

Location Data Migration - What We Need

Each company provides their own Excel file + files.

Per Company: One Excel + Two Folders

```
backlite_dubai/  
├─ backlite_dubai.xlsx      <- Excel with location info  
├─ templates/              <- PowerPoint files for proposals  
│   └─ dubai_gateway.pptx  
│   └─ mall_entrance.pptx  
└─ photos/                 <- Billboard photos for mockups  
    └─ dubai_gateway.jpg  
    └─ mall_entrance.jpg
```

Same structure for: `backlite_uk/` , `backlite_abudhabi/` , `viola/`

Excel Columns

Required for ALL locations

Column	What to Put	Example
location_key	Unique ID (lowercase, no spaces)	dubai_gateway
display_name	Client-facing name	Dubai Gateway
type	digital or static	digital
city	City name	Dubai
country	Country	UAE

For DIGITAL screens only

Column	What to Put	Example
width_pixels	Screen width in pixels	1920
height_pixels	Screen height in pixels	1080
spots_in_loop	How many ads per rotation	6
loop_seconds	Full loop duration	60

For STATIC billboards only

Column	What to Put	Example
width_meters	Width in meters	12
height_meters	Height in meters	4
illumination	frontlit , backlit , or none	backlit

Optional (nice to have)

Column	What to Put
address	Street address
description	Brief description
gps_lat	GPS latitude
gps_lng	GPS longitude

What Each Feature Needs**Proposals (generating PDF quotes)**

Needs: 1. Excel row with `location_key` and `display_name` 2. PowerPoint template in `templates/` folder named `{location_key}.pptx`

Example: To generate proposals for "Dubai Gateway": - Excel has row with `location_key = dubai_gateway` - File exists: `templates/dubai_gateway.pptx`

Mockups (putting artwork on billboard photos)

Needs: 1. Excel row with `location_key` 2. Photo of billboard in `photos/` folder named `{location_key}.jpg`

Example: To generate mockups for "Dubai Gateway": - Excel has row with `location_key = dubai_gateway`
- File exists: `photos/dubai_gateway.jpg`

Note: After upload, we mark the screen area in the UI - you just provide the photo.

Video Critique (approval workflows)

Needs: - Just the location name as text (entered when creating tasks) - No special data required in advance

Example Excel Rows

location_key	display_name	type	city	country	width_pixels	height_pixels	spots_in_loop
dubai_gateway	Dubai Gateway	digital	Dubai	UAE	1920	1080	6
mall_entrance	Mall Entrance LED	digital	Dubai	UAE	3840	2160	8
szr_static	SZR Highway Billboard	static	Dubai	UAE			

For the static one, add: `width_meters = 12` , `height_meters = 4` , `illumination = backlit`

File Naming Rules

IMPORTANT: The `location_key` in Excel MUST match the file names exactly.

location_key in Excel	Template File	Photo File
dubai_gateway	dubai_gateway.pptx	dubai_gateway.jpg
mall_entrance	mall_entrance.pptx	mall_entrance.jpg

Checklist Per Location

- ☐ Row in Excel with basic info
 - ☐ Template file (for proposals)
 - ☐ Photo file (for mockups)
 - ☐ File names match location_key
-

Questions?

If unsure about a field, leave it blank and add a note. The essential ones are: - **location_key** (must be unique, lowercase, underscores) - **display_name** (what clients see) - **type** (digital or static) - **city/country**

Everything else can be filled in later.