Data Administration

Settings · https://mriacrm.com/docs/data-administration/

Data Administration is the Settings tab where admins bulk-import records into Mria CRM and export them for use outside it.

Importing data

Import records in bulk from `.XLSX` or `.CSV` files. Every entity takes both formats; the size limit differs for Contacts:

Entity	File size limit	Formats	Guide
Leads	`3 MB`	.XLSX, .CSV	Leads Import
Deals	`3 MB`	.XLSX, .CSV	Deals Import
Contacts	`1 MB`	.XLSX, .CSV	Contacts Import
Companies	`3 MB`	.XLSX, .CSV	Companies Import
Products	`3 MB`	.XLSX, .CSV	Products Import

Data Administration carries a **Deals** tab, so deal imports and exports have the same history — file name, row count, who ran it, status and date — as every other entity.

Exporting data (Export CSV)

Each entity in Data Administration has an **Export CSV** action that downloads its records as a `.CSV` file.

Export from Data Administration uses **default settings** — it exports **all records** (no filters applied) with the **default set of columns**. For example, exporting Leads here downloads every

Lead, with the default columns selected.

To **customize** an export, open the entity's page directly (for example, Leads), set up your **Filters** and **Customize table** view, then use the **Export CSV** button there — the export respects your applied filters and visible columns.