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# Performance DNA Administrator Guide

Automatically Importing KPI Data

## Automatically Importing KPI Data

The process of importing KPI data can be partly automated via the KPI Import Service. Once you have installed and configured this service (there is an xml file for configuration) it is necessary only to copy a KPI import file into the defined import folder. The service will automatically recognize that a file has been added, process the import and then move the file to the archives folder. Xlsx and csv files are supported. An import template will need to be setup for this.