

How to Import Projects / Adding Projects / Mass Upload of Projects

- 1. Go to Process-->Reference tables.
- 2. Select Category as Project Importer.
- 3. From the reference tables find the default template for adding/uploading new projects.
 - Config file
 - Data file

 ACC_PI_Projects_v11_Config	Project Importer
 ACC_PI_Projects_v11_Data	Project Importer

- Note :** " Projects_v11" is the default name (can change the name accordingly)
- 4. Download the templates from reference table by clicking the file attached.
 - Confirm "Export column names" from Config file is same as the heading of each row in data file.
 - In data file the header names should be in the same order as given in the Config file.

Config File

A
Export Column Name
ProjectID
ProjectName
ProcessModelName
AccessGroupName
DeleteProject
ProjectDescription
TeamLeaderLogin
GateDate01
GateDate02
GateDate03
GateDate04
LastGateNumber
LastGateDecisionName
Additional Budget Justification
Approved Reference SBS CAPEX (€)
Approved Reference SBS OTC (EUR)
Approved Reference SBS Total (EUR)
Approved SBS Total (EUR)
Approved SBS: CAPEX (EUR)
Approved SBS: OTC (EUR)

Data File

A	B	C	D	E	F	G	H	I
ProjectID	ProjectName	ProcessModelName	AccessGroupName	DeleteProject	ProjectDescription	TeamLeaderLogin	GateDate01	GateDate02
8532	5. Applications HW&SW - 2018	Special Project	SBS	0		EUA\BE09118	1/1/2018	1/1/2018
8533	5. SW (includes licences) - CAD	Special Project	SBS	0		EUA\FSALVIAN	1/1/2018	1/1/2018

- 5. Before adding new projects, First check for the last existing project ID through Table Wizard and start adding the next immediate numbers (Project ID's) for your new projects.
- 6. Add the project details in the data file with the new project IDS.
- 7. Add /Upload the data file as a new version in reference table.

Go to Reference details page versions of this reference table Add new

Note : If you are unable to find "Add new" button, Change your name in the "Owner "tab in the same reference page

- 8. Go to Project Import Projects
- 9. Validate the Importer and Run