



IMPORT INSTRUCTIONS

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GigaTrak software allows the use of Excel spreadsheets to import existing data into the TTS system. To begin, you will need an Excel spreadsheet that is correctly formatted.

NEW EXCEL SPREADSHEET

To create a spreadsheet from scratch, first open the TTS application and select File→Imports. Select the category you wish to import. This will open a dialogue box with instructions on how to format the spreadsheet.

The series of words/phrases separated by commas represents the column headings for the spreadsheet. Enter these names in the first row of the spreadsheet. Column headings with asterisks are required columns. The rest of the columns do not require data to be imported into the application. Regardless of whether you have data to enter, you must NOT delete any columns from the spreadsheet. Upon import, the layout is based on column position, not column headers.

The next series of instructions gives directions on what occurs in each column as well as a number that explains the character limit per category.

By following the instructions in the dialogue box, you can create the spreadsheet with data to import into the spreadsheet.

Once the formatted spreadsheet is filled in with your data, save the file as a *.txt (tab delimited) file.

EXCEL SPREADSHEET TEMPLATE

The other option is to use the import templates provided on the Client Center portion of the GigaTrak website. The templates are correctly formatted spreadsheets. The column headers are in red, the character count is listed next, and further direction is listed in green.

Again, columns with asterisks are required fields. Complete the spreadsheet by filling in your data, according to the column headings.

Once the formatted spreadsheet is filled in with your data, save the file as a *.txt (tab delimited) file.

IMPORTING THE FILE

To import the file and data in the database, first open the TTS application.

Under the File menu, select the Imports drop-down. Then select the correct category for which you are importing.

Under the instructions, select the “Find File” button. Select the *.txt (tab delimited) file from the location in which you saved it.

Select the “Import File” button to begin importing the data into the database. The application will know where to input the data based upon the column positions. After the import, the screen will reflect the success of the import. If there were no errors during the import, you can select the close button and find your data entered throughout the system.

If there were errors with the import, the dialogue box will describe the errors that were found.

To prevent any errors in the import, be sure to follow the import template and instructions.

EDITING THE FILE

To edit the data once it has been imported into the system, you will use the “Update Data Import/Export” function, found under the file menu.

First, select “Export Current Data for Update”. This will create a *.txt (tab delimited) file that you can open in a blank Excel spreadsheet. You will notice that the order of columns has been switched and does NOT match the original file you imported into the system.

Edit your data as necessary. Do NOT delete any of the columns, NOR reorder the columns in the spreadsheet.

Once the data has been edited, save the file as a *.txt (tab delimited) once again.

In the PC application, select File→Update Data Import/Export and then select “import file” and choose your *.txt (tab delimited) file from the list.

KEY TAKEAWAYS

1. Do NOT remove NOR reorder columns in any import/export files.
2. If tool/barcode is NOT in the system, use File→Imports→Assets.
3. If tool/barcode IS in the system and you want to mass edit the information, use File→Update Data Export/Import. This spreadsheet will NOT enter NEW barcodes; it will edit existing records.