Graphical user interface, application, table, Excel

Description automatically generated

Figure 1) Screenshot of how a upload company file: company locations sheet should look like.

Graphical user interface, application, table, Excel

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Figure 2) Screenshot of how a upload company file: Company Departments should look like.

In order for the file to be processed it must first have the company template in the f col of the first row of the Company Departments sheet. This is not case sensitive but must be present for the file to be processed.

Once that is present the file must include entries for all columns A-H the Locations sheet and A-C on the Departments sheet. All entries are of string type. The entries are the

For the Locations sheet:

* COMPANY NAME: name of the company you want to add the location to.
* LOCATION GROUP: location group you want to add the location to.
* LOCATION: name of location you are adding
* CITY: city you want the location located in.
* PROVINCE: province of the locations you are adding. EX: PA
* COUNTRY: country you are adding location to. EX: USA
* CONTINENT: continent you are adding location to. EX: NA
* WORLD: World you are adding location to. (this will usually be the same unless we colonize mars). Ex: Mars.

For the Departments sheet:

* COMPANY NAME: Name of company you are adding the department to.
* DEPARTMENT: Name of department you are adding to the company.
* LOCATION: Location(s) that the department is location in. Ex: Accounting is at Manhattan office, value would be Manhattan

Duplicate rows with one thing change are for if the department is in more than one location.