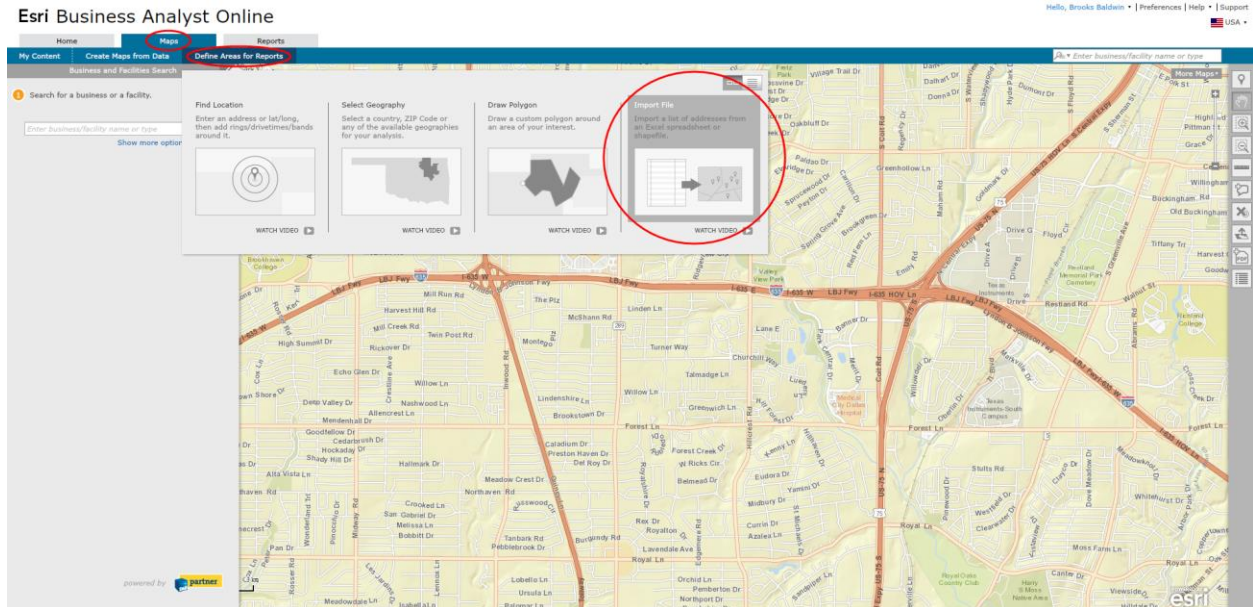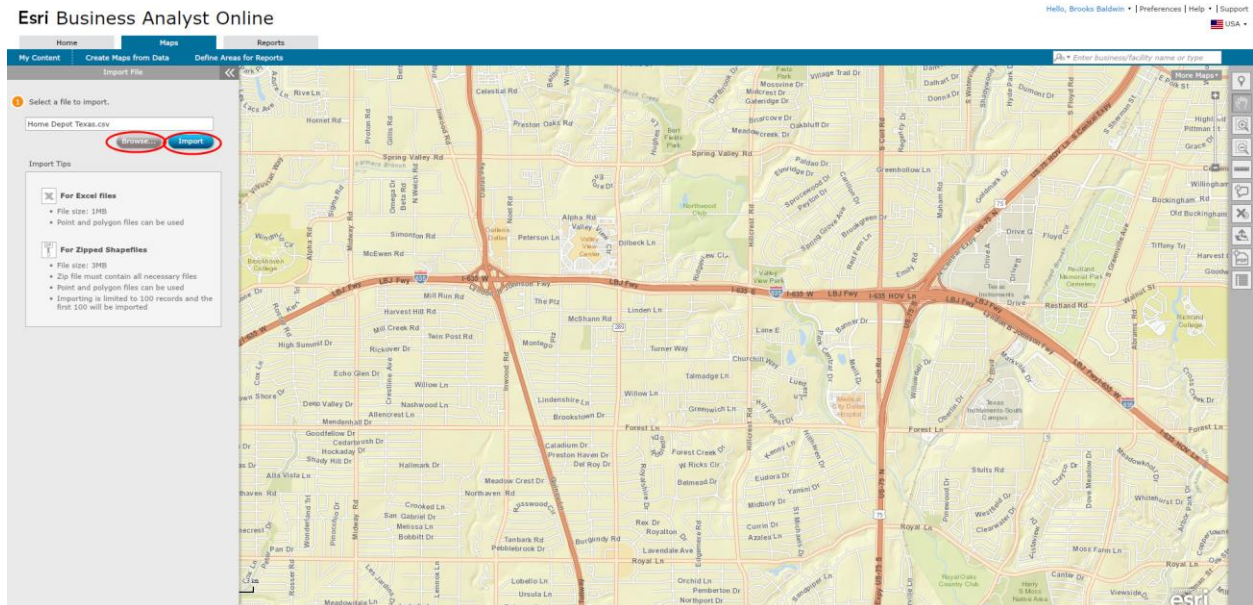# Uploading Businesses/Importing a File
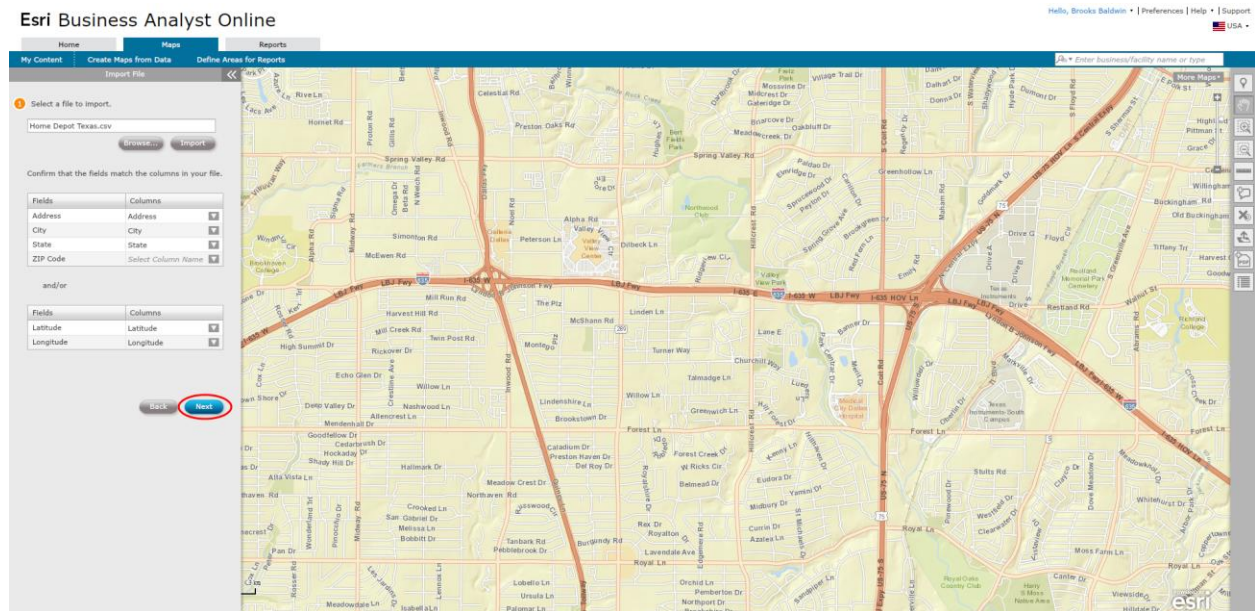
After logging into BAO, users may upload locations to the map by clicking **"Maps"** in the upper left corner of the BAO home page. Click on "**Define Areas for Reports**" and then **"Import File"**.
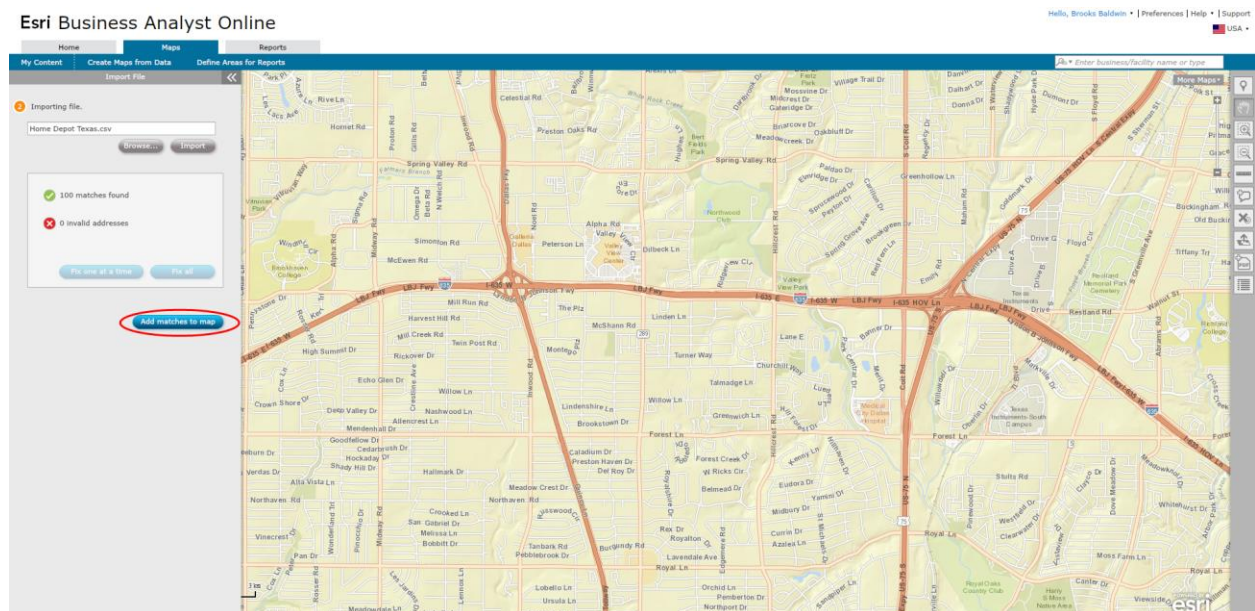

