



## CREATING & UPLOADING A LOCATION FILE

In order to provide the address and location name to the person completing the Gig, a location list file will need to be created and uploaded. Refer to the FAQ titled **Creating a New Project** for instructions on adding a location list to a project.

### Understanding the Dashboard

- Select **Resources** from the menu list on the left-hand side of the page.
- Make sure you are within the **Location Lists** section as shown in the blue bar at the top of the page.
- Select **New Location List** from the right side of the blue bar at the top of the page.
- You will need to use this Location List template. You can also find this template by clicking on the blue link towards the bottom of the page that says **Use our spreadsheet template to create your Location List**.

The screenshot shows the Gigwalk dashboard interface. On the left, the user profile for Matt Crampton is visible, with a menu containing 'Organizations', 'Projects', 'Tickets', 'Resources' (circled in red), and 'Support'. At the top, a navigation bar has 'Location Lists' (labeled 'Current Tab' with a red arrow), 'Target Lists', and 'New Location List' (circled in red). Below the navigation bar, the 'Create a new Location List' section contains a text input for 'Name this list:', an 'Upload your list:' section with a 'Choose File' button (labeled 'No file chosen') and a link 'Use our spreadsheet template to create your Location List' (with a red arrow pointing to it), and 'Cancel' and 'Upload File' buttons (the latter is circled in red).

### Creating the Location List File

- Follow the instructions listed at the top of the Location List file to assure that your locations populate properly.

- Note: Address (column C) and Location Name (column D) are required columns - additional columns are optional.
- Below is an example of what the location list should look like.

***Instructions: do not change the formatting of this sheet -- copy or enter data in the white cells provided, save and then upload this sheet					
	Address (Required) <small>Copy each address into its own cell here. Max of 2500.</small>	Location Name (Optional) <small>Store the location's name to filter results later.</small>	Custom Data Label 1 (Optional) <small>Add additional labels or qualities associated with this location that you may want to filter your data on later.</small>	Custom Data Label 2 (Optional)	Custom Data Label
Data Label Title	Address <small>(e.g., 1390 El Camino Rd., San Francisco, CA 94102)</small>	Location Name <small>(e.g., Walgreens)</small>	Store Number (Custom Field) <small>(e.g., Store Number)</small>	City (Custom Field) <small>(e.g., Sales Rep Name)</small>	Store District (Cus <small>(e.g., Retail Chi</small>
1	660 4TH ST, SAN FRANCISCO, CA 94107	The UPS Store	Store 1025	San Francisco	District 4
2	77 VAN NESS AVE, SAN FRANCISCO, CA 94102	The UPS Store	Store 237	San Francisco	District 4
3	601 VAN NESS AVE, SAN FRANCISCO, CA 94102	The UPS Store	Store 2036	San Francisco	District 4
4	222 MASON ST, SAN FRANCISCO, CA 94102	The UPS Store	Store 3309	San Francisco	District 4
5	2 New Montgomery St, SAN FRANCISCO, CA 94105	The UPS Store	Store 95	San Francisco	District 4
6	32108 ALVARADO BLVD, UNION CITY, CA 94587	The UPS Store	Store 2966	Union City	District 25
7	1684 DECOTO RD, UNION CITY, CA 94587	The UPS Store	Store 320	Union City	District 25
8	35640 FREMONT BLVD, FREMONT, CA 94536	The UPS Store	Store 429	Fremont	District 25
9	6167 JARVIS AVE, NEWARK, CA 94560	The UPS Store	Store 1170	Newark	District 25
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## Uploading a Location List

- Return again to the **New Location List** screen.
- Type a **Location List Name** in the blank field. You will want to make this name unique and intuitive.
- Click **Choose File** to select the Excel spreadsheet that you saved in the prior step.
- Click **Upload File**

Location Lists
Target Lists
 New Location List

Q

### Create a new Location List

Location Lists can be saved and used for multiple campaigns

Name this list:

Upload your list:

Choose File No file chosen

[Use our spreadsheet template to create your Location List](#)

Cancel
Upload File

## Validating a Location List

- Once you have uploaded a location list, it will be visible when you select **Resources** from the menu on the left-hand side and **Location Lists** from the left side of the blue bar at the top of the page.
- Click on the name of the location list to see the address details for your list.

Gigwalk

Gretchen Ahlstrom IRI



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Location Lists

Target Lists

[New Location List](#)

Find Location List



Organizations  
Projects  
Tickets  
**Resources**

Location Lists

Location count

[Daytona Beach FL Week Of April 13 2015](#)

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