

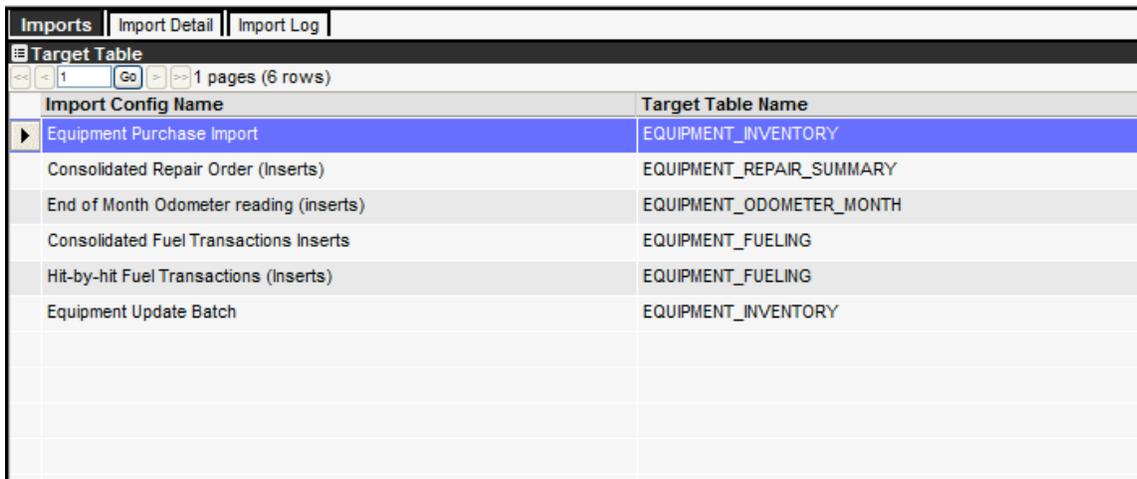
1 IMPORTING DATA

This window contains all the batch types that can be used to batch data in. Some batch types can be used by most agencies, whereas others can only be used by specific agencies. The CPA's system administrator maintains a list of all batching agencies and which types are appropriate. Users should only use batch types appropriate for their agency. The following examples are generic and will apply to all batch types.

The Equipment Purchase batch type should only be used by agencies indicated as Inventory Batching. The list of Inventory Batching agencies is maintained by CPA's system administrator.

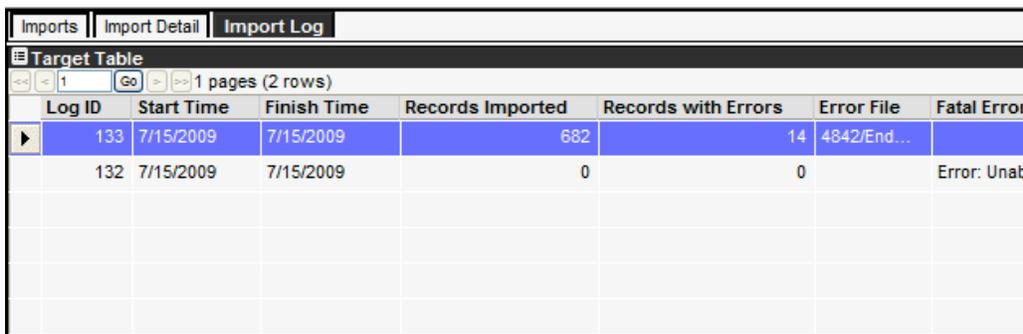
1.1 How to Create a New Directory in Your Folder