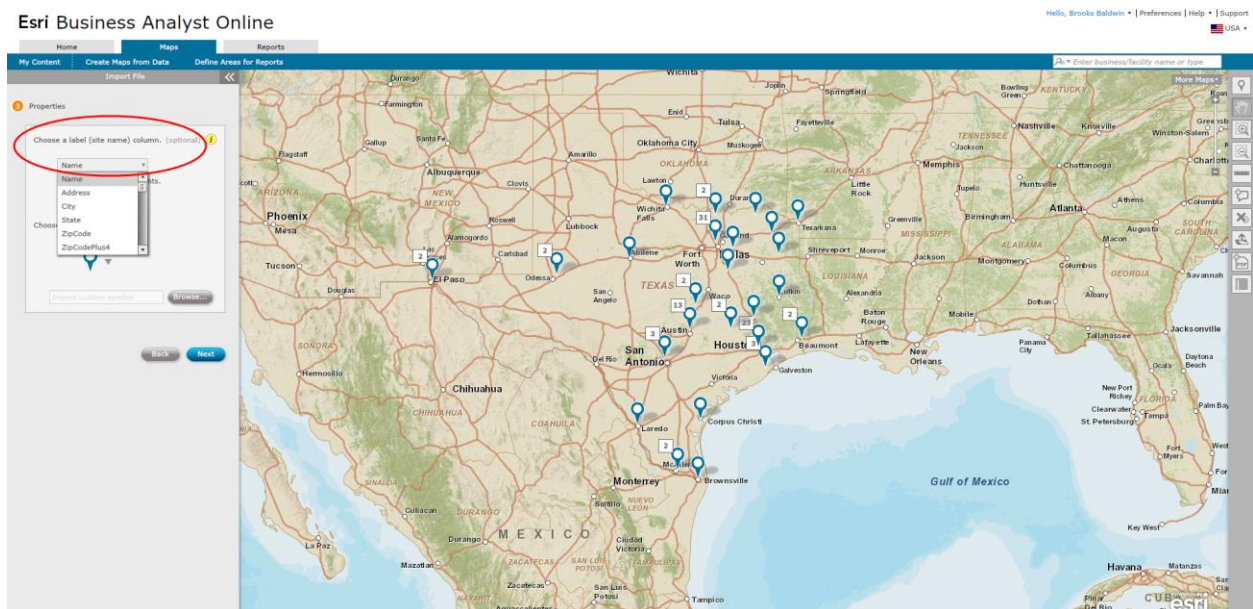Click **"Browse"** to locate an Excel Spreadsheet and then click **"Import".**
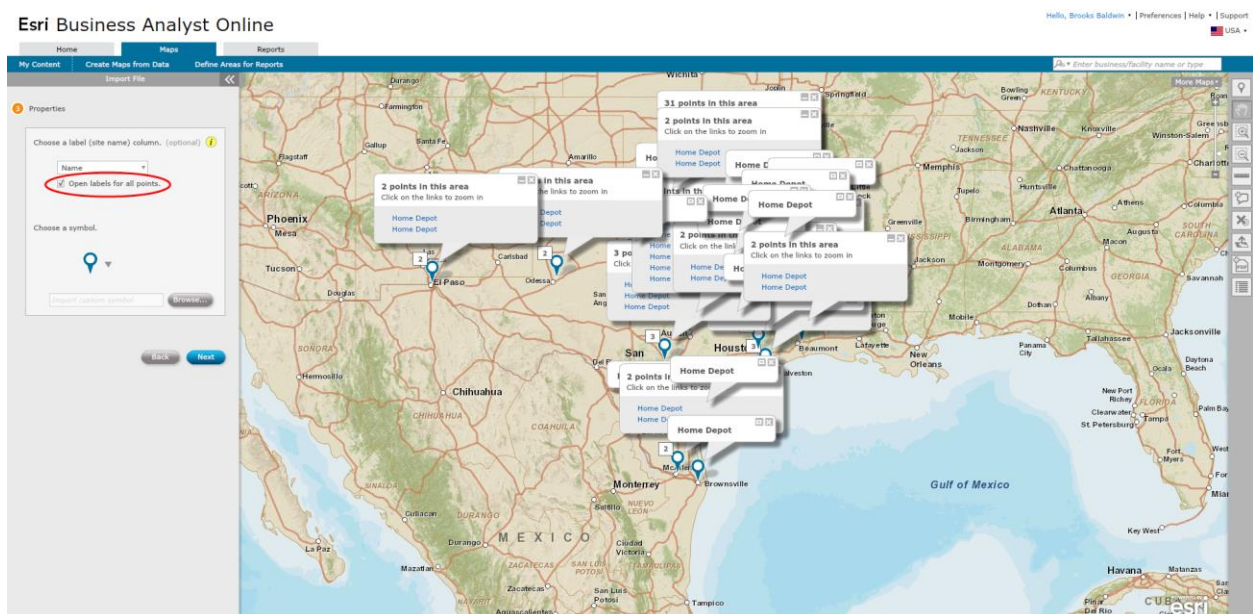
Click **"Next"** to upload the spreadsheet.

