**Accessing Data Upload Section:**

1. Navigate to the application's main menu.

2. Select "DATA" from the menu options.

3. Choose "DATA UPLOAD" from the dropdown menu.

**Uploading Data:**

4. Within the Data Upload section, locate the upload options:

a. \*\*IOL RECORD\*\*

b. \*\*CUSTOMER\_CONTACT\_DATA\*\*

5. Ensure the Excel file to be uploaded matches the appropriate extension type.

- Accepted Excel extension: `.xlsx`

- Date format within the Excel: \*\*YYYY/MM/DD\*\*

**Upload Process:**

6. Once the file is uploaded, the system will take some time to read the data based on the file's size. This duration may vary.

**Upload Status:**

7. After data reading completion, you'll be redirected to the "Upload Status" window.

8. Within this window, find the options:

- \*\*COMMIT\*\*: Saves the uploaded file to the code base directory F:

- \*\*CANCEL\*\*: Disregards the uploaded file

9. Upon clicking \*\*COMMIT\*\*, the following details are logged and saved in the UPLOAD Folder:

- Session data

- User

- Timestamp

- Uploaded Excel type

- Session ID

10. Post-commit, you'll return to the Data Upload page, where the updated value will reflect in the table.

- The table displays the order of uploads, including the AppUser (e.g., admin), date, and upload type.

**Pushing Data to Databases**:

11. If your name is visible in the table, it implies a successful upload initiation, awaiting data push into MSSQL and PSQL DBs.

12. Click the blue button named \*\*UPDATE DATA SET\*\* to push files from directory F: into the respective databases.

- The system automatically filters any duplicate values using the findDuplicates program.

The Duplicates can be found in DATA>DUPLICATES

**Additional Notes:**

13. Refreshing data in MSSQL, user data, and session records are updated in the Upload History folder.

14. Ensure correct login credentials; failure to enter a name before logging in will mark the user as Undefined due to default authentication routing absence.

**Important Warnings:**

Inaccurate date formats (other than YYYY/MM/DD) may disrupt the Backend-server functionality.

File types other than .xlsx won't be accepted for upload.