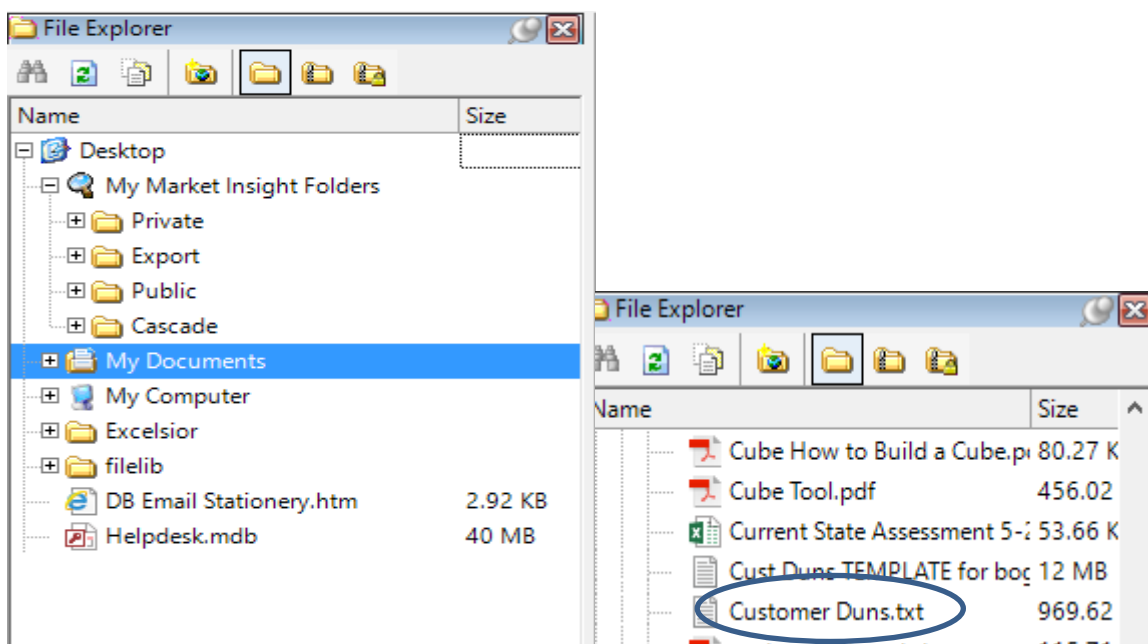


## Market Insight How To Import a File of DUNS into Market Insight (.URN File)

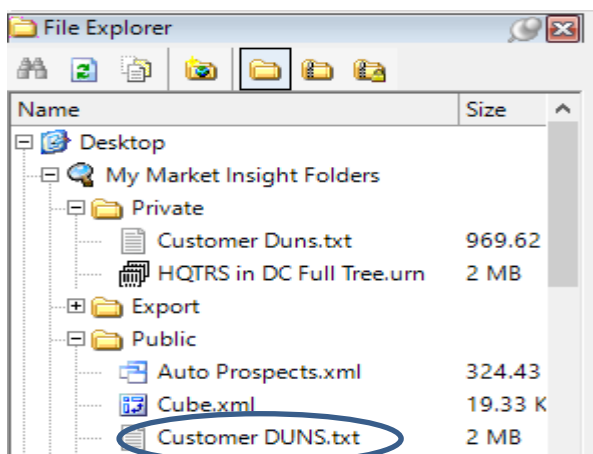
You can import a file of DUNS numbers into Market Insight to be used in a selection by creating a DUNS Number file called .URN file. The below steps will walk you through how to create this file.

**Step 1:** Prepare a .txt file with the DUNS numbers you'd like to load into Market Insight. The file should be one column of DUNS numbers only. Save that file on your hard drive.

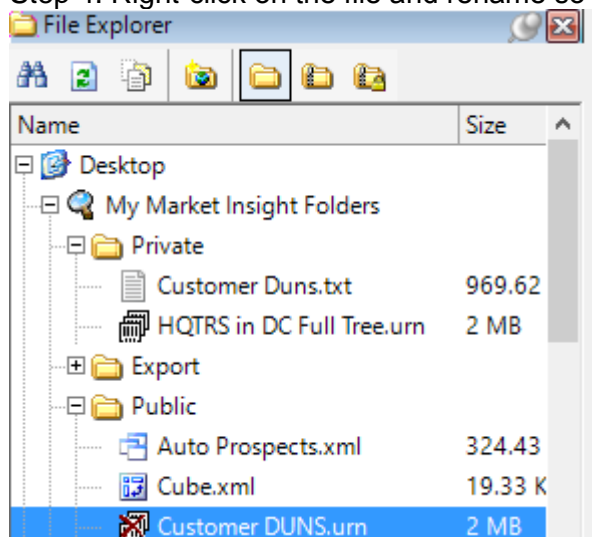
**Step 2:** In the File Explorer tab within Market Insight look for the file within your documents folders or on the desktop where you saved it. My file is called: "Customer DUNS.txt"



**Step 3:** Click on the file, and drag it up into your Market Insight Folders and drop it into either your "Public" or "Private" folder. I placed my file into my private folder below.

