



18 May 2022

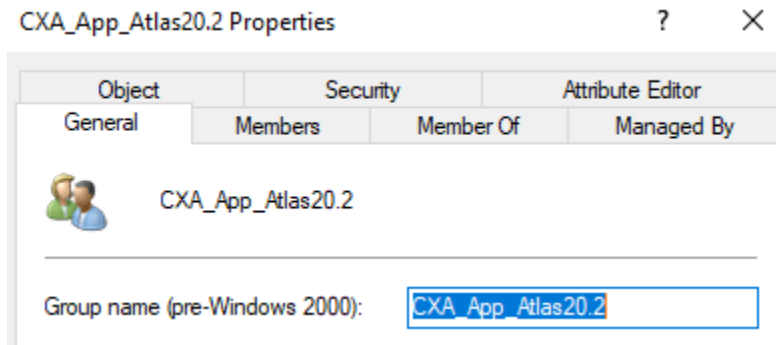
Atlas upload of all warehouses to Naxt worker

Terra Industrial New Zealand Ltd

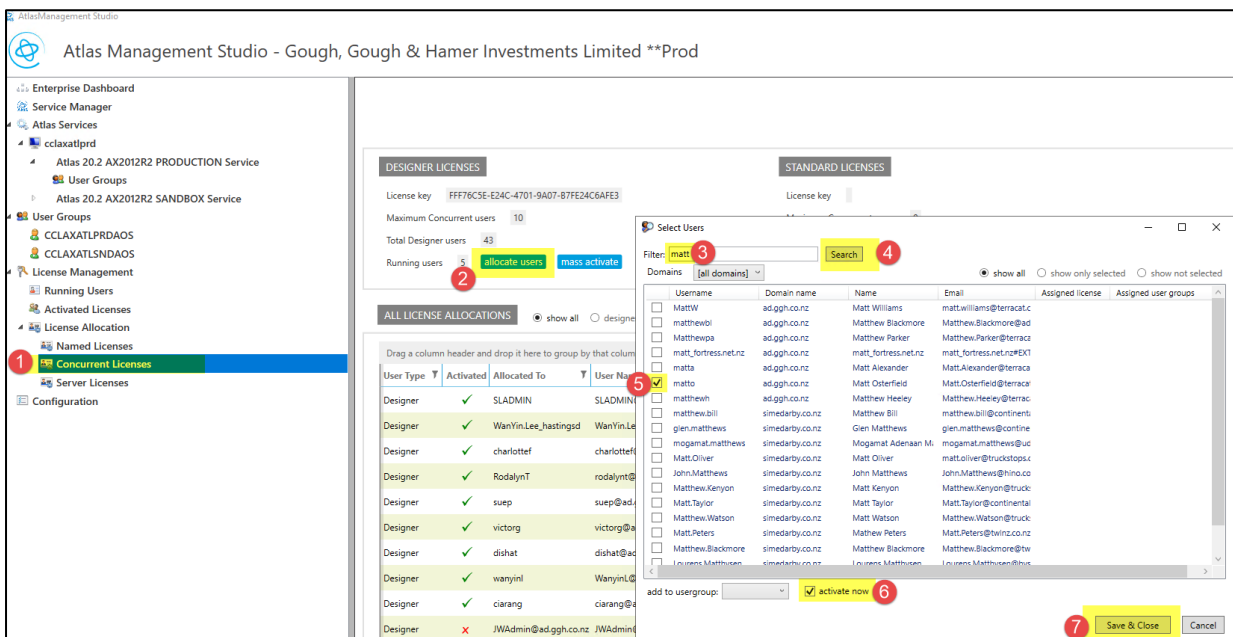
PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

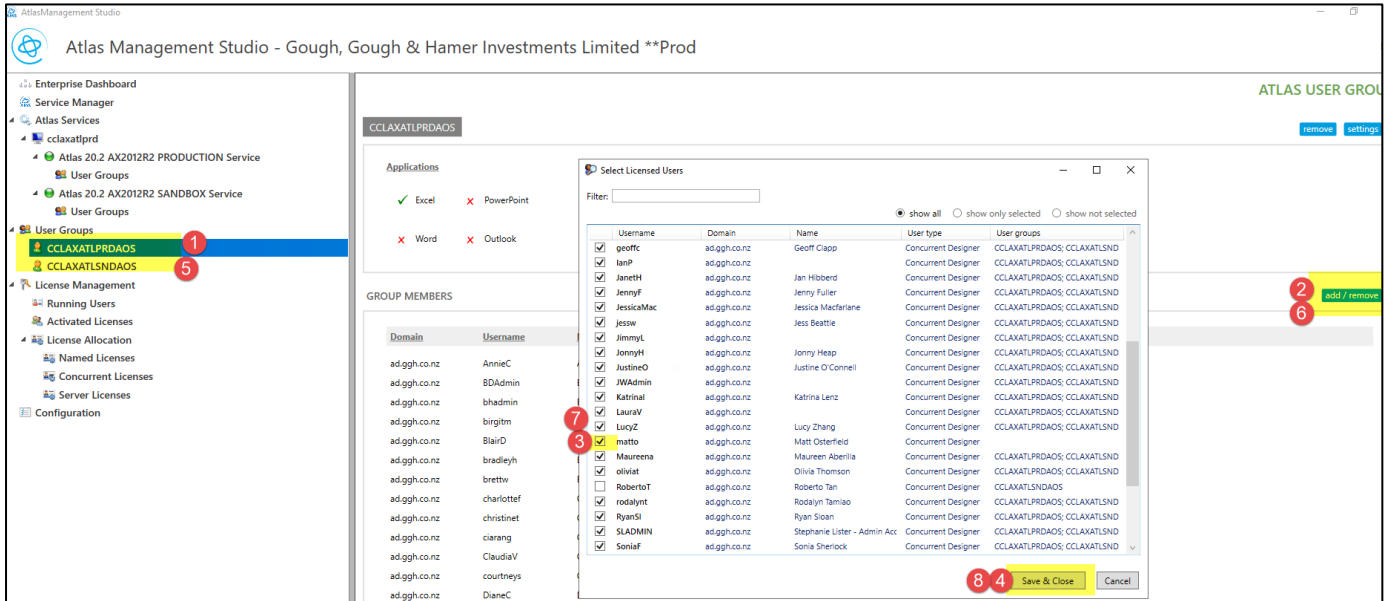
You will need:

- Atlas installed – add yourself to the below AD group

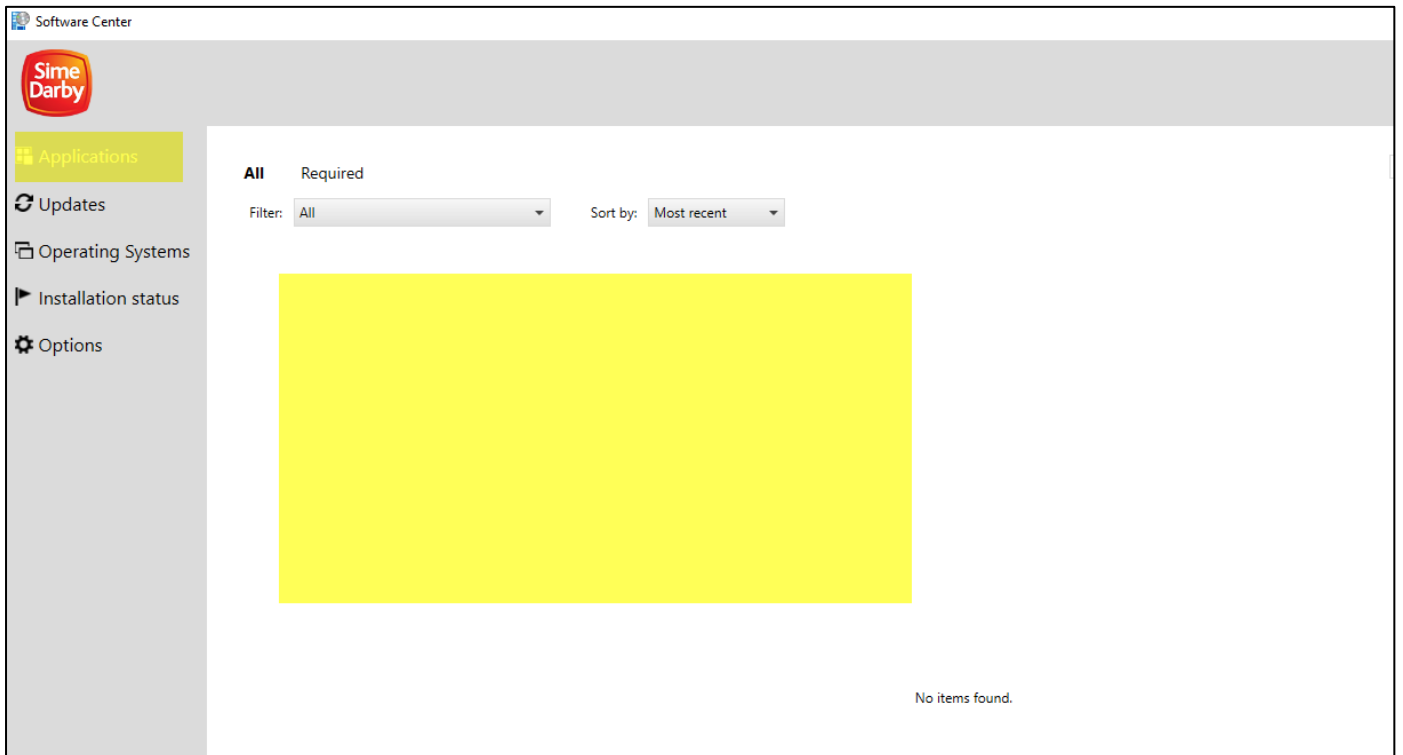


- Atlas license
 - Connect to the Atlas server: CCLAXATLPRD
 - Open Atlas Management Studio