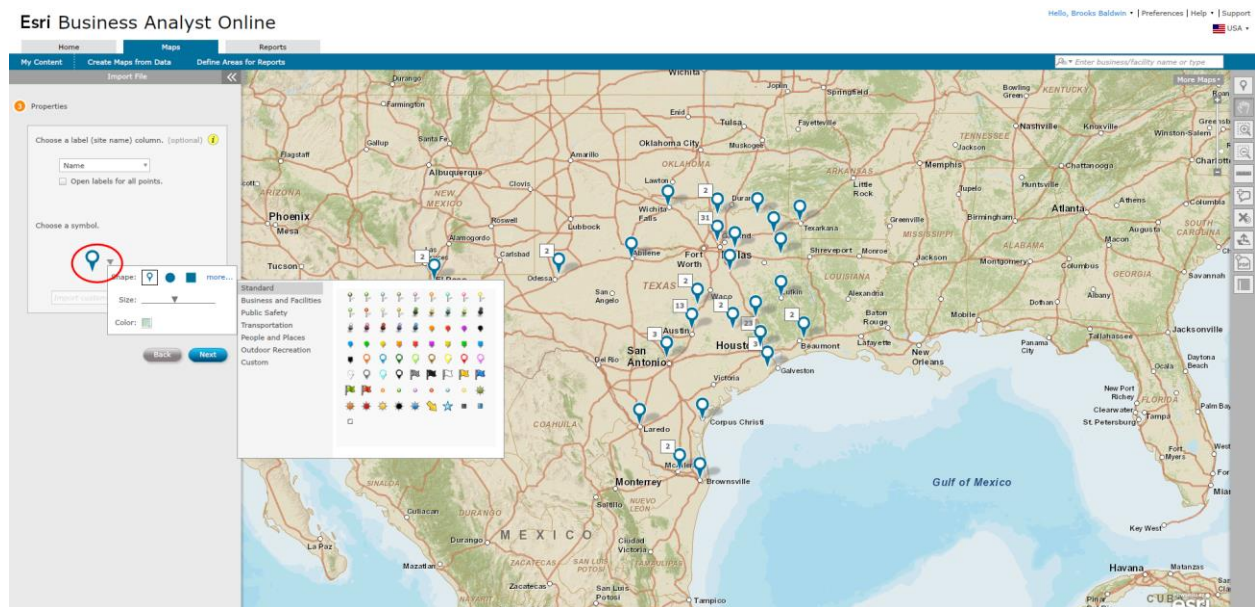Click **"Add Matches to Map"** to plot the locations on the map.

