

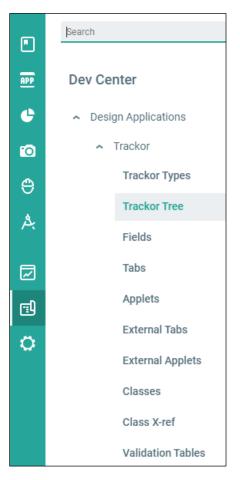
Creating an Import

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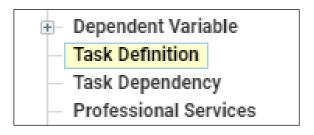
Create Default Data Import

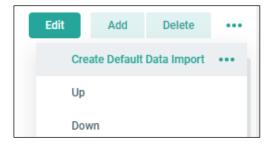


The easiest way to jumpstart your Import building needs is to navigate to your database Trackor Tree. Either search for Trackor Tree in your menu or follow the path **Dev Center > Design Applications > Trackor > Trackor Tree**.

From here, click on the Trackor Type you want to be the foundation of your import. It will be boxed and highlighted.

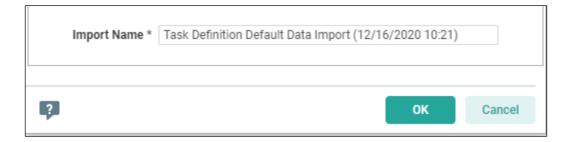
Then, click on the ellipsis in the upper right-hand corner and click "Create Default Data Import."





Create Default Data Import

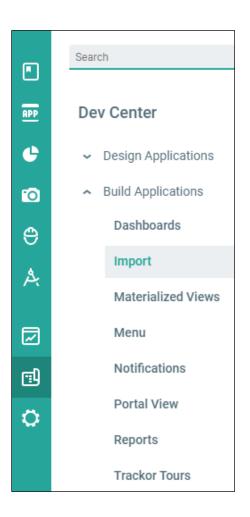
The wizard will then open a window with a proposed Import Name for your import. Most often with "Default Data Import" in the title. You can rename it to something more fitting here if you like. Then click "OK" and the system will generate the import for you.



From here, we will go to the Administer Imports page to make edits and configure our mappings.



Administer Imports



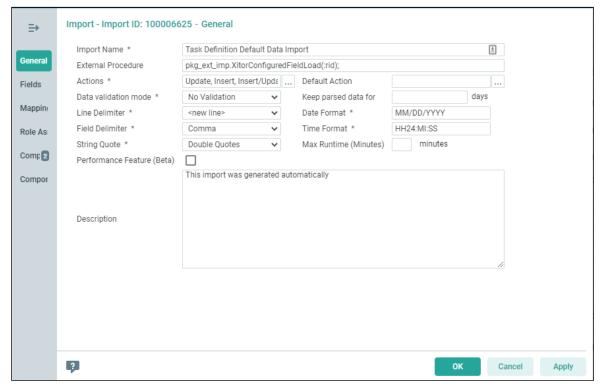
Navigate to the Imports page by searching for Imports, or by following the path of **Dev Center** → **Build Applications** → **Import**. This will take you to the Admin Imports page where you can build and manage your data imports.

| 100006239 | Support Attachment Default Data Import | <new line=""></new> | Comma | Double Quotes | MM/DD/YYYY | This import was generated automatically | pkg_ext_imp.XitorConfigured FieldLoad(:rid); | No Validation |
|-----------|---|---------------------|-------|---------------|------------|---|---|---------------|
| 100006238 | Support Email Default Data Import | <new line=""></new> | Comma | Double Quotes | MM/DD/YYYY | This import was generated automatically | pkg_ext_imp.XitorConfigured FieldLoad(:rid); | No Validation |
| 100006237 | Support Ticket Default Data Import | <new line=""></new> | Comma | Double Quotes | MM/DD/YYYY | This import was generated automatically | pkg_ext_imp.XitorConfigured FieldLoad(:rid); | No Validation |
| 100006625 | Task Definition Default Data Import | <new line=""></new> | Comma | Double Quotes | MM/DD/YYYY | This import was generated automatically | pkg_ext_imp.XitorConfigured FieldLoad(:rid); | No Validation |
| < > | \ 1100 of 126 \ [] Powered by OneVizion® | | | | | | | |

From here, find your Default Data Import, and click "Edit." We will configure additional requirements and details.



