

# Data import via Excel

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# General info

## Import Field relations with general data

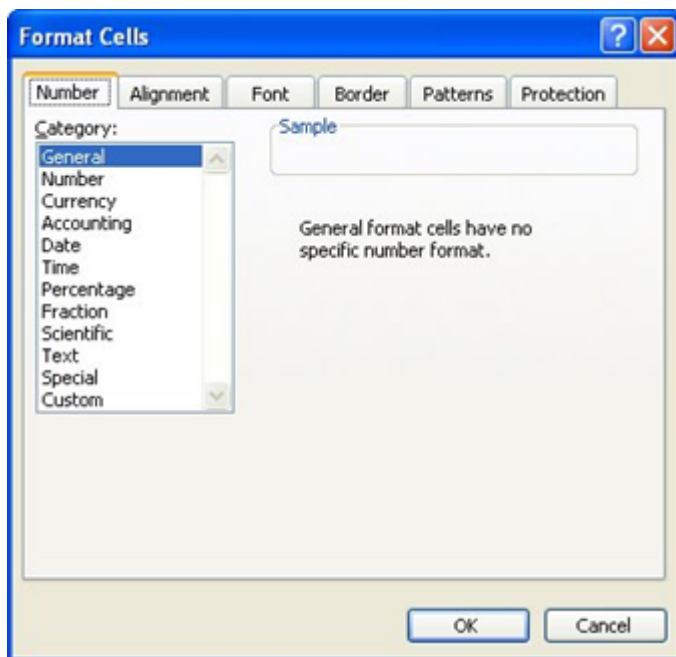
If you filled in the following columns in the Excel file:

- Cost Code
- Currencies
- Product categories
- Units

Then this data must exist in the Administration module.

All fields in the Excel file must be in text format.

For example, if there is a problem after importing inventory with the PartNumber (column C) change the format of this column (Right mouse click on this column, select Format Cells) to the category **General**.



Do not change the top row of the Excel file! If this is changed, the import will fail!

# Asset categories

The categories will link all tasks and spare parts to a category. The sheet in the Excel file is called “CategoryList”.

To fill out the Excel file properly, ensure that all fields are filled out properly. Below are the fields listed.

Field	MAX Characters	Required	Comment
ID	128		Id number of the category
ParentCategories			If this category is a child of another category, enter the ID number of the parent category, followed by a space, followed by the name of the parent category
Name	128	X	Name of the category
IsCritical		X	True or False
Priority	18,2		Number with 2 decimals, separated by a comma
Comments	1024		Comment for the category
PreferredRunningHour			Preferred counter for counter-related tasks. The name of the counter should be mentioned

## Example

	A	B	C	D	E	F	G
1	ID	ParentCategories	Name	IsCritical	Priority	Comments	PrefferedRunningHour
3	200		Engines & propulsion	False			
4	210	200 Engines & propulsi	Main engines	False			
5	210.1	200 Engines & propulsi	Main Engine PS	True	90,00		Main engine PS
6		200 Engines & propulsi	Fuel system	False			
7		200 Engines & propulsi	Bearings	False			
8	210.2	200 Engines & propulsi	Main Engine SB	True	90,00		Main engine SB.
9	211	200 Engines & propulsi	Reduction Gear	True			

# Asset tasks groups

All tasks are linked to a maintenance job plan. The job plan is linked to a category. So the maintenance job plans are between the categories and maintenance tasks.

The sheet in the Excel file is called **MaintenanceJobPlanList**.

To fill the Excel file correctly, take care that all fields are properly filled. Below are the fields listed.

Field	MAX Characters	Required	Comment
ParentCategories		X	If this category is a child of another category, enter the ID number of the parent category, followed by a space, followed by the name of the parent category
Name	128	X	Name of the Job Plan
ID	128		ID number of the job plan
CostCode			Lookup to the Cost Codes as defined in the tab Administration. This should exactly match the <u>name</u> of the cost code.

## Example

	A	B	C	D
1	ParentCategories	Name	ID	CostCode
3	100 Superstructure	Corrective maintenance		Fixed repairs
4	100 Superstructure	Planned maintenance		Fixed repairs
5	100 Superstructure	Docking		Fixed repairs
6	100 Superstructure >	Corrective maintenance		
7	100 Superstructure >	Planned maintenance		
8	100 Superstructure >	Docking		