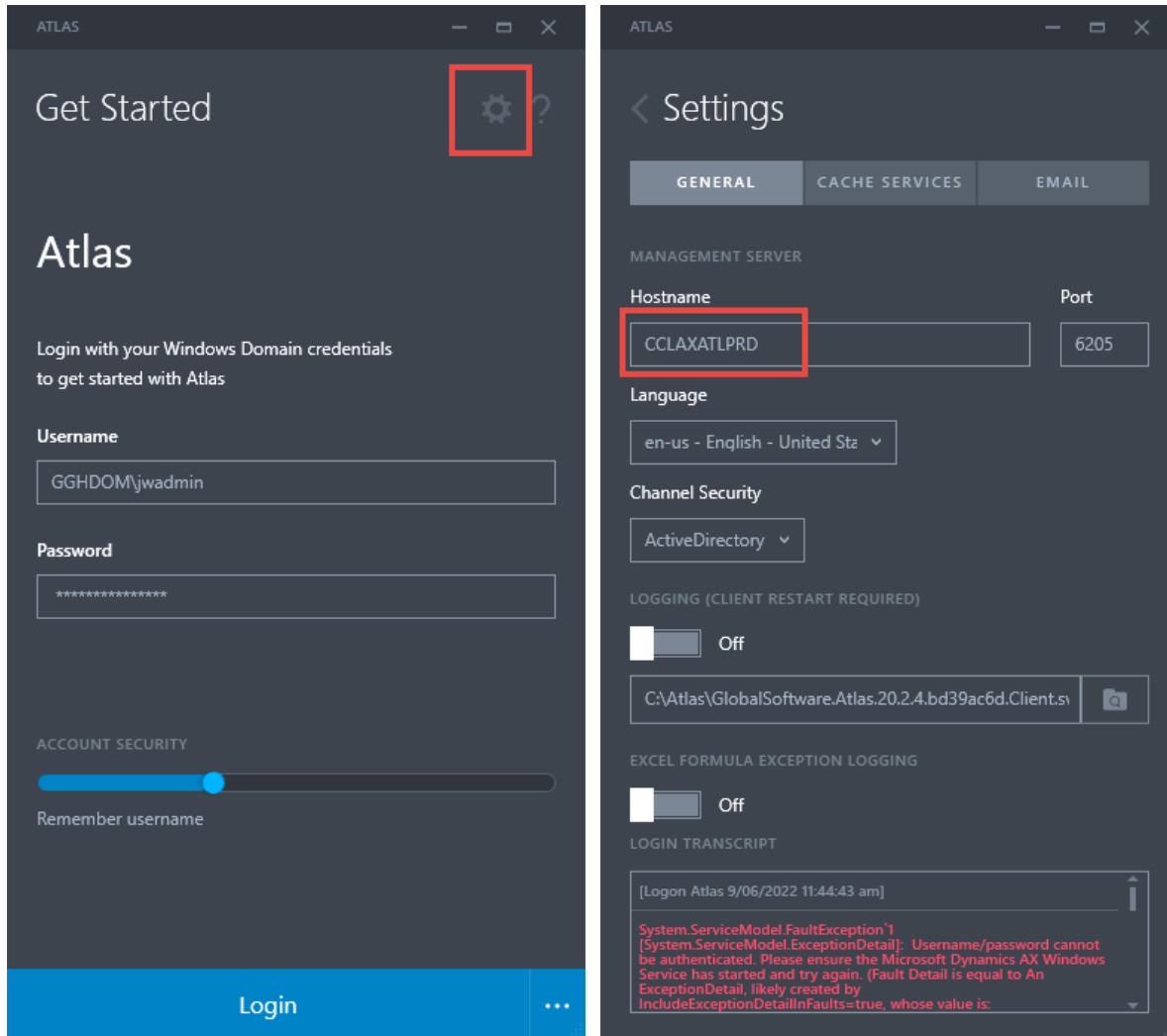




Eventually, Atlas should show up in Software Centre to install

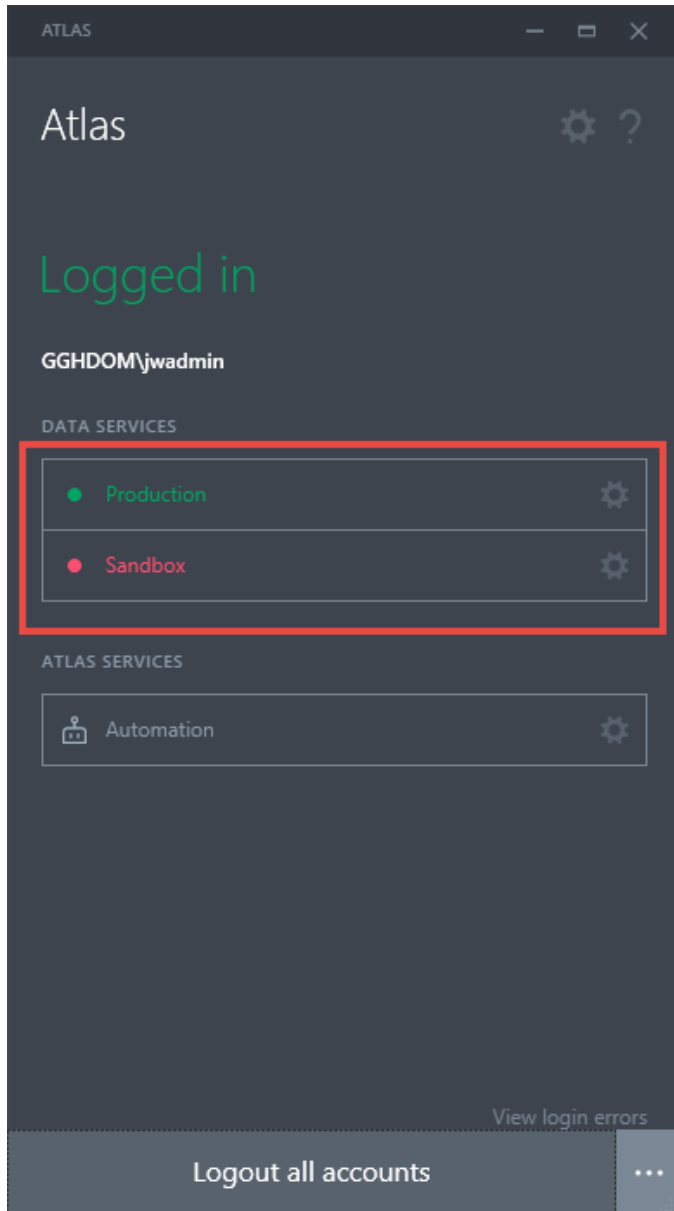


- Logged into the Atlas application (you need to do this before opening the following spreadsheet)
1. First, click on the settings wheel, check the host name, needs to be CCLAXATLPRD



Once the above has been checked, you can log into Atlas

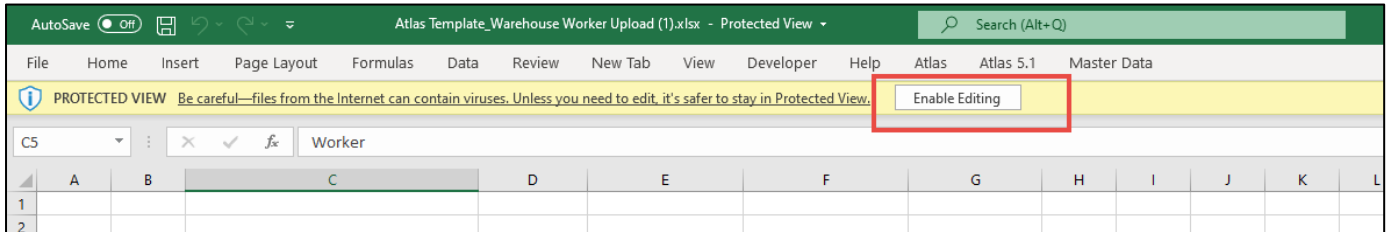
Make sure both data services are green (only if you are wanting to test in Sandbox first otherwise having only production in green is fine for this task)