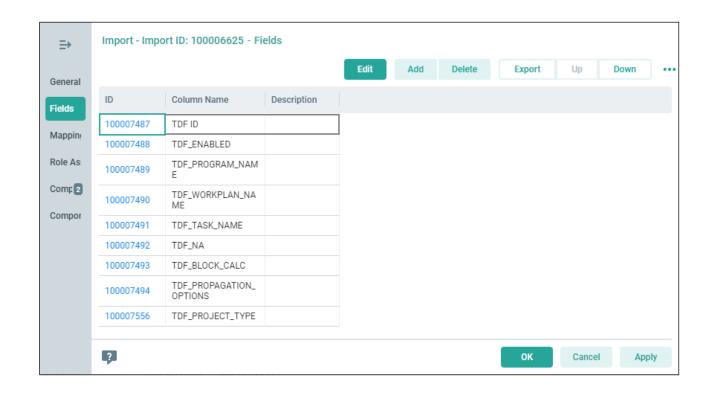
Parts of Your Import



| Import Name | What your import is called |
|-----------------------|---|
| External Procedure | The one generated by the system says pkg_ext_imp.XitorConfiguredFieldLoad(:rid); if you want to limit the fields your users can add to an import, delete this line. |
| Actions | Insert (creating new records) Insert/Update (creating new records/changing existing records) Update (changing existing records) |
| Data validation mode | Don't start import on errorsWarn on ErrorsNo validation |
| Line Delimiter | How the import recognizes a new line |
| Date Format | Recommended to use MM/DD/YYYY to fit the rest of the system |
| Field Delimiter | Comma Semicolon |
| Time Format | Recommended to use HH24:MI:SS to match the rest of the database |
| String Quote | Double Quotes to recognize strings |
| Description | If your import has specific requirements, formats, or instructions, put them in this text field. |



Parts of Your Import – Fields



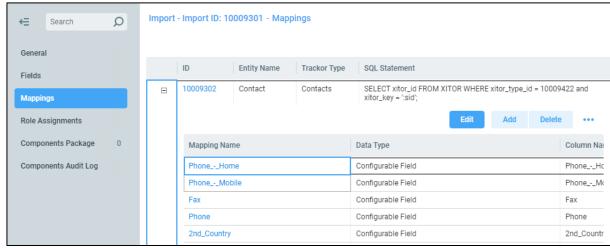
On the second tab is where you list out your fields. This describes to the database what the *expected fields* for the import would be. Just answer: what does our import file look like?

You can list them either in plain text or in the field names format (e.g., "TDF_PROJECT_TYPE" versus "Project Type")

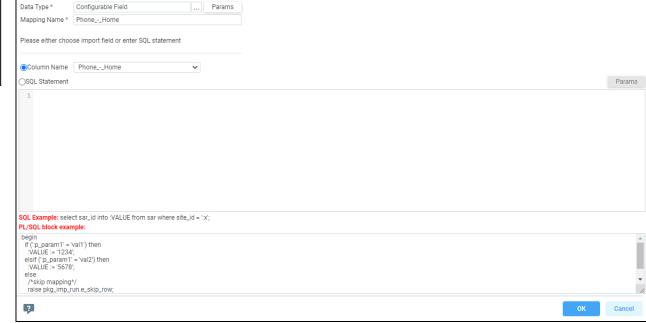
Add additional fields by clicking "Add" and move them up or down the listing using the "Up" and "Down" buttons.



