# **Import Excel**

# **Conditions for different messages while importing excel:**

## **Selected file is invalid**

This message is displayed when the selected file other than excel file.

## **Selected file is of invalid format**

This message is displayed when the sheets of the selected excel file is not of the required format.

## **Processing Excel**

This message is displayed when the selected excel file is being processed for upload.

## **Ready for upload**

This message is displayed after the excel sheet is processed and is ready to be uploaded.

## **Successfully Imported**

This message is displayed when the records are successfully uploaded in the system. This message is displayed in the toaster

## **Server Timeout**

This message is displayed when there are many records in the excel sheet and the server time out occurs. Currently the server timeouts in 5 minutes

# **Validations required to successfully import the records from excel sheet:**

1. The file imported should be of XLS or XLSX format. And all the sheet inside the excel file should fulfill the specified format.
2. In the “Barrier Analysis Worksheet” the Work Type, Work Operation, Potential Incident, Consequence type, Before Risk Ranking and After Risk Ranking fields should not be empty for a record. Also if there is Barrier analysis then Barrier Type and Dependency field should not be empty. Similarly, if there is recommendation then the Actions Assigned To and Status of Action field should not be empty.
3. All the work type, work operation, potential incident and consequence type in the excel sheet should be there in the selected project.