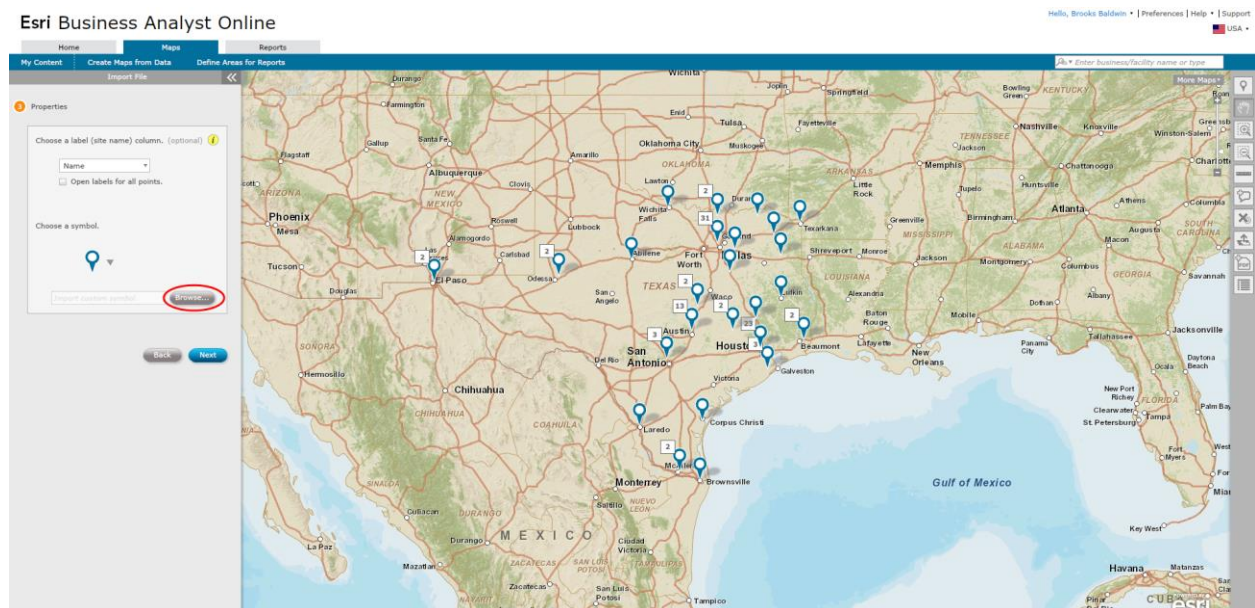*Optional:* Choose a column name to label locations on the map.