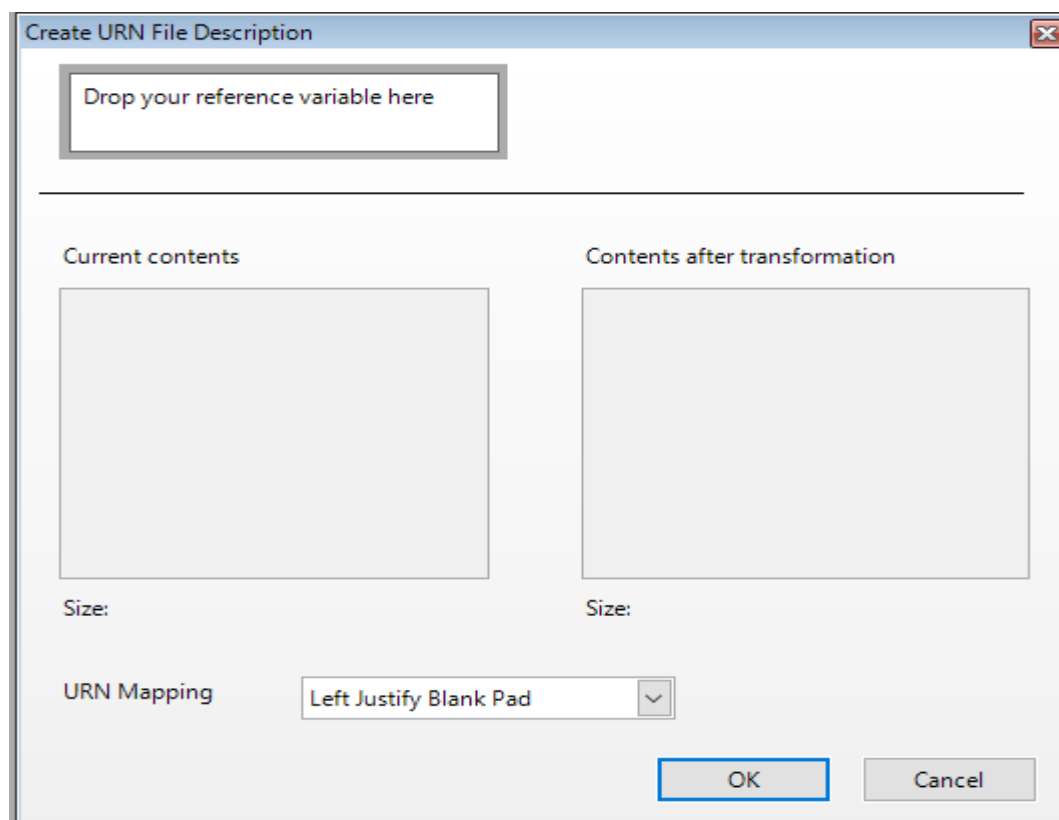


Step 4: Right-click on the file and rename so the extension contains “.urn” instead of “.txt”

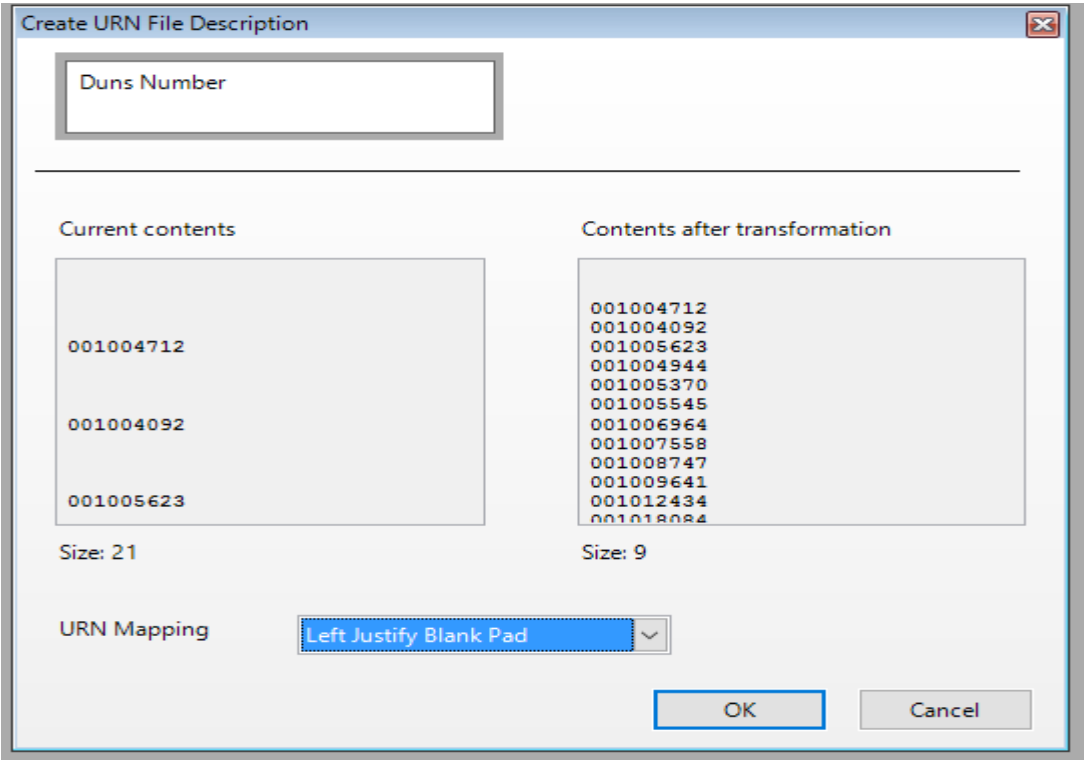


After you rename, you will see that there is a **red X** thru the file icon; this is to remind you, that you are not done.

**Step 5:** Now right click on the file again and select “Create URN File Description” This will open a new window.



**Step 6:** Now, go to your System Explorer and drag either the DUNS Number or Global Ultimate DUNS Number “ID” field into the drop zone. This will show you the contents of your file on the left and the contents after Market Insight has transformed it. Click OK:



Notice that the Red X is now gone from the file icon:

**Step 7:** You can now drag and drop this onto your MI workspace and it will open a new selection utilizing those DUNS numbers. You can then add any additional criteria, or simply drop on another tool for analysis (i.e. Cube or Tree) or display (Data Grid).