- Atlas Worker Warehouse Template (You can find the excel spreadsheet template here <https://itsdterracat.zendesk.com/hc/en-nz/articles/6308156496915-Atlas-upload-of-warehouses-to-Naxt-worker>) – called “Atlas Template Warehouse Worker Upload”
- A new separate excel spreadsheet

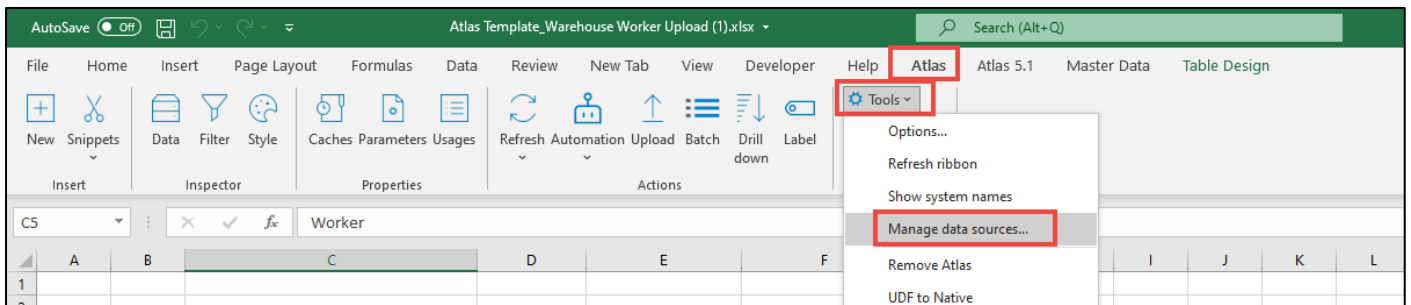
Once you have all the above, you can continue with the following steps 😊

First, you will need to **Enable Editing**

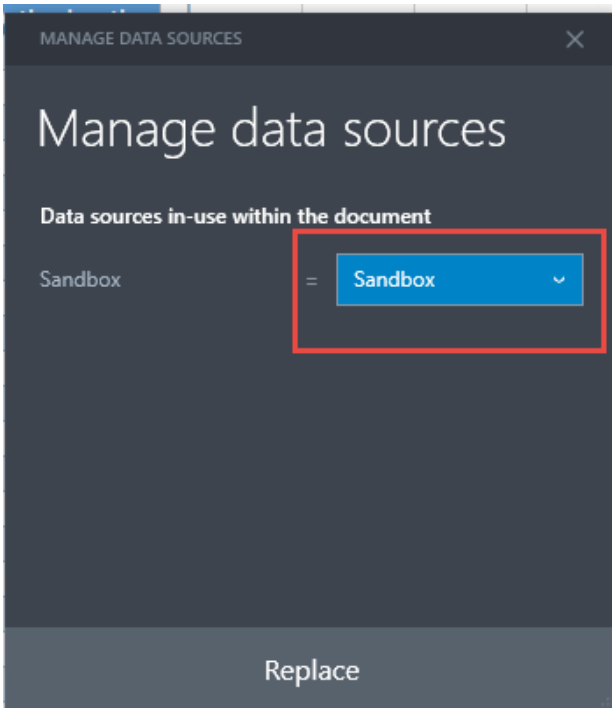


Next, check the data source in the Atlas template, so the upload goes to the right environment. If you want to practice first, make sure the data source is directed at Sandbox Here is how to check:

Atlas tab at the top > Tools > Manage data sources



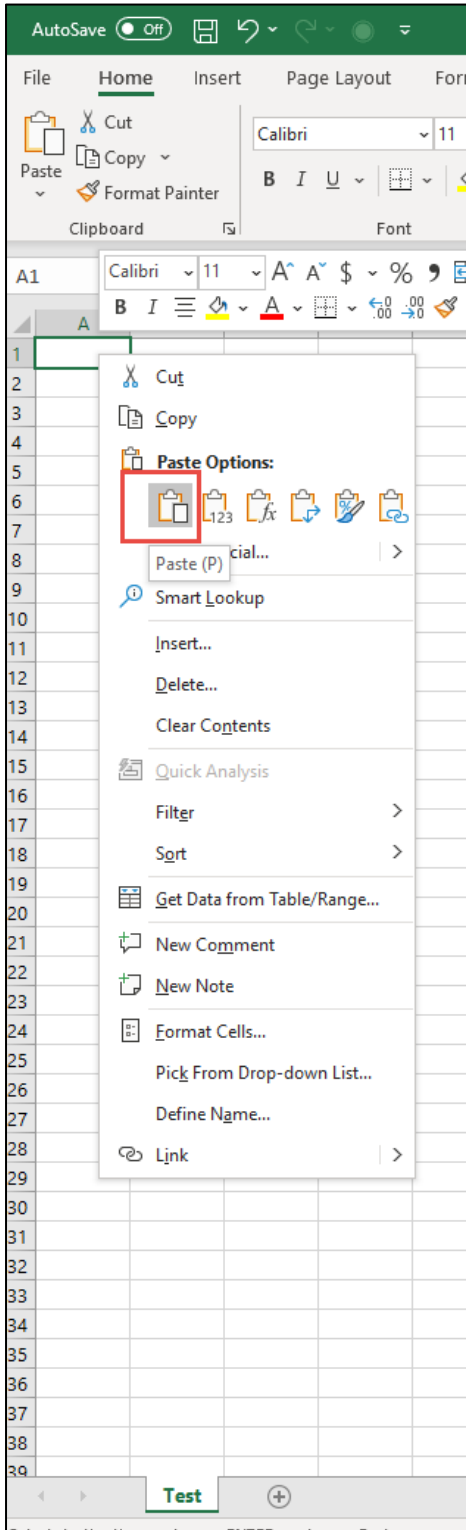
If you do not need to practice, then change the dropdown box to **Production** then click **Replace**



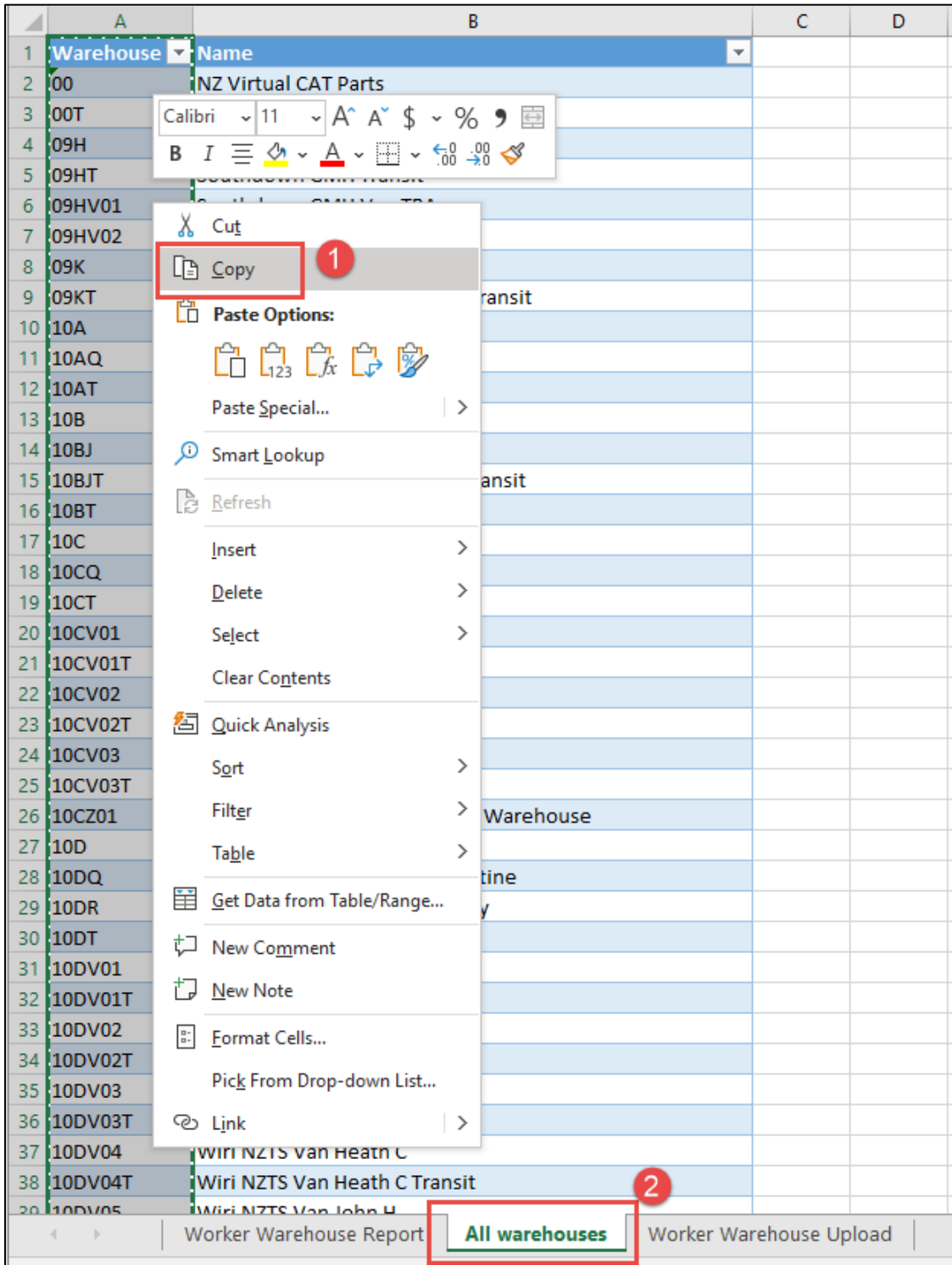
3. Highlight all their warehouses > right click > copy (or click CTRL C on your keyboard)