1. Open the Import Runner window (System > Tools > Import Runner).



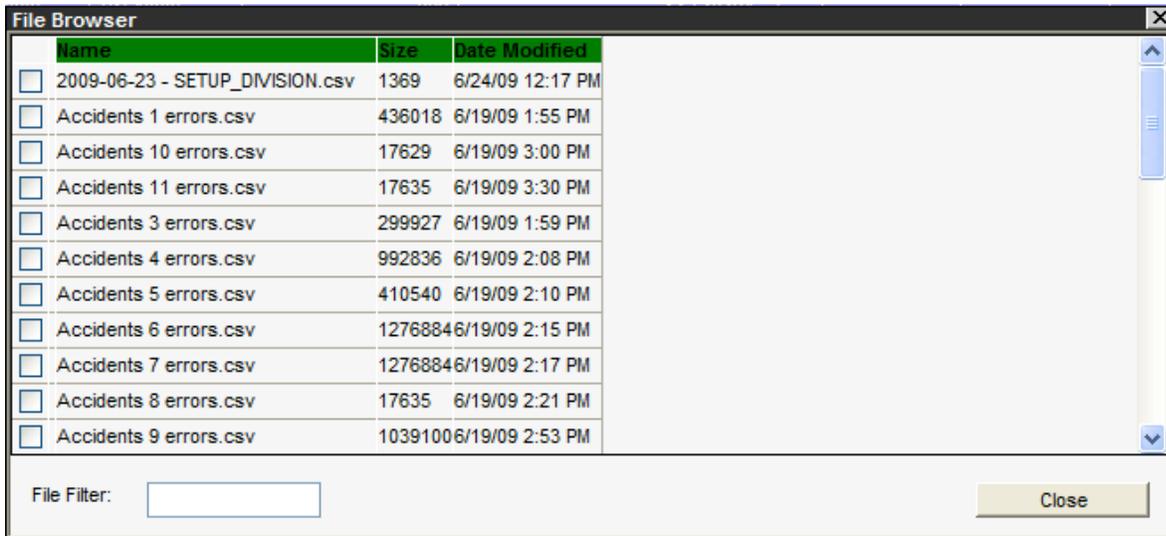
Import Config Name	Target Table Name
Equipment Purchase Import	EQUIPMENT_INVENTORY
Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY
End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH
Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING
Hit-by-hit Fuel Transactions (Inserts)	EQUIPMENT_FUELING
Equipment Update Batch	EQUIPMENT_INVENTORY

2. In the first tab "Imports", click once on any of the records. The system highlights the record.
3. Click on the third tab "Import Log". In this tab you will see all the imports that your agency has run previously.

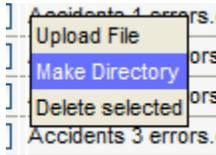


Log ID	Start Time	Finish Time	Records Imported	Records with Errors	Error File	Fatal Error
133	7/15/2009	7/15/2009	682	14	4842/End...	
132	7/15/2009	7/15/2009	0	0		Error: Unabl

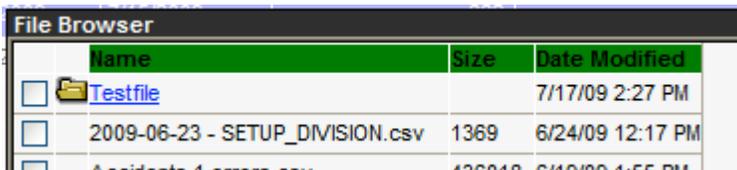
- Right-click and select Manage Files. A pop-up window opens.



- In the pop-up window, you see the root of your agency folder (other agencies cannot see these files). To create a new directory in your agency's folder, right-click and then select Make Directory.



- A dialog box opens. Type in the name of the directory you want to create. When finished, click on OK. The new directory is created and appears in the pop-up window with a folder icon. To open this folder, click on the underlined folder name.



1.2 How to Upload a file in a folder

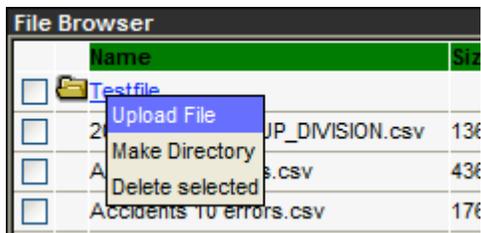
- Open the Import Runner window (System > Tools > Import Runner).

Import Config Name	Target Table Name
Equipment Purchase Import	EQUIPMENT_INVENTORY
Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY
End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH
Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING
Hit-by-hit Fuel Transactions (Inserts)	EQUIPMENT_FUELING
Equipment Update Batch	EQUIPMENT_INVENTORY

- In the first tab "Imports", click once on any of the records. The system highlights the record.
- Click on the third tab "Import Log". In this tab you will see all the imports that your agency has run previously.

Imports Import Detail Import Log							
Target Table							
1 pages (2 rows)							
Log ID	Start Time	Finish Time	Records Imported	Records with Errors	Error File	Fatal Error	
133	7/15/2009	7/15/2009	682	14	4842/End...		
132	7/15/2009	7/15/2009	0	0		Error: Unabl	

- Right-click and select Manage Files. A pop-up window opens.
- In the pop-up window, you see the root of your agency folder (other agencies cannot see these files). Open the folder in which you wish to upload the file into by clicking on the underlined folder name (folders are indicated by the  icon).
- Once in the appropriate folder, right-click and then select Upload File. A new dialog box open. Click on Browse to open a MS Windows browsing window. Find the file you wish to upload to the server. Click on OK in the MS browser.



- The path of the file is displayed in the pop-up window. Click on Upload. Your file is transferred to the server and appears in the list of files in the folder.

1.3 How to Import a Batch File

Follow these steps:

- Open the Import Runner window (System > Tools > Import Runner).