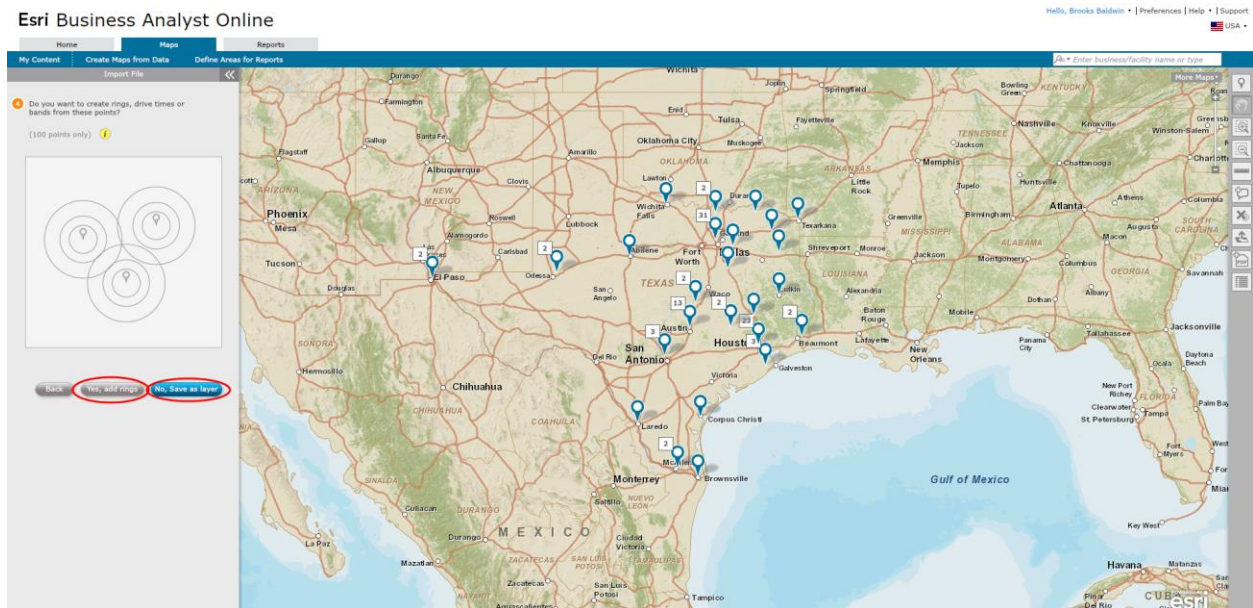*Optional:* Check **"Open labels for all points"** to label the locations on the map.

