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## Step 3: Add units to project

11 months ago · Updated

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There are 2 ways to add units to the project

- Bulk import **[RECOMMENDED]**
- Manual creation (One-by-one)

[Projects](#) > [\(Project Name\)](#) > [Units](#) > [Manage](#) > [Import Units](#)

### Bulk import

- Import by bulk if you have many units
  1. Click **Projects** on the Showroom homepage
  2. Click on the specific project you would like to add units to
  3. Click **Units** at the top menu bar next to Overview
  4. Click **Manage** at the top right-hand side, click **Import units**
  5. Click to Download xlsx **empty** template or **example**.  
(You must use this Excel format to make it work)
  6. Use the Excel template to fill in all your unit details (You may refer [to the Step 3 Guide to Completing the Unit Import Template](#))

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7. Click **Browse File** to attach the completed Excel sheet
8. Click **Upload**

## Manual creation (One by one)

- Create one-by-one if you have not many units and have time to upload
1. Click **Manage** on the top right-hand side
  2. Click **Create**
  3. Fill up the form and click **Create** at the top-right-hand corner
- \*Position and Col Span refer to the columns displayed on the Sales Chart*

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