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# How can I copy the entries in my CIK Library over to my Reporting Owner Library?

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The **Reporting Owner Library** and the **CIK Library** are two separate libraries within the application. When the **Reporting Owner Library** is opened for the first time, it will contain no entries, even if the **CIK Library** has data within it. To quickly import the data from the **CIK Library** to start building the **Reporting Owner Library**, follow the steps below.

1. Open the **CIK Library** in “Manage” mode. You can do this by selecting the **Manage CIK Library** option from the menu that appears when you click **Manage** on the **Submission Ribbon**.
2. Choose **Export CSV to Clipboard** from the **Tools** pop-up menu inside the library dialog.
3. Open Microsoft Excel or another program capable of editing CSV data.
4. Paste the data into a blank document.
5. Delete the Contact Name column.
6. Select the data and copy it to the clipboard.
7. In GoFiler, choose **Manage Owner Library** from the **Manage Libraries** pop-up menu.
8. Select **Import CSV from Clipboard** from the **Tools** pop-up menu.

When the data has been imported into the **Reporting Owner Library**, the relationship data can be added as desired. To add relationships, select an entry and press the **Relations** button. The data entered on the dialog that appears pertains to the reporting owner that was selected. Add the issuer CIK and the owner's relationship and press OK.

Please note that importing information into the **Reporting Owner Library** adds a blank relationship to each entry. This relationship will not cause any issues in the library, but it may affect the Retrieve dialog by adding a “No Relation” entry for each reporting owner in the library. To eliminate this relation, press the Apply button when adding the first Issuer or manually remove it from the Relationships dialog.

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