Choose a symbol for the map locations.

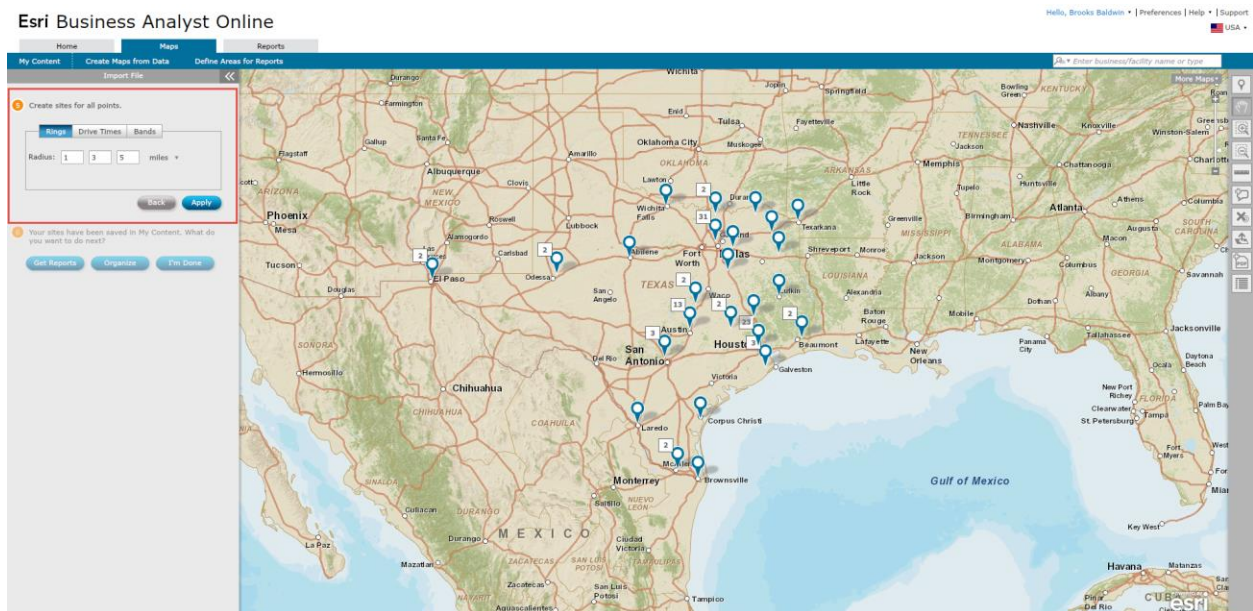Click **"Browse"** to upload a custom symbol for the locations.