Parts of Your Import – Mappings



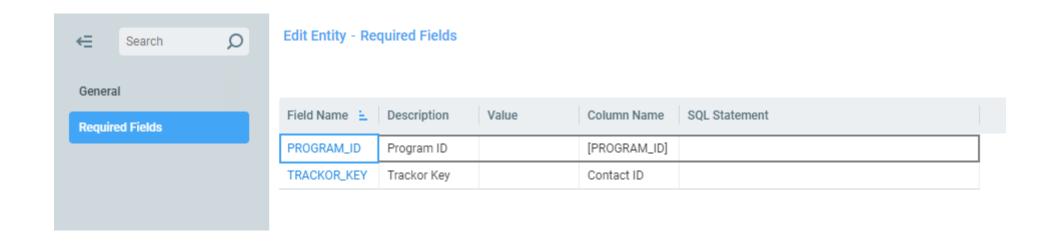
The third tab helps map your fields and trackors. OneVizion's import wizard maps the trackor for you (click on the hyperlinked ID to see what that entails):



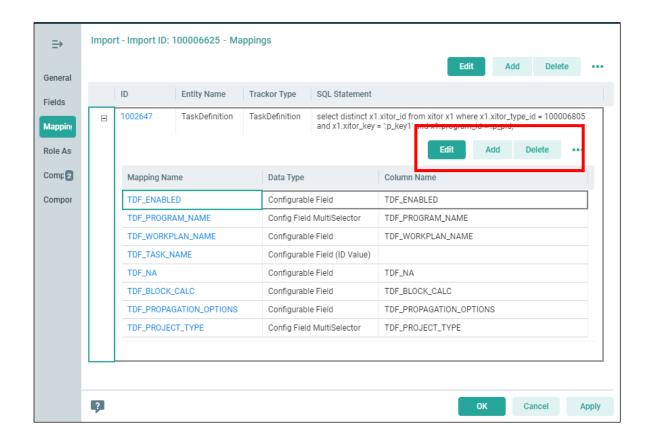


Parts of Your Import – Mappings

Clicking "Required Fields" is where you can set the ID field or set if the system should Auto-Generate that during the import. In this case, it auto-generates upon import.



Parts of Your Import – Mappings

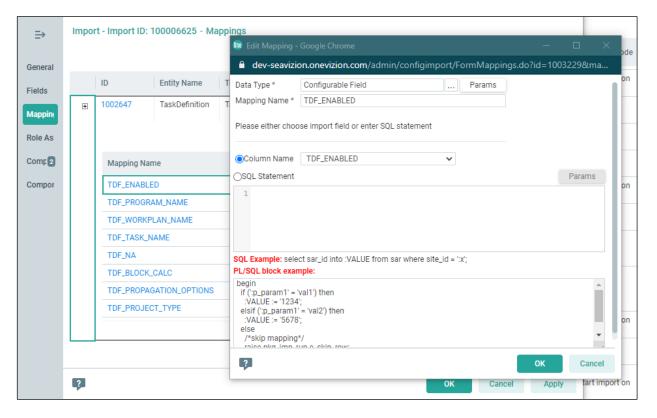


You can also map the fields themselves. Below the Entity (Trackor) mapping, we have the field mappings listed. If your fields are not already listed, click "Add" (make sure to click the one below Entity; boxed in red at left).

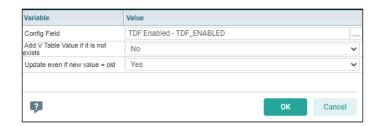
There are several Data Types to select here, so be mindful of your use cases as you configure these. These are also for the fields you want to be affected by the import, so make sure whichever ones are listed here are visible in Fields.



