

# ZZJ02 - R&D - Create Projects from XLS template

## STEP 1

Analyse the document sent.

If there is any AUC in column "Settlement Receiver" it should be deleted because it will be fulfilled automatically by the transaction.

Project	WBS	Settlement Receiver	Release	Project Definition	Plant	WBS Element	Description	Plant	WBS Element	Description	Plant	WBS Element	Description	Plant	WBS Element	Description	Plant	WBS Element	Description
P	W	S	R	Project Definition	PL-PPF	Description	3499	BLT	ELUGSBL332	AS09 PPHG high viscosity promoters	3499	BLT	ELUGSBL332	AS09 PPHG high viscosity promoters	3499	BLT	ELUGSBL332	AS09 PPHG high viscosity promoters	AS0909
P	W	S	R	Project Definition	PL-PPF	Description	3499	BLT	ELUGSBL332	AS02 Hybrid PPH	3499	BLT	ELUGSBL332	AS02 Hybrid PPH	3499	BLT	ELUGSBL332	AS02 Hybrid PPH	AS0209

## STEP 2

Enter transaction **ZZJ02**

**R&D - Create projects from XLS template**

Report Selections

Controlling Area: **CHEF**

Release Project

Dialog run

Empty sheet

File name: \_\_\_\_\_

## STEP 3

Deselect the field "Release Project".

**Report Selections**

Controlling Area: **CHEF**

Release Project

## STEP 4

In the "File name" field, upload the Excel file received

**R&D - Create projects from XLS template**

Report Selections

Controlling Area: **CHEF**


Release Project

Dialog run

Empty sheet

File name: **asset\3918164\New RD Upload template 7 Mar 2016.xlsx**

## STEP 5

Click on the "Execute"  in order to get to the following screen.

The information that is available on the chosen Excel file, is not displayed.





**R D - Create projects from XLS template**

Export to excel | Import from excel | Project/WBS/Plant Rule

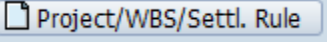
P	W	S	R	Project Definition	PL-PPF	Description	Plant	WBS Element	Description	Plant	WBS Element	Description	Plant	WBS Element	Description	Plant	WBS Element	Description	Plant	WBS Element	Description
✓	✓	✓	✓	ELUGSBL332	BLT	AS09 PPHG high viscosity promoters	3499	BLT	ELUGSBL332	AS09 PPHG high viscosity promoters	3499	BLT	ELUGSBL332	AS09 PPHG high viscosity promoters	3499	BLT	ELUGSBL332	AS09 PPHG high viscosity promoters	AS0909		
✓	✓	✓	✓	ELUGSBL332	BLT	AS02 Hybrid PPH	3499	BLT	ELUGSBL332	AS02 Hybrid PPH	3499	BLT	ELUGSBL332	AS02 Hybrid PPH	3499	BLT	ELUGSBL332	AS02 Hybrid PPH	AS0209		

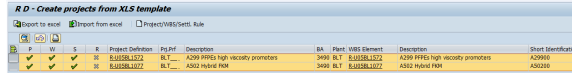
**i** The first 4 columns stand for:  
**P:** Project / **W:** WBS / **S:** Settlement rule / **R:** Release

The "Release" column can have 4 different status:

	Ready to be created
	Created
	Error in creation
	Completed

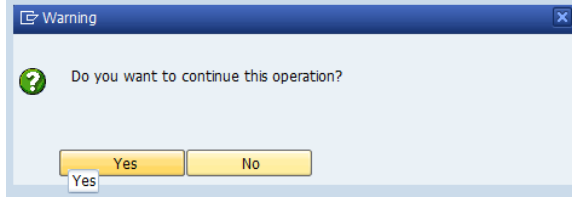
**STEP 6**

Select one or several lines and click on  in order to create a new project.




**STEP 7**

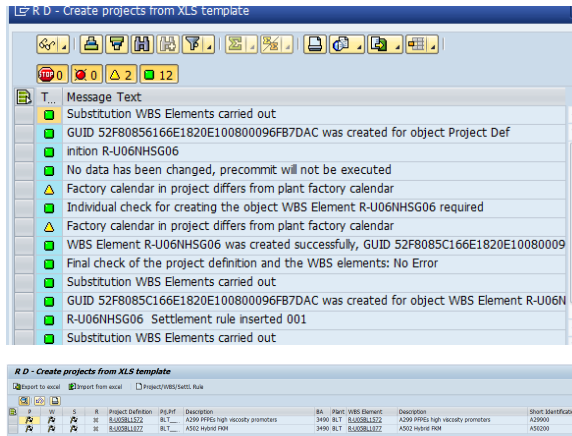
Click on "OK" when the warning message pops-up.




**STEP 8**

If no errors will be found, a similar screen will be displayed.

Click on  to continue.



The project created will show a flag  in columns **P**, **W** and **S**.

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Mar 06, 2017	Actor	Type	Activity	Version
Published	Luis Bettencourt	Edit	updated the page at 3:38 pm	
	Alves, Sofia	State	changed state to <b>Published</b> at 2:40 pm	v6
To be approved	Alves, Sofia	State	gave <i>Approvers</i> approval at 2:40 pm	
		State	changed expiry date to '11 Mar, 2017 02:40 pm' at 2:40 pm	
	State	changed state to <b>To be approved</b> at 2:40 pm	v6	
For Review	Alves, Sofia	State	gave <i>Reviewers</i> approval at 2:40 pm	
	Luis Bettencourt	State	assigned approval <i>Reviewers</i> to <b>Alves, Sofia</b> at 2:39 pm	
		State	changed expiry date to '11 Mar, 2017 02:38 pm' at 2:38 pm	
		State	changed state to <b>For Review</b> at 2:38 pm	v6