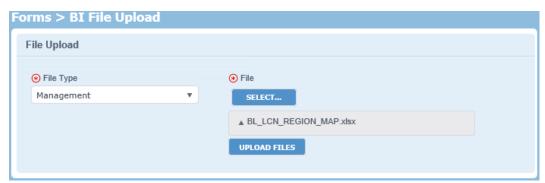
BI File Upload

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**.

Author: Pritam Chakrabarti



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 BI Server , you should have the BI Admin role.	BI File Upload - Field Descriptions
How To	FAQs
Upload MIS records to BI Server	Who can access the BI Upload screen?
	• What is the purpose of the BI Upload screen?
	Is it possible to define a new MIS type?

Related Topics

<u>Uploading MIS records to BI Server</u> <u>BI File Upload – Field Descriptions</u> <u>FAQs</u>

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 <u>here</u>.
- Click UPLOAD FILES.

Related Topics

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	
File Upload pane		
File Type	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;	
	CO2 Calculation	
	Cost Management	
	Equipment Imbalance	
	General Management	
	Space Utilization	
	The drop-down list displays types of MIS records based on the parameter values of the BI_UPLOAD , as defined in the Ini Parameter screen. For more information about MIS file types, click <u>here</u> .	
SELECT	Button to select appropriate MIS Template using the Choose File to Upload dialogue box.	
File	Name of the MIS Template with file extension, as selected for uploading MIS records to the BI Server .	
	Auto-populated and read-only	
UPLOAD FILES	Button to upload the selected MIS Template file to BI Server .	

Related Topics:

MIS Templates | Uploading MIS records to BI Server | 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	Use these templates to upload QRT and G6 CO2 emission data. You need to upload the records on monthly-basis.
	G6_CO2_CONSUMPTIOn.xlsx	
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.
	Use the templates to maintain Trade Groups, Location	
	LCN_RGN_MAP. xlsx	Area/Region, and the longitude and latitude of different Facilities. You need to upload the records on an ad-hoc basis.
	LONG_LAT.csv	
Space Utilization	LN_DOM. xlsx	Use the templates to maintain the information of Line
I SP STD AF. CSV	Bound Dominant and various Space Protection data. You need to upload the records on weekly-basis.	
	SP_STD_OC. csv	
	SP_STD_TP. csv	

Related Topics

BI File Upload – Field Descriptions