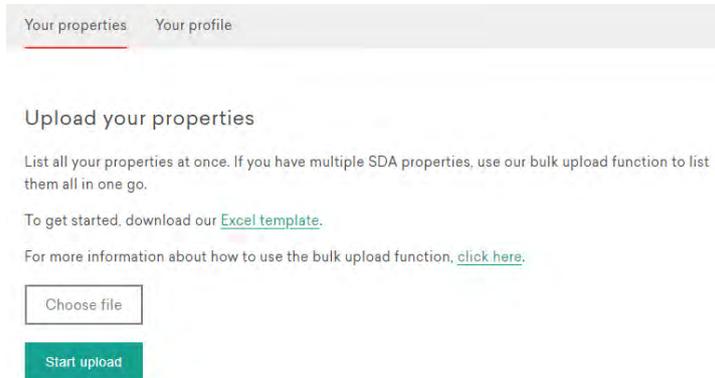
NEST USER GUIDE: SDA Provider

How to upload multiple properties at the same time (bulk upload)

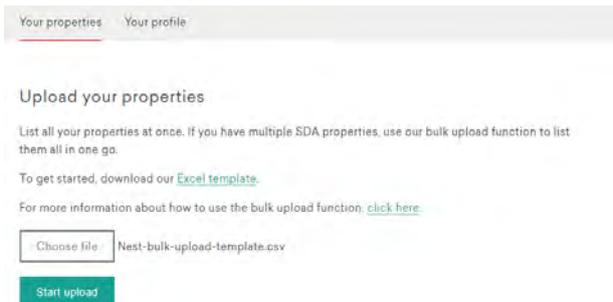
If you have multiple properties to upload, using our customised Bulk Uploader tool makes it quicker and easier. Before you can complete the process, you will need to populate the Nest Bulk Uploader Excel Spreadsheet with all your property information. For instructions on how to use the Bulk Uploader spreadsheet, see our [User Guide: How to download and fill the Bulk Uploader Spreadsheet](#).

When you have populated your Bulk Uploader Excel Spreadsheet, follow the steps below.

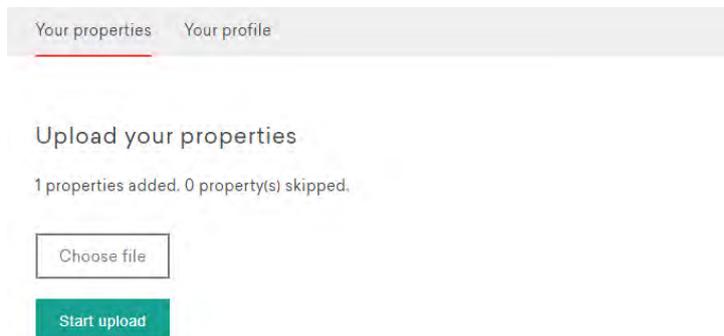
1. Login to Nest
2. Choose the “Your Properties” tab and click on the “+ Bulk Upload” button. This will open the "Bulk Upload" page.



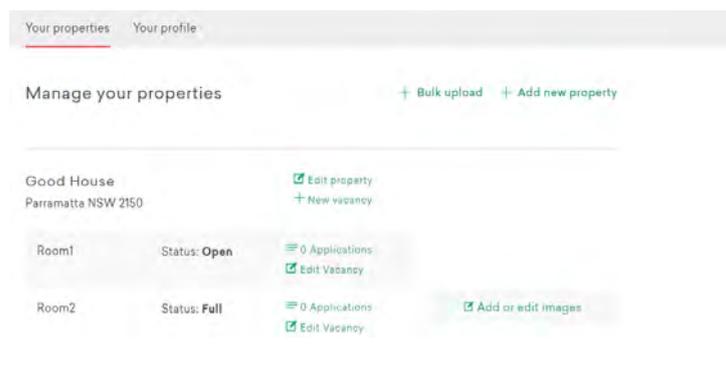
3. Click “Choose file” to browse for the Bulk Upload CSV file you created.



4. Click on “Start upload” to upload the file. Once the upload is completed, a new page with the upload results will open. See below:



5. To view the new uploaded properties and vacancies, click on the “Your properties” tab in the grey menu. To edit your new uploaded properties and vacancies, simply click on the relevant buttons for each property or vacancy.



6. If the Bulk Uploader is unable to upload some of your properties, you will see error messages to help you rectify any issues. You may need to make changes to your original Excel spreadsheet and upload again.

If you need further assistance, please contact us at info@gonest.com.au