Click **"Next"** to either Add Rings to the locations or to Save as a Map Layer.
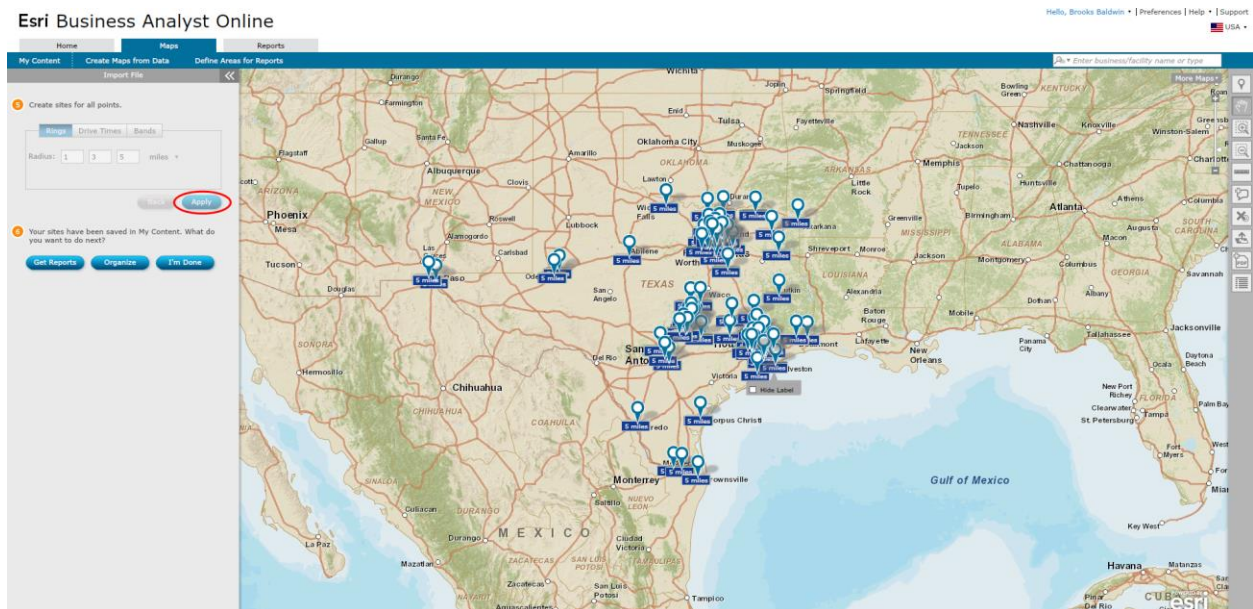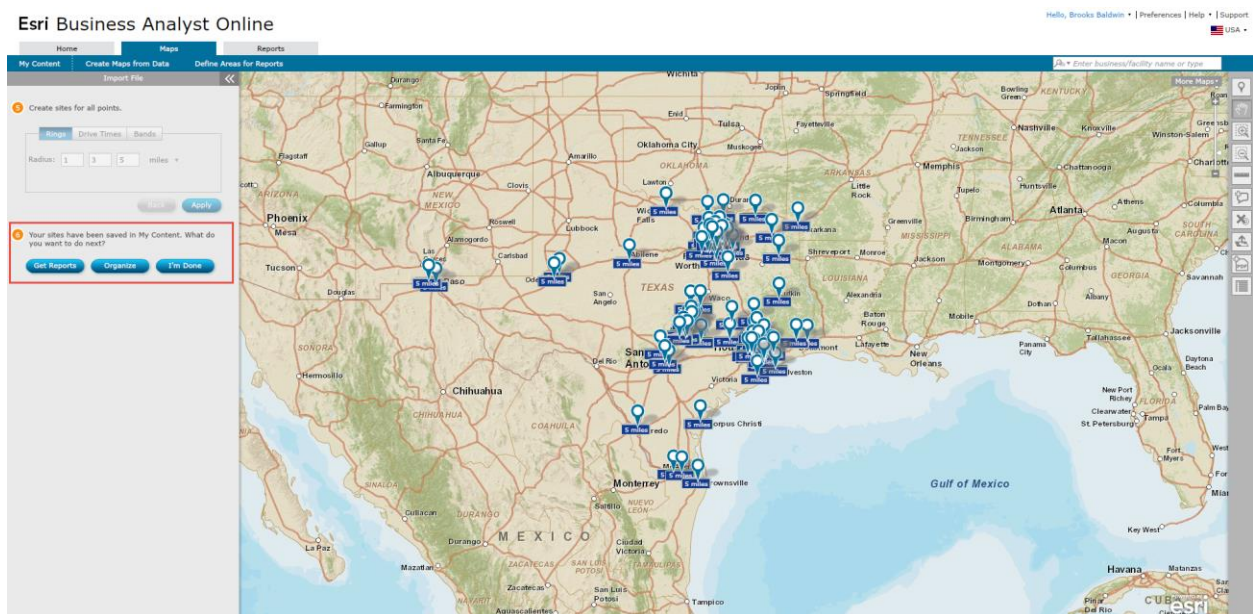

