

# BI File Upload

The **BI File Upload** screen allows you to upload different types of MIS records to XYZ’s **BI Server**. You can upload five types of MIS records, **CO2 Calculation**, **Cost Management**, **Equipment Imbalance**, **General Management**, and **Space Utilization**.

Forms > BI File Upload

File Upload

⊗ File Type

Management

⊗ File

SELECT...

▲ BL\_LCN\_REGION\_MAP.xlsx

UPLOAD FILES

 You should have the **MIS Agent** role to access the **BI Upload** screen for uploading MIS records to the **BI Server**.

General Information	Screen-specific Components
To access this screen and upload files to <b>BI Server</b> , you should have the <b>BI Admin</b> role.	<a href="#">BI File Upload - Field Descriptions</a>
How To	FAQs
<a href="#">Upload MIS records to BI Server</a>	<div><div></div><a href="#">Who can access the BI Upload screen?</a><div></div><div></div><a href="#">What is the purpose of the BI Upload screen?</a><div></div><div></div><a href="#">Is it possible to define a new MIS type?</a></div>

Related Topics

[Uploading MIS records to BI Server](#)

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[BI File Upload – Field Descriptions](#)

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[FAQs](#)

# Uploading MIS records to BI Server

You can upload MIS records to the **BI Server** using the **BI Upload** screen.

 You should have the **MIS Agent** role to access the **BI Upload** screen for uploading MIS records to the **BI Server**.

To upload MIS records:

1.

Select appropriate option from the **File Type** drop-down list.
2.

Click **SELECT...** to browse and select an appropriate MIS Template using the **Choose File to Upload** dialogue box. For more information about the MIS Templates, click [here](#).
3.

Click **UPLOAD FILES**.

Related Topics



[BI File Upload](#)

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[BI File Upload – Field Descriptions](#)

## BI File Upload - Field Descriptions

The following table describes all fields, links, and buttons that are available on the **BI File Upload** screen.

Field	Description
<b>File Upload</b> panel	
File Type	<p>The drop-down list displays types of MIS records. You need to select appropriate file type matching to the MIS records. The available options are;</p> <ul style="list-style-type: none"> <li>• <b>CO2 Calculation</b></li> <li>• <b>Cost Management</b></li> <li>• <b>Equipment Imbalance</b></li> <li>• <b>General Management</b></li> <li>• <b>Space Utilization</b></li> </ul> <p> The drop-down list displays types of MIS records based on the parameter values of the <b>BI_UPLOAD</b>, as defined in the <b>Ini Parameter</b> screen. For more information about MIS file types, click <a href="#">here</a>.</p>
SELECT	Button to select appropriate MIS Template using the <b>Choose File to Upload</b> dialogue box.
File	<p>Name of the MIS Template with file extension, as selected for uploading MIS records to the <b>BI Server</b>.</p> <p> Auto-populated and read-only</p>
UPLOAD FILES	Button to upload the selected MIS Template file to <b>BI Server</b> .

### Related Topics:

[MIS Templates](#)

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[Uploading MIS records to BI Server](#)

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[BI File Upload](#)

## FAQs

### • Who can access the BI Upload screen?

Only the users with **MIS Agent** role can access the **BI Upload** screen.

### • What is the purpose of the BI Upload screen?

Using the **BI Upload** screen you can upload five types of MIS records, **CO2 Calculation**, **Cost Management**, **Equipment Imbalance**, **General Management**, and **Space Utilization**.

### • Is it possible to define a new MIS type?

Yes, you can define new MIS type by adding the same as a new value of the **BI Upload** parameter, of the **Ini Parameter** screen. By doing so, the newly added parameter becomes available in the **File Type** drop-down list.

### Related Topics

[BI File Upload](#)

## MIS Templates

The following table describes the purposes of various .XLSX and .CSV templates for maintain MIS records. You need to upload files to the **BI Server**, periodically.

MIS Template	File	Purpose
CO2 Calculation	QRT_FILE.xlsx G6_CO2_CONSUMPTION.xlsx	Use these templates to upload QRT and G6 CO2 emission data. You need to upload the records on monthly-basis.
Cost Management	COST_GROUP.xlsx	Use this template to maintain different Cost Groups. You need to upload the records on an ad-hoc basis.
Equipment Imbalance	CM_STOCK.xlsx	Use this template to maintain stock information. You need to upload the records on monthly-basis.
General Management	MGT_TRADE_MAP. xlsx LCN_RGN_MAP. xlsx LONG_LAT.csv	Use the templates to maintain Trade Groups, Location Area/Region, and the longitude and latitude of different Facilities. You need to upload the records on an ad-hoc basis.
Space Utilization	LN_DOM. xlsx SP_STD_AE. csv SP_STD_NS. csv SP_STD_OC. csv SP_STD_TP. csv	Use the templates to maintain the information of Line Bound Dominant and various Space Protection data. You need to upload the records on weekly-basis.

### Related Topics

[BI File Upload – Field Descriptions](#)