Configure Your Mappings



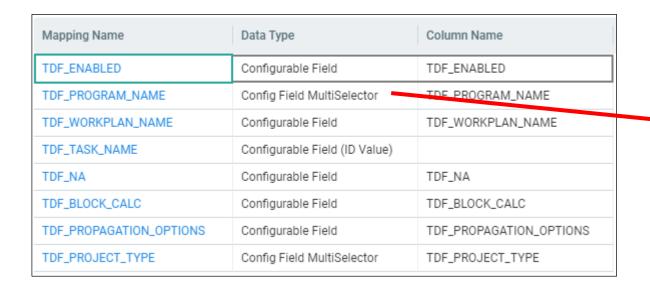
- 1. Select your **Data Type** by clicking the ellipsis. Most often, you will probably just need "Configurable Field" (the next slide goes into case uses for each data type)
- 2. Skip below to the **Column Name** dropdown. Select your column from the list of options (that will fill in the **Mapping Name** above)
- 3. Click **Params** at the top of the box.

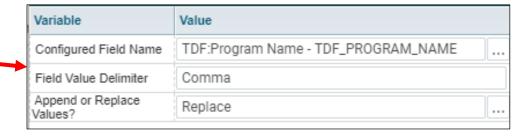


While this may vary depending on the data type, here is where you will select the field the column corresponds to. For regular Configurable Fields, you can configure additional details.



Configure Your Mappings





For Config Field MultiSelector, set the Field Value Delimiter to Comma and the Append/Replace Values? option to Replace

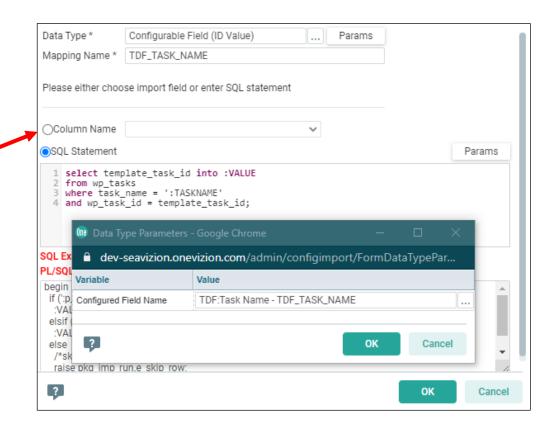
Config Field MultiSelector should be used to set up an import mapping data to a field with multiple options. So, for something like Program and Project Type, multiple options can be chosen. This configuration allows for that.



Mapping Trackor Selector Fields

| Mapping Name | Data Type | Column Name |
|-------------------------|-------------------------------|-------------------------|
| TDF_ENABLED | Configurable Field | TDF_ENABLED |
| TDF_PROGRAM_NAME | Config Field MultiSelector | TDF_PROGRAM_NAME |
| TDF_WORKPLAN_NAME | Configurable Field | TDF WORKPLAN_NAME |
| TDF_TASK_NAME | Configurable Field (ID Value) | |
| TDF_NA | Configurable Field | TDF_NA |
| TDF_BLOCK_CALC | Configurable Field | TDF_BLOCK_CALC |
| TDF_PROPAGATION_OPTIONS | Configurable Field | TDF_PROPAGATION_OPTIONS |
| TDF_PROJECT_TYPE | Config Field MultiSelector | TDF_PROJECT_TYPE |

For Config Field (ID) Value, rather than selecting a Column Name, write a brief sequel statement that selects the field and maps it.



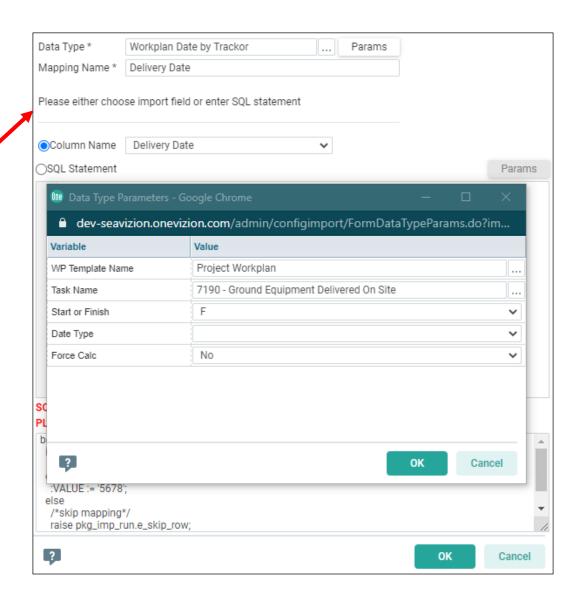
Any time you have a selector field which you need to map to some other Trackor record (in this case, the Task Definition record selects a Workplan Task), use Configurable Field (ID Value) to do so.



Mapping Workplan Tasks

| Mapping Name | Data Type | Column Name |
|---------------------|-------------------------------|---------------------|
| MR# | Configurable Field Allow NULL | MR # |
| Project Number | Configurable Field Allow NULL | Project Number |
| Location City | Configurable Field Allow NULL | Location City |
| Requesting Engineer | Configurable Field Allow NULL | Requesting Engineer |
| Driver | Configurable Field Allow NULL | Driver |
| Comments | Configurable Field Allow NULL | Comments |
| Planned Deliv Date | Workplan Date by Trackor | Planned Deliv Date |
| Delivery Date | Workplan Date by Trackor | Delivery Date |
| Pick-Up Date | Workplan Date by Trackor | Pick-Up Date |

When mapping Workplan Dates by Trackor, click **Params** and select the Workplan Template, the Task Name, whether it is Start or Finish (most likely "Finish"), Date Type (Actual), and whether it's Force Calc (No)







Running an Import (Import Task Dates)

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Exploring the WP Template

WP Task NA Import TEMPLATE

WP Task Dates Import TEMPLATE

WP Task Dates Import

Samsung WP Template - Reference

The WP Import Template has four tabs that you can use to understand and build your template.

- WP Task NA Import TEMPLATE: This is for N/A-ing project tasks
- WP Task Dates Import TEMPLATE: This walks through the import mechanics
- WP Task Dates Import: This is where you will put your Project IDs, Workplans, and Task Dates
- Samsung WP Template Reference: This is meant to help fill out your Import file. It is a list of your tasks and their order numbers.



WP Task NA Import TEMPLATE

WP Task NA Import TEMPLATE

| Project ID | WP Name | NA10 | NA100 | NA300 |
|------------|------------------|-----------------|-------|-------|
| | Project Workplan | "Yes", "Y", "1" | | |
| | | "No", "N", "0" | | |
| | | | | |
| | | | | |

This import will allow you to N/A (or un-N/A) a given task across your various projects.

- Project ID: List the Project ID
- WP Name: This will be the workplan name. For your imports, use "Project Workplan"

Every column after that will be for your tasks. Type "NA" and then the order number of the task (e.g., NA10, etc.).

To NA a task, type "Yes", "Y", or "1"; to un-N/A a task, type "No", "N", "0"



WP Task Dates Import TEMPLATE

WP Task Dates Import TEMPLATE

| Project ID | WP Name | BF10 | PF10 | | AF10 | | BF100 | PF100 | AF100 |
|------------|------------------|-----------|------|--------|---------|------------------|---------------|-----------|-----------|
| | Project Workplan | | | | | | 9/12/2019 | 9/12/2019 | 9/12/2019 |
| | | 7/16/2019 | 7/16 | /2019 | 7/17/2 | 2019 | 5/21/2019 | 5/21/2019 | 5/21/2019 |
| | | | | | | | 2/5/2019 | 2/5/2019 | 2/5/2019 |
| | | | | | | | | | |
| | | | | | | "B" | = Baseline D | ate | |
| | | | | (1st l | Letter) | | = Forecast D | | |
| | | | | | | "A" = Actual Dat | | е | |
| | | | | | | пен | - Ctart Data | | |
| | | | | | | | = Start Date | | |
| | | | | (2nd | Letter) | "F" | = Finish Date | : | |
| | | | | Nur | nber | Tas | k Order Num | ber | |
| | | | | | | | | | |
| | | | | | | | | | |

The WP Import Template is more meant to walk through how to build out the import, listed so anyone can open the template and follow the guides.

- Project ID: List the Project ID
- WP Name: "Project Workplan"

Then from there, list your tasks and your dates.

- First letter: This will represent Baseline, Forecast, Actual. (In most cases, you will probably be using P and A for Forecast and Actual, respectively.)
- Second letter: This represents Start Date and Finish Date. (In most cases, you will be using F for Finish)
- Number: The task order number. Use the Template Reference tab to find the correct number.



WP Task Dates Import

WP Task Dates Import

This is an example of what your import will look like. This is a test import I ran that shows the Project ID, WP Name, and some example tasks with dates to be actualized.

| Project ID | WP Name | AF900 | AF1000 | AF1050 | |
|-----------------|------------------|-----------|------------|-----------|--|
| TST000023-B-001 | Project Workplan | 6/12/2020 | 7/10/2020 | 7/17/2020 | |
| TST000006-A-006 | Project Workplan | 11/3/2020 | 11/10/2020 | | |
| | | | | | |



Samsung WP Template - Reference

Samsung WP Template - Reference

| Task | Order Number | Duration | Predecessor | Successor | Discp | WBS | Trackor Related | Required? |
|---------------------------------|--------------|----------|-------------|----------------------|-------|-----------|-----------------|-----------|
| Project Created | 10 | 0 | | 100FS | ADM | 0.0.10 | Project | YES |
| Project Start | 100 | 1 | 10 | 300FS, 900FS, 1000FS | PM | 1.DEF.100 | Project | YES |
| Site Selection and Field Survey | 300 | 10 | 100 | 800FS | SD | 1.DEF.300 | Project | NO |
| Project Plan Submitted (SCIP) | 800 | 5 | 300 | 1000FS | SD | 1.DEF.800 | Project | NO |
| POR Confirmed | 900 | 1 | 100 | 2110FS, 2165FS | SD | 1.DEF.900 | Project | NO |

Because you may not have the order number memorized for all of your tasks, the Samsung WP Template – Reference tab is meant to be an index of your latest workplan (as of December 9, 2020) with the tasks and their order numbers. It also contains additional information about those tasks including their duration, discipline, and whether or not it's required.



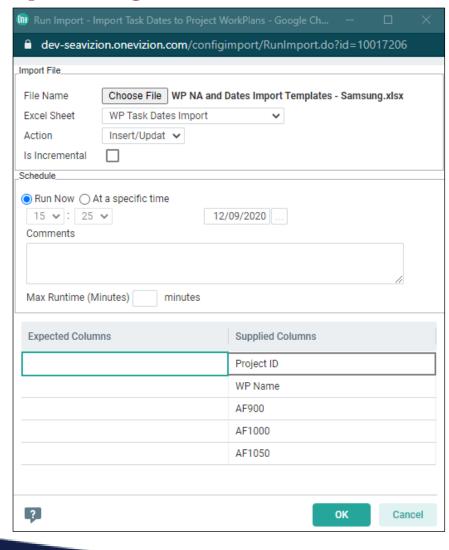
Importing the Task Dates

| Project ID | WP Name | AF900 | AF1000 | AF1050 |
|-----------------|------------------|-----------|------------|-----------|
| TST000023-B-001 | Project Workplan | 6/12/2020 | 7/10/2020 | 7/17/2020 |
| TST000006-A-006 | Project Workplan | 11/3/2020 | 11/10/2020 | |

After you fill out your Project ID, your Project Workplan, and your dates, go into your Imports (Info Center → Data Ingestion → Import Data; or search "Import Data" in your menu search bar). From the list, select "Import Task Dates to Project WorkPlans."

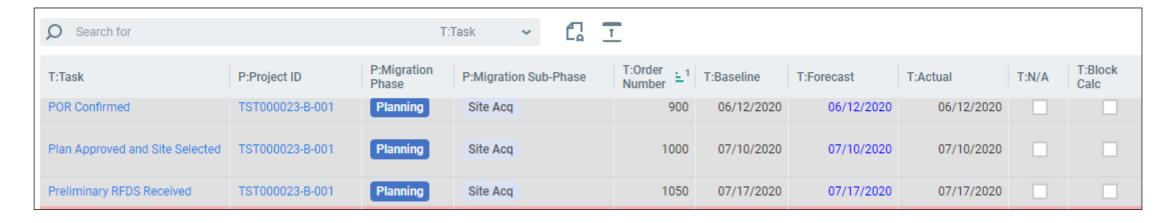
| 10017206 | Import Task Dates to Project WorkPlans | <new line=""></new> | Comma |
|----------|--|---------------------|-------|
|----------|--|---------------------|-------|

Importing the Task Dates



Select the file, and make sure the Excel Sheet is "WP Task Dates Import." This has your import. Make sure the Supplied Columns show the Project ID, WP Name, and then whatever tasks you are actualizing listed after that.

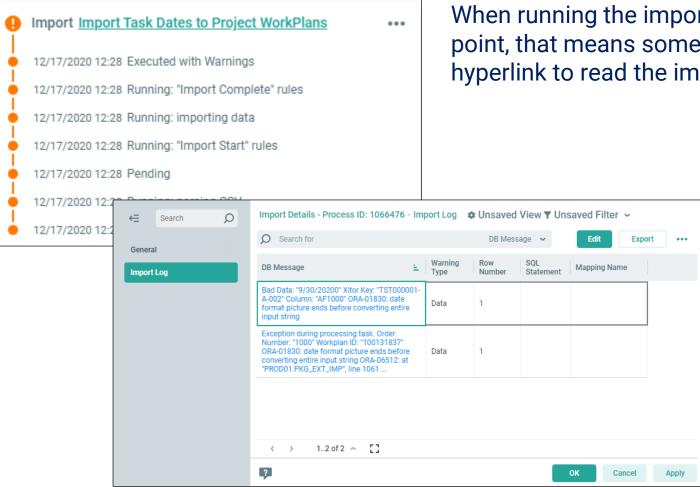
Importing the Task Dates



Now when we check the Actualized Dates, we see the dates from our spreadsheet are now in the database.



Troubleshooting Imports

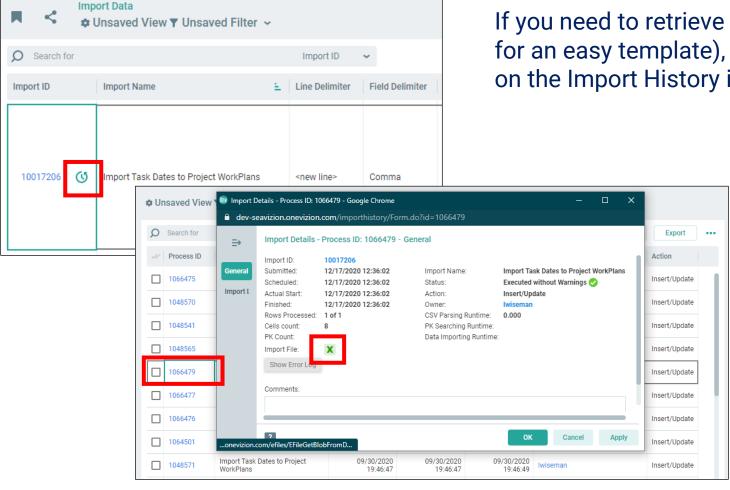


When running the import, if you get the orange exclamation point, that means something didn't quite work. Click on the hyperlink to read the import log.

In most cases, the Import Log will show the errors that the import encounters. (Keep in mind the row number will be one less than the row number in the spreadsheet because the import ignores the header row)



Retrieving Import Files



If you need to retrieve an Import file (for troubleshooting or for an easy template), go to the Import Data page and click on the Import History icon.

Click on the Process ID (check the timestamp), then click the Import File icon. This will give you the Excel document used in the import.

