



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 (E
Approved Reference SBS OTC (EU
Approved Reference SBS Total (EU
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