Yes, Add Rings

Add rings, drive times or bands.

Click **"Apply"** to add the rings, drive times or bands.

The sites will be saved in **"My Content"**. Choose from **"Get Reports"**, **"Organize"** and **"I'm Done"**.

Get Reports

Add reports and either click **"Run Now"** for individual sites or click **"Run All"** for all site locations.

Organize

Check a box or multiple boxes next to sites to either **"Move Selected"** or **"Delete Selected"**.

Click **"Move Selected"** to organize sites into folders.
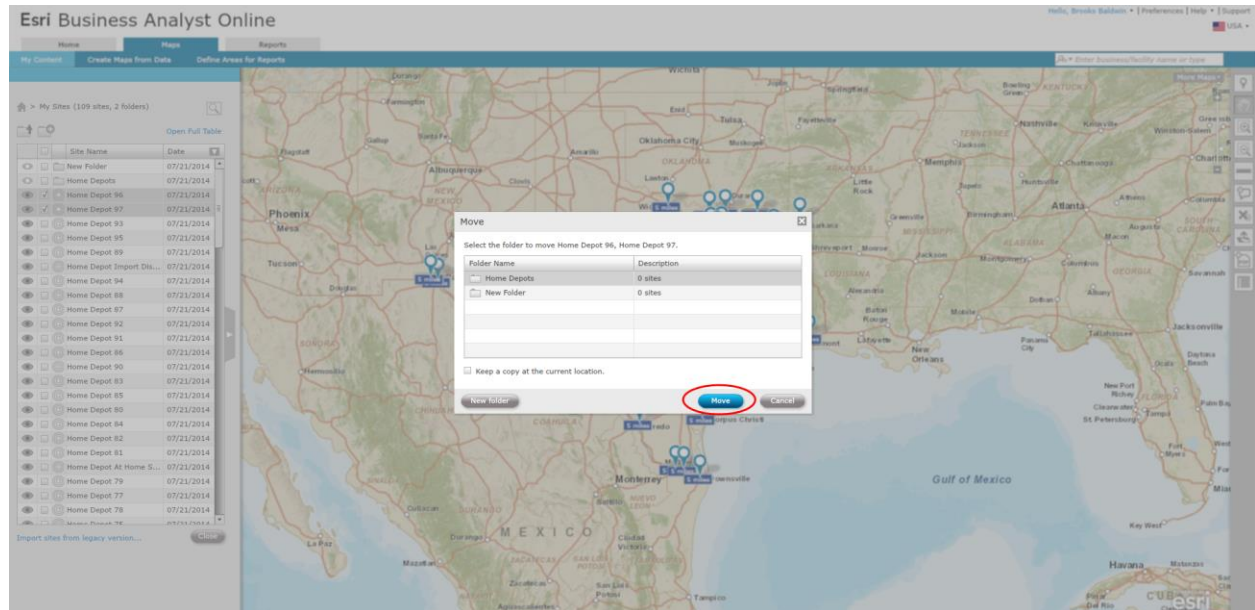
Click **"Delete Selected"** to delete sites from **"My Content"**.

I'm Done

Click **"I'm Done"** to return to the Uploading Businesses workflow.