Imports Import Detail Import Log	
Target Table	
1 pages (6 rows)	
Import Config Name	Target Table Name
Equipment Purchase Import	EQUIPMENT_INVENTORY
Consolidated Repair Order (Inserts)	EQUIPMENT_REPAIR_SUMMARY
End of Month Odometer reading (inserts)	EQUIPMENT_ODOMETER_MONTH
Consolidated Fuel Transactions Inserts	EQUIPMENT_FUELING
Hit-by-hit Fuel Transactions (Inserts)	EQUIPMENT_FUELING
Equipment Update Batch	EQUIPMENT_INVENTORY

- Click once on the batch type desired. The system highlights the record.
- Click on the third tab "Import Log". In this tab you will see all the imports that your agency has run previously.

Imports Import Detail Import Log							
Target Table							
Log ID	Start Time	Finish Time	Records Imported	Records with Errors	Error File	Fatal Error	
133	7/15/2009	7/15/2009	682	14	4842/End...		
132	7/15/2009	7/15/2009	0	0		Error: Unabl	

- To batch in a new file, right-click and select Import New Data (this step assumes that your file has already been uploaded to the server and is ready for processing - if your file hasn't been uploaded yet, refer the Manage Batch Files section). A pop-up window opens.

Imports Import Detail Import Log			
Target Table			
Log ID	Start Time	Finish Time	Reco

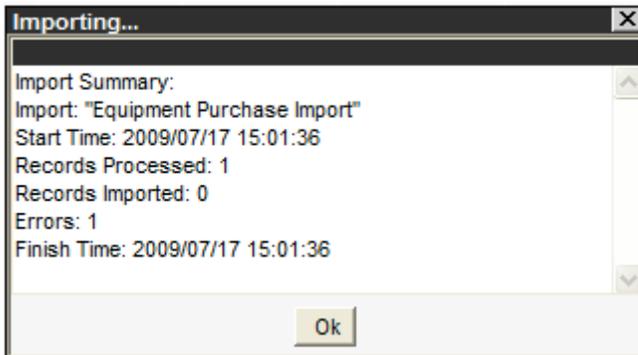
- Import new Data
- Manage Files
- Download File
- Sort

- In the pop-up window, you see the root of your agency folder (other agencies cannot see these files). Navigate to the file you want to process. Select this file by checking the box in front of that file. Once selected, click on OK.

File Browser			
Name	Size	Date Modified	
Testfile		7/17/09 2:27 PM	
<input checked="" type="checkbox"/> 2009-06-23 - SETUP_DIVISION.csv	1369	6/24/09 12:17 PM	
<input type="checkbox"/> Accidents 1 errors.csv	436018	6/19/09 1:55 PM	
<input type="checkbox"/> Accidents 10 errors.csv	17629	6/19/09 3:00 PM	
<input type="checkbox"/> Accidents 11 errors.csv	17635	6/19/09 3:30 PM	
<input type="checkbox"/> Accidents 3 errors.csv	299927	6/19/09 1:59 PM	
<input type="checkbox"/> Accidents 4 errors.csv	992836	6/19/09 2:08 PM	
<input type="checkbox"/> Accidents 5 errors.csv	410540	6/19/09 2:10 PM	
<input type="checkbox"/> Accidents 6 errors.csv	12768846	6/19/09 2:15 PM	
<input type="checkbox"/> Accidents 7 errors.csv	12768846	6/19/09 2:17 PM	
<input type="checkbox"/> Accidents 8 errors.csv	17635	6/19/09 2:21 PM	

File Filter: Ok Cancel

6. The file is then process in real time and a window display the progress status.
7. Once completed, click on OK in the pop-up window.



8. If some errors (validation) occurred during processing, the system will prompt you to download the corresponding error file. In the dialog box, click on Yes to download the file on your local computer (the output file is the same as the input file, with 2 additional columns for RECORD_NUM and ERROR DESC).

	M	N	O	P
V	RECORD_NUM	ERROR_DESC		
	90	Error in EQUIPMENT_ID ma		
	95	Error in EQUIPMENT_ID ma		
	96	Error in EQUIPMENT_ID ma		
	97	Error in EQUIPMENT_ID ma		
	101	Error in EQUIPMENT_ID ma		

9. In the system, a new row appears in the Import Log tab showing the summary for this batch.

1.4 How to Correct Errors

1. If your batch had some errors, open the downloaded the error log file from your local computer.
2. Review the message in the Error column for each record. Make the necessary corrections to this error file. Once corrected, delete the 2 extra columns RECORD_NUM and ERROR DESC and save this file.
3. Upload this corrected file to the server (see the Manage Batch Files section) and re-import the file.
4. Repeat this process until all the errors have been corrected.