[illegible]

4. In your new separate spreadsheet > right click > paste (or CTRL V on your keyboard)



5. Now go to the **All Warehouses** tab in the Atlas upload template
 - a. Highlight all the warehouses
 - b. Right click > copy (or CTRL C)



The screenshot shows an Excel spreadsheet with columns A, B, C, and D. The first column (A) contains a list of warehouse codes, and the second column (B) contains their names. A right-click context menu is open over the selected range of cells, with 'Copy' highlighted. A red box highlights the 'All warehouses' tab at the bottom.







Warehouse	Name
00	NZ Virtual CAT Parts
00T	
09H	
09HT	
09HV01	
09HV02	
09K	
09KT	
10A	
10AQ	
10AT	
10B	
10BJ	
10BJT	
10BT	
10C	
10CQ	
10CT	
10CV01	
10CV01T	
10CV02	
10CV02T	
10CV03	
10CV03T	
10CZ01	
10D	
10DQ	
10DR	
10DT	
10DV01	
10DV01T	
10DV02	
10DV02T	
10DV03	
10DV03T	
10DV04	Wiri NZTS Van Heath C
10DV04T	Wiri NZTS Van Heath C Transit
10DV05	Wiri NZTS Van Heath C

Worker Warehouse Report | **All warehouses** | Worker Warehouse Upload

6. Go back to your new separate spreadsheet
 - a. Right click > paste (CTRL V)
 - b. Name the first column something like "warehouses the worker has"
 - c. Name the second column something like warehouses the worker needs"
 - d. Should look something like below

	A	B	C	D	E	F	G	H
1	What the worker already has				What the worker needs			
2								
3	Warehouse				Warehouse			
4	00				00			
5	00T				00T			
6	09H				09H			
7	09HT				09HT			
8	09HV01				09HV01			
9	09HV02				09HV02			
10	09K				09K			
11	09KT				09KT			
12	10A				10A			
13	10AQ				10AQ			
14	10AT				10AT			
15	10B				10B			
16	10BJ				10BJ			
17	10BJT				10BJT			
18	10BT				10BT			
19	10C				10C			
20	10CQ				10CQ			
21	10CT				10CT			
22	10CV01				10CV01			
23	10CV01T				10CV01T			
24	10CV02				10CV02			
25	10CV02T				10CV02T			
26	10CV03				10CV03			
27	10CZ01				10CV03T			
28	10D				10CZ01			
29	10DQ				10D			
30	10DR				10DQ			
31	10DT				10DR			
32	10DV01				10DT			
33	10DV01T				10DV01			
34	10DV02				10DV01T			
35	10DV02T				10DV02			
36	10DV03				10DV02T			
37	10DV03T				10DV03			
38	10DV04				10DV03T			
39	10DV04T				10DV04			

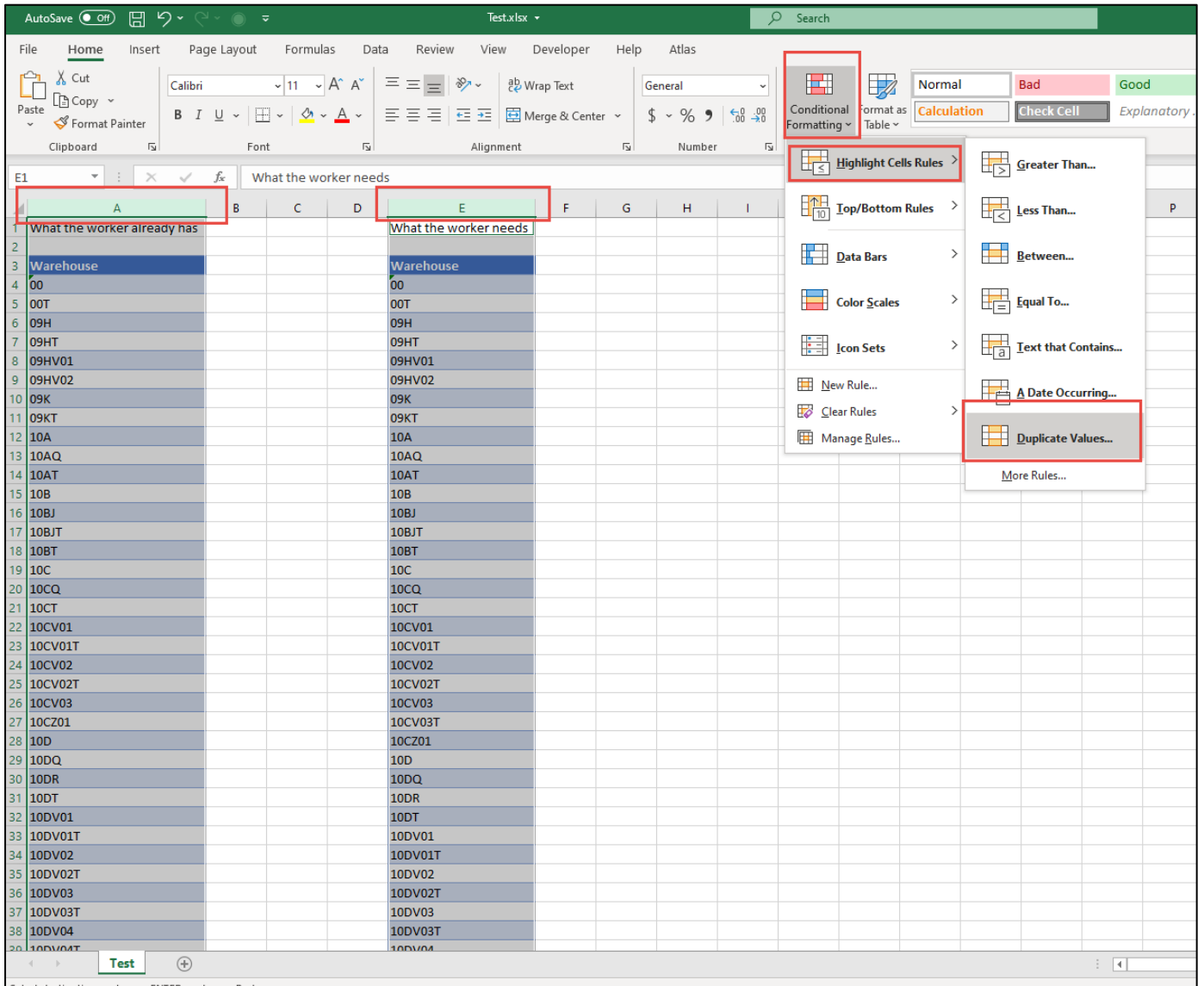
Paste Options:

Paste (P)

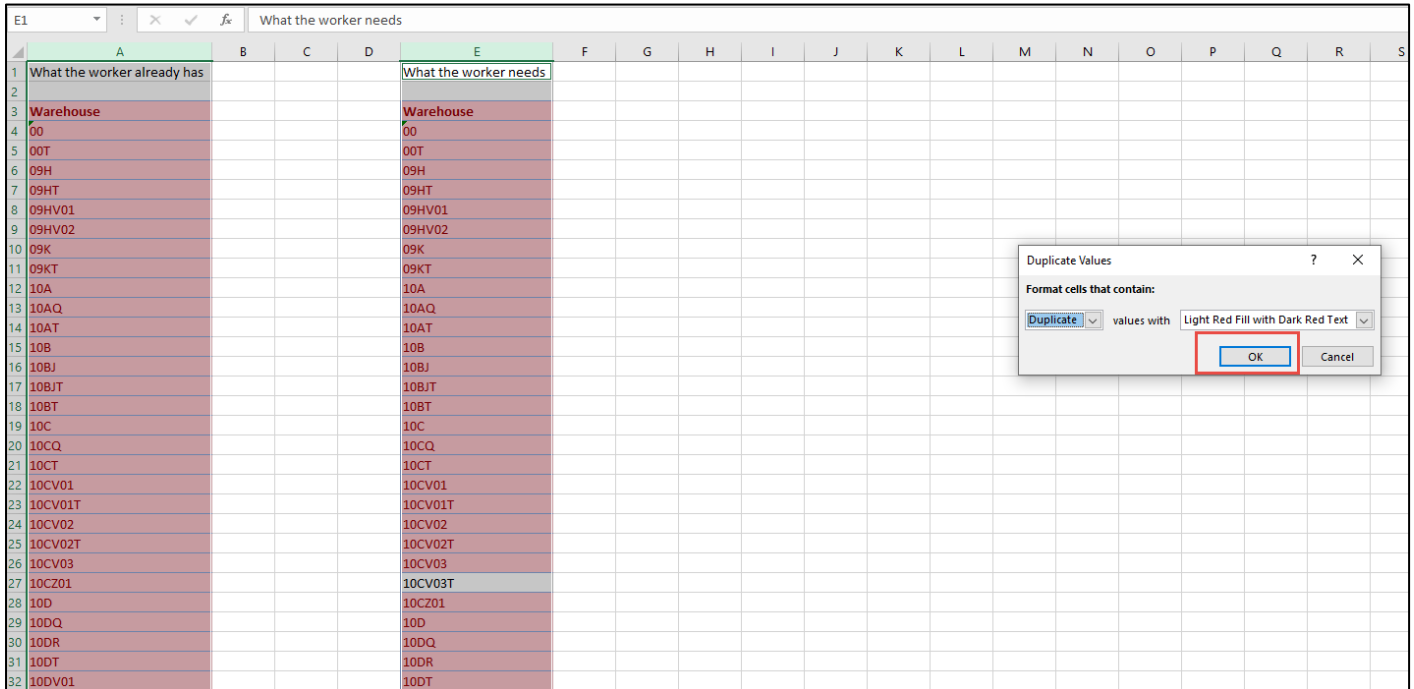
Select destination and press ENTER or choose Paste

7. So that we don't end up uploading the ones the worker already has, let's get rid of those duplicates.
8. Remaining in your new separate spreadsheet, highlight both columns > click conditional formatting at the top > highlight cells rules > duplicate values

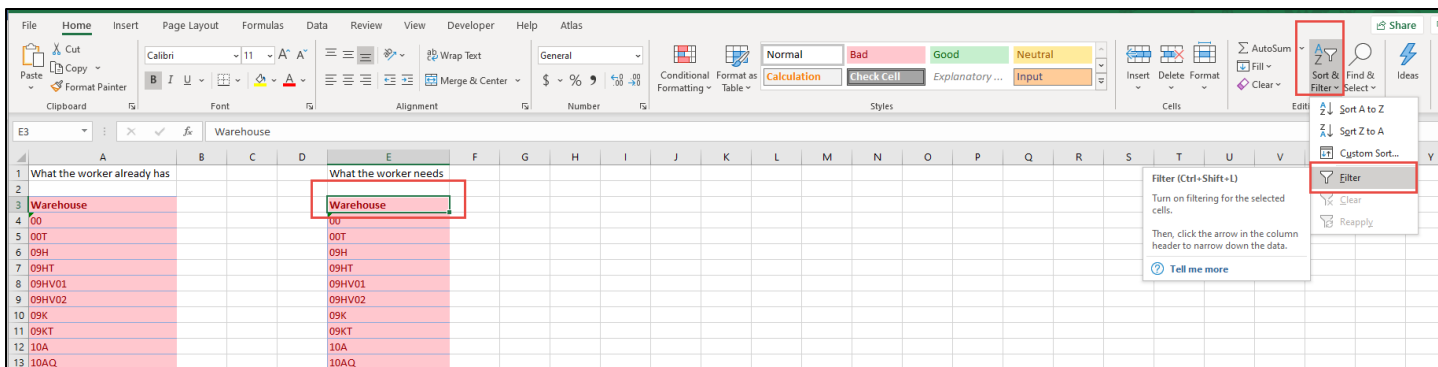


The screenshot shows an Excel spreadsheet with two columns, A and E, both titled "What the worker needs". The data in both columns is identical, starting with "Warehouse" and followed by a list of codes: 00, 00T, 09H, 09HT, 09HV01, 09HV02, 09K, 09KT, 10A, 10AQ, 10AT, 10B, 10BJ, 10BJT, 10BT, 10C, 10CQ, 10CT, 10CV01, 10CV01T, 10CV02, 10CV02T, 10CV03, 10CV03T, 10CZ01, 10D, 10DQ, 10DR, 10DT, 10DV01, 10DV01T, 10DV02, 10DV02T, 10DV03, 10DV03T, 10DV04, and 10DV04T. The "Conditional Formatting" menu is open, and the "Duplicate Values..." option is selected under the "Highlight Cells Rules" category.

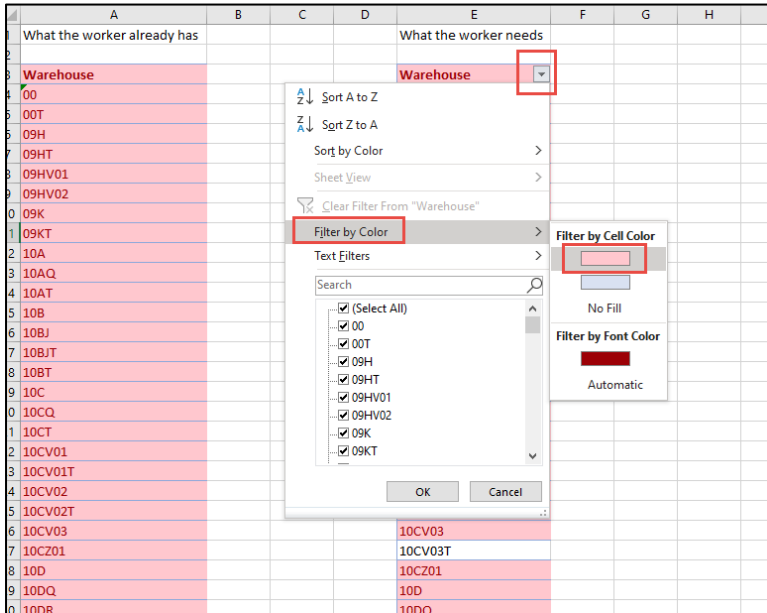
9. Click OK



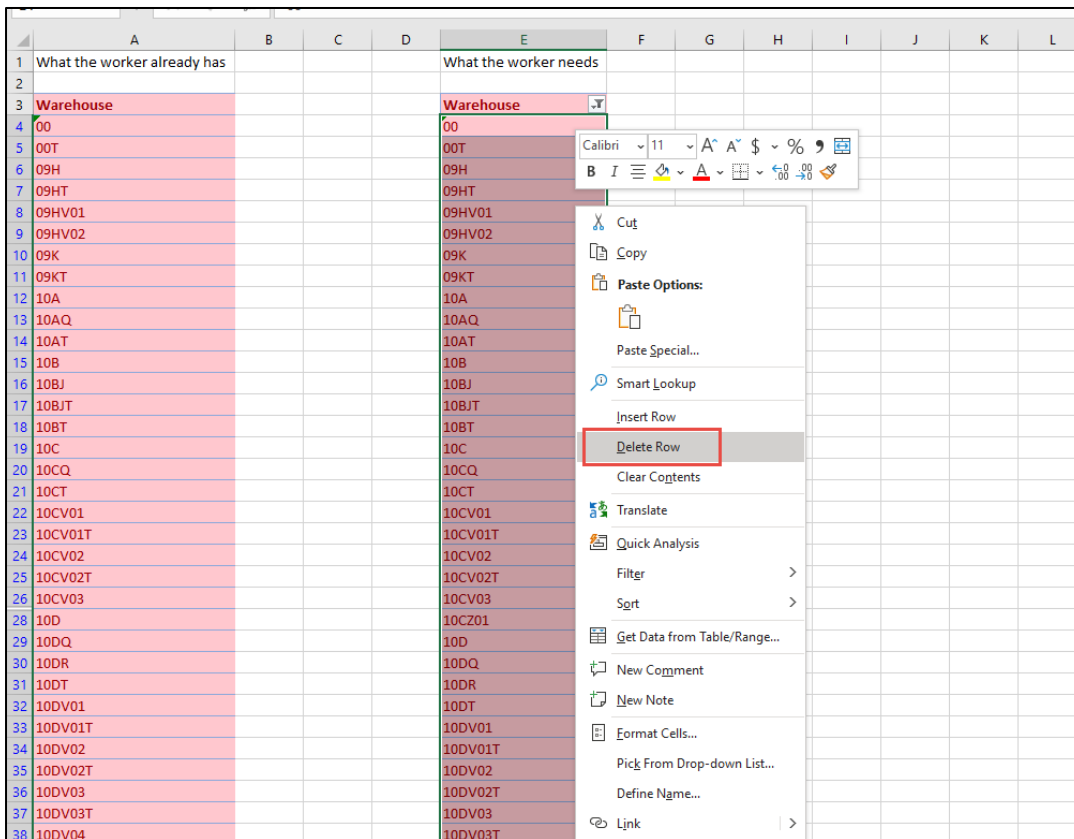
10. Lets turn on the filter: Select the title of the second column > click **Sort & Filter** at the top > select **Filter**



11. Filter by the colour red



12. Select all the warehouses highlighted in red in the second column > right click > delete row



13. Click OK

A	B	C	D	E	F	G	H	I	J	K	L	M	N
What the worker already has				What the worker needs									
Warehouse				Warehouse									
00				00									
00T				00T									
09H				09H									
09HT				09HT									
09HV01				09HV01									
09HV02				09HV02									
09K				09K									
09KT				09KT									
10A				10A									
10AQ				10AQ									
10AT				10AT									
10B				10B									
10BJ				10BJ									
10BJT				10BJT									
10BT				10BT									
10C				10C									
10CQ				10CQ									
10CT				10CT									
10CV01				10CV01									
10CV01T				10CV01T									
10CV02				10CV02									
10CV02T				10CV02T									
10CV03				10CV03									
10D				10CZ01									

Microsoft Excel

!

Delete entire sheet row?

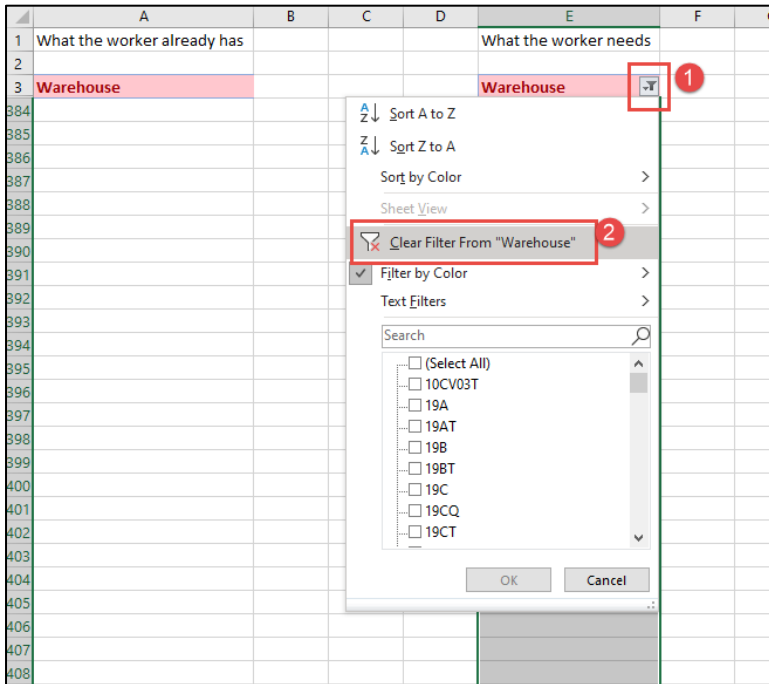
OK

Cancel

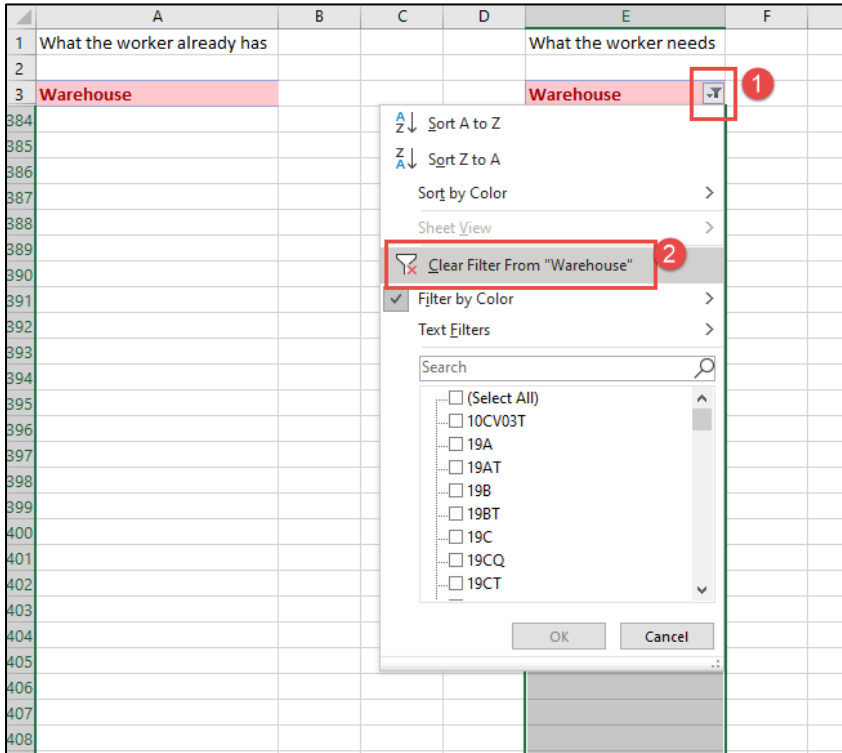
14. Should now look like this

A	B	C	D	E	F	G
1 What the worker already has				What the worker needs		
2						
3 Warehouse				Warehouse		
384						
385						
386						
387						
388						
389						
390						
391						
392						
393						
394						
395						
396						
397						
398						
399						
400						
401						
402						
403						
404						
405						
406						
407						
408						
409						
410						

15. Now you need to clear the filter to show all the remaining warehouses that we need to add (If you don't need all of them, keep filtering out/deleting the ones the user does not need, usually you would do this if the user is only needing the warehouses ending with an "A")



16. Select all the remaining warehouses > right click > copy (CTRL C)



17. Go back to the Atlas template spreadsheet > worker warehouse upload tab at the bottom
> Paste those warehouses in the warehouse column

	A	B	C	D	E	F	G
1	Worker Warehouse Upload						
2							
3							
4		Worker	Warehouse	Active warehouse	Default warehouse	Active location	
5			10CV03T				
6			19A				
7			19AT				
8			19B				
9			19BT				
10			19C				
11			19CQ				
12			19CT				
13			19CV01				
14			19CV01T				
15			19CV02				
16			19CV02T				
17			19CV03				
18			19CV03T				
19			19CV04				
20			19CV04T				
21			19CZ01				
22			19CZ01T				
23			19G				
24			19GT				
25			19H				
26			19HT				
27			19HV01				
28			19HV02				
29			19HV03				
30			19HV04				
31			19K				
32			19KT				
33			20C				
34			20CQ				
35			20CT				
36			20CV01				
37			20CV01T				
38			20CZ01				
	<div> <div>Worker Warehouse Report</div> <div>All warehouses</div> <div>Worker Warehouse Upload</div> </div>						

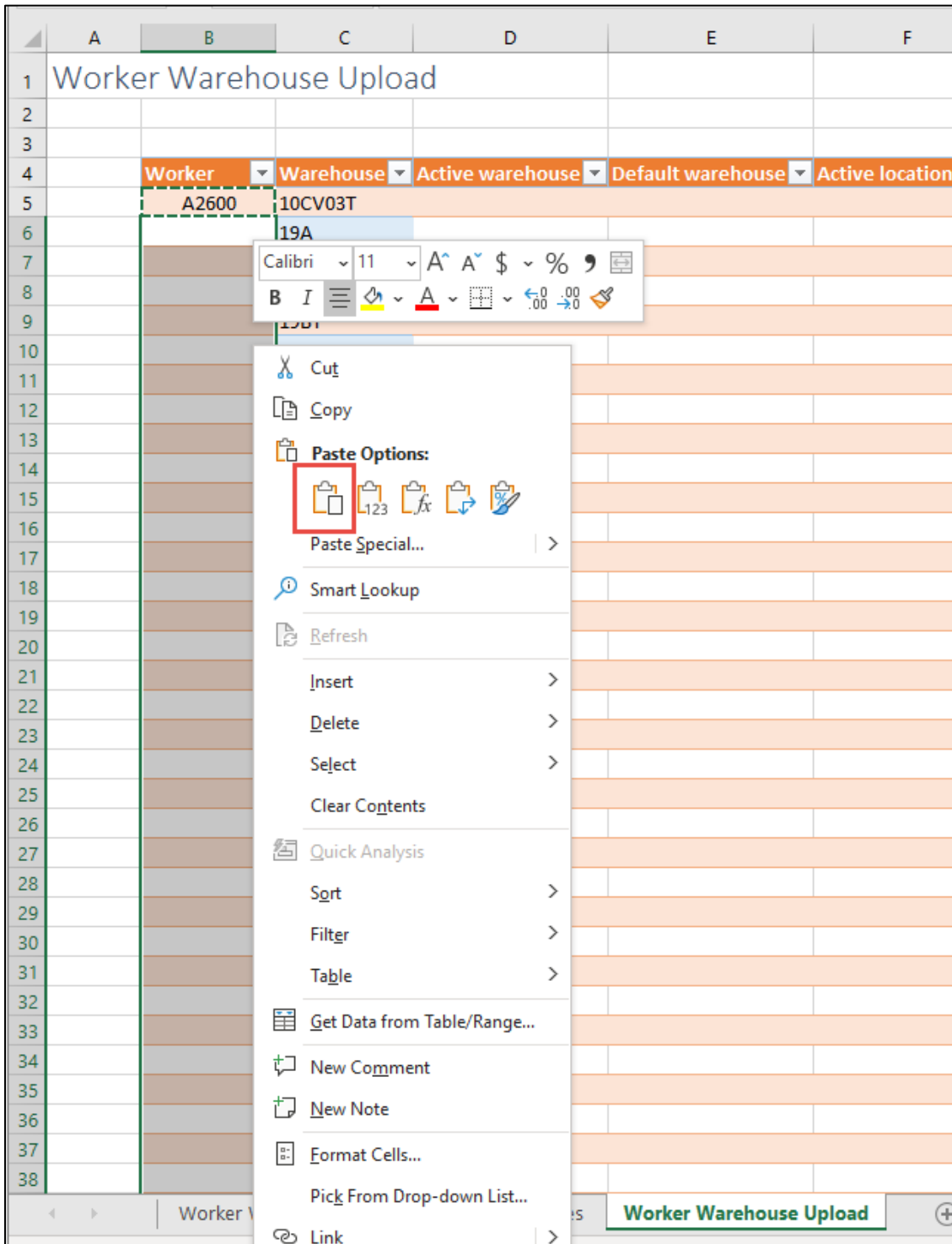
Select destination and press ENTER or choose Paste


18. Type in the employee ID of the worker in the **worker** column like below

E10					
	A	B	C	D	E
1	Worker Warehouse Upload				
2					
3					
4		Worker	Warehouse	Active warehouse	Default warehouse
5		A2600	10CV03T		
6			19A		
7			19AT		
8			19B		
9			19BT		
10			19C		
11			19CQ		
12			19CT		
13			19CV01		
14			19CV01T		
15			19CV02		
16			19CV02T		
17			19CV03		
18			19CV03T		
19			19CV04		
20			19CV04T		
21			19CZ01		
22			19CZ01T		
23			19G		
24			19GT		
25			19H		
26			19HT		
27			19HV01		
28			19HV02		
29			19HV03		
30			19HV04		
31			19K		
32			19KT		
33			20C		
34			20CQ		
35			20CT		
36			20CV01		
37			20CV01T		
38			20CZ01		
Worker Warehouse Report All warehouses Worker Warehouse Upload					

- Click on the employee ID > right click > copy (CTRL C)
- Select all the rows underneath

21. Right click > paste (CTRL V)
22. Should look like below



	A	B	C	D	E	F	G
1	Worker Warehouse Upload						
2							
3							
4		Worker	Warehouse	Active warehouse	Default warehouse	Active location	
5		A2600	10CV03T				
6		A2600	19A				
7		A2600	19AT				
8		A2600	19B				
9		A2600	19BT				
10		A2600	19C				
11		A2600	19CQ				
12		A2600	19CT				
13		A2600	19CV01				
14		A2600	19CV01T				
15		A2600	19CV02				
16		A2600	19CV02T				
17		A2600	19CV03				
18		A2600	19CV03T				
19		A2600	19CV04				
20		A2600	19CV04T				
21		A2600	19CZ01				
22		A2600	19CZ01T				
23		A2600	19G				
24		A2600	19GT				
25		A2600	19H				
26		A2600	19HT				
27		A2600	19HV01				
28		A2600	19HV02				
29		A2600	19HV03				
30		A2600	19HV04				
31		A2600	19K				
32		A2600	19KT				
33		A2600	20C				
34		A2600	20CQ				
35		A2600	20CT				
36		A2600	20CV01				
37		A2600	20CV01T				
38		A2600	 (Ctrl)				
	Worker Warehouse Report			All warehouses	Worker Warehouse Upload		

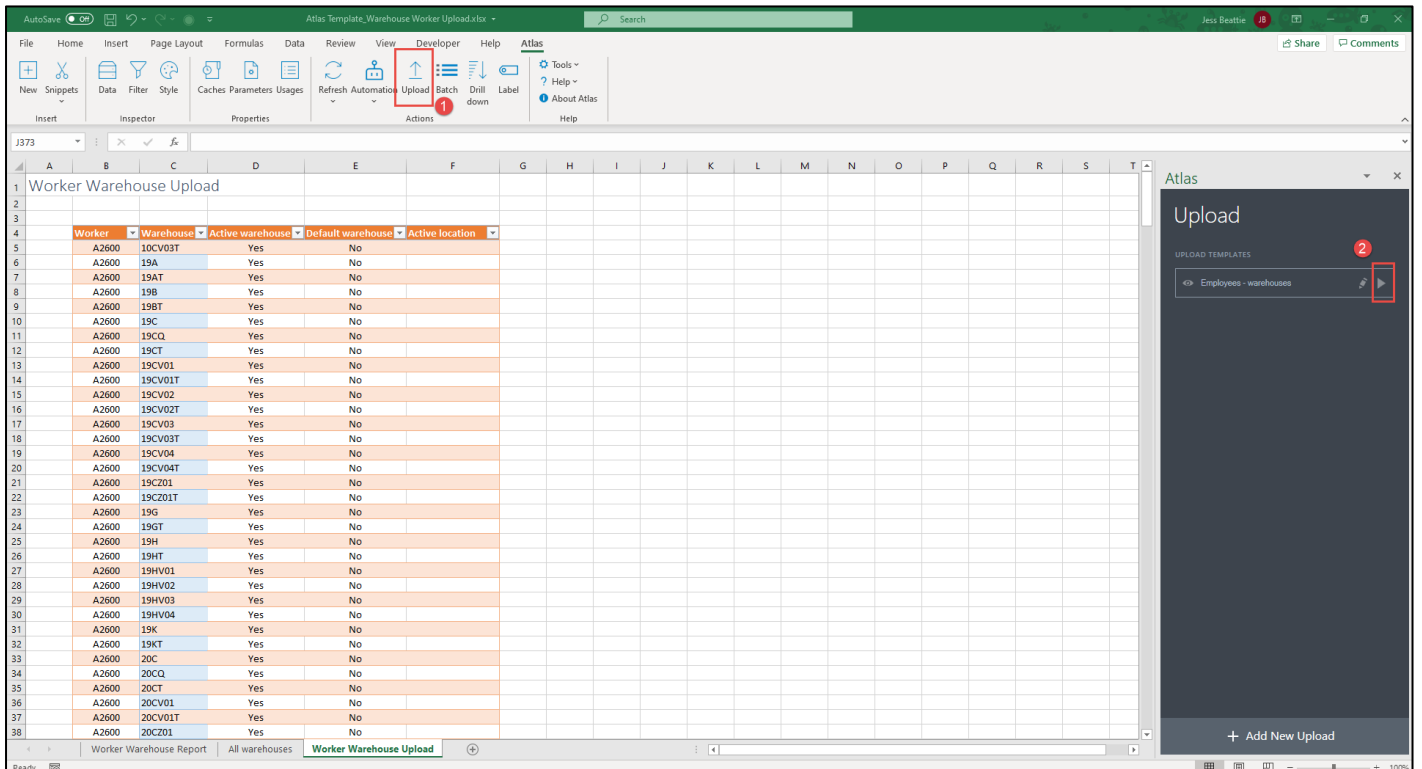
23. Now do the same for the tabs **Active warehouse** and **Default warehouse**
24. Put **Yes** all the way down the **Active warehouse** column
25. Put **No** all the way down the **Default warehouse** column
26. Should look like below

	A	B	C	D	E	F	G
1	Worker Warehouse Upload						
2							
3							
4		Worker ▾	Warehouse ▾	Active warehouse ▾	Default warehouse ▾	Active location ▾	
5		A2600	10CV03T	Yes	No		
6		A2600	19A	Yes	No		
7		A2600	19AT	Yes	No		
8		A2600	19B	Yes	No		
9		A2600	19BT	Yes	No		
10		A2600	19C	Yes	No		
11		A2600	19CQ	Yes	No		
12		A2600	19CT	Yes	No		
13		A2600	19CV01	Yes	No		
14		A2600	19CV01T	Yes	No		
15		A2600	19CV02	Yes	No		
16		A2600	19CV02T	Yes	No		
17		A2600	19CV03	Yes	No		
18		A2600	19CV03T	Yes	No		
19		A2600	19CV04	Yes	No		
20		A2600	19CV04T	Yes	No		
21		A2600	19CZ01	Yes	No		
22		A2600	19CZ01T	Yes	No		
23		A2600	19G	Yes	No		
24		A2600	19GT	Yes	No		
25		A2600	19H	Yes	No		
26		A2600	19HT	Yes	No		
27		A2600	19HV01	Yes	No		
28		A2600	19HV02	Yes	No		
29		A2600	19HV03	Yes	No		
30		A2600	19HV04	Yes	No		
31		A2600	19K	Yes	No		
32		A2600	19KT	Yes	No		
33		A2600	20C	Yes	No		
34		A2600	20CQ	Yes	No		
35		A2600	20CT	Yes	No		
36		A2600	20CV01	Yes	No		
37		A2600	20CV01T	Yes	No		
38		A2600	20CZ01	Yes	No		
		Worker Warehouse Report		All warehouses		Worker Warehouse Upload	

Now that we have gathered all that data, we can upload those warehouses to the worker

27. Click **Upload** at the top

28. Press the play button in the Atlas Upload toolbar to the right



Atlas Template: Warehouse Worker Upload.xlsx

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Insert Snippets Data Filter Style Caches Parameters Usages Refresh Automation Upload Batch Drill down Label Tools Help About Atlas

Worker Warehouse Upload

Worker	Warehouse	Active warehouse	Default warehouse	Active location
A2600	10CV03T	Yes	No	
A2600	19A	Yes	No	
A2600	19AT	Yes	No	
A2600	19B	Yes	No	
A2600	19BT	Yes	No	
A2600	19C	Yes	No	
A2600	19CQ	Yes	No	
A2600	19CT	Yes	No	
A2600	19CV01	Yes	No	
A2600	19CV01T	Yes	No	
A2600	19CV02	Yes	No	
A2600	19CV02T	Yes	No	
A2600	19CV03	Yes	No	
A2600	19CV03T	Yes	No	
A2600	19CV04	Yes	No	
A2600	19CV04T	Yes	No	
A2600	19CZ01	Yes	No	
A2600	19CZ01T	Yes	No	
A2600	19G	Yes	No	
A2600	19GT	Yes	No	
A2600	19H	Yes	No	
A2600	19HT	Yes	No	
A2600	19HV01	Yes	No	
A2600	19HV02	Yes	No	
A2600	19HV03	Yes	No	
A2600	19HV04	Yes	No	
A2600	19K	Yes	No	
A2600	19KT	Yes	No	
A2600	20C	Yes	No	
A2600	20CQ	Yes	No	
A2600	20CT	Yes	No	
A2600	20CV01	Yes	No	
A2600	20CV01T	Yes	No	
A2600	20CZ01	Yes	No	

Worker Warehouse Report All warehouses Worker Warehouse Upload

Atlas

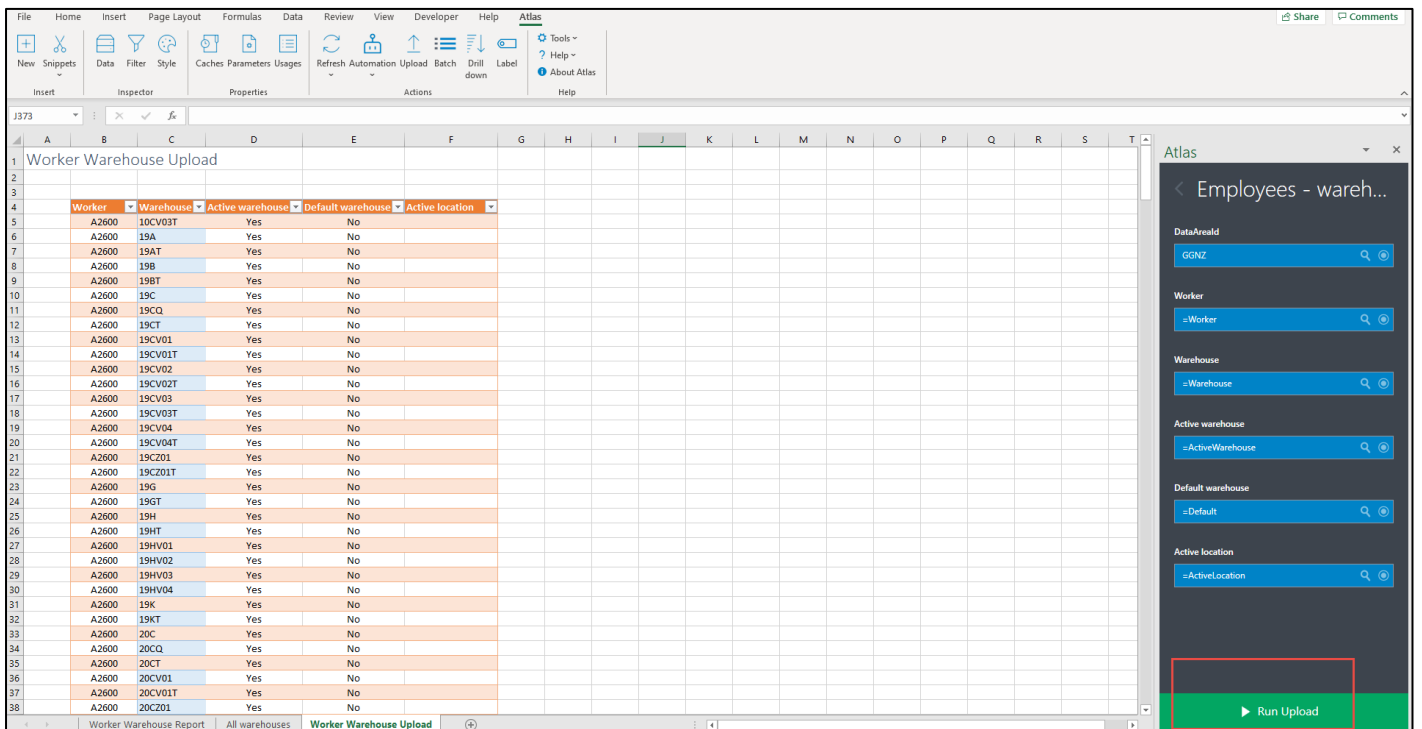
Upload

UPLOAD TEMPLATES

Employees - warehouses

+ Add New Upload

29. Click Run Upload



File Home Insert Page Layout Formulas Data Review View Developer Help Atlas

New Snippets Data Filter Style Caches Parameters Usages Refresh Automation Upload Batch Drill down Label Tools Help About Atlas

Worker Warehouse Upload

Worker	Warehouse	Active warehouse	Default warehouse	Active location
A2600	10CV03T	Yes	No	
A2600	19A	Yes	No	
A2600	19AT	Yes	No	
A2600	19B	Yes	No	
A2600	19BT	Yes	No	
A2600	19C	Yes	No	
A2600	19CQ	Yes	No	
A2600	19CT	Yes	No	
A2600	19CV01	Yes	No	
A2600	19CV01T	Yes	No	
A2600	19CV02	Yes	No	
A2600	19CV02T	Yes	No	
A2600	19CV03	Yes	No	
A2600	19CV03T	Yes	No	
A2600	19CV04	Yes	No	
A2600	19CV04T	Yes	No	
A2600	19CZ01	Yes	No	
A2600	19CZ01T	Yes	No	
A2600	19G	Yes	No	
A2600	19GT	Yes	No	
A2600	19H	Yes	No	
A2600	19HT	Yes	No	
A2600	19HV01	Yes	No	
A2600	19HV02	Yes	No	
A2600	19HV03	Yes	No	
A2600	19HV04	Yes	No	
A2600	19K	Yes	No	
A2600	19KT	Yes	No	
A2600	20C	Yes	No	
A2600	20CQ	Yes	No	
A2600	20CT	Yes	No	
A2600	20CV01	Yes	No	
A2600	20CV01T	Yes	No	
A2600	20CZ01	Yes	No	

Worker Warehouse Report All warehouses Worker Warehouse Upload

Atlas

Employees - wareh...

Data/Read

GGNZ

Worker

=Worker

Warehouse

=Warehouse

Active warehouse

=ActiveWarehouse

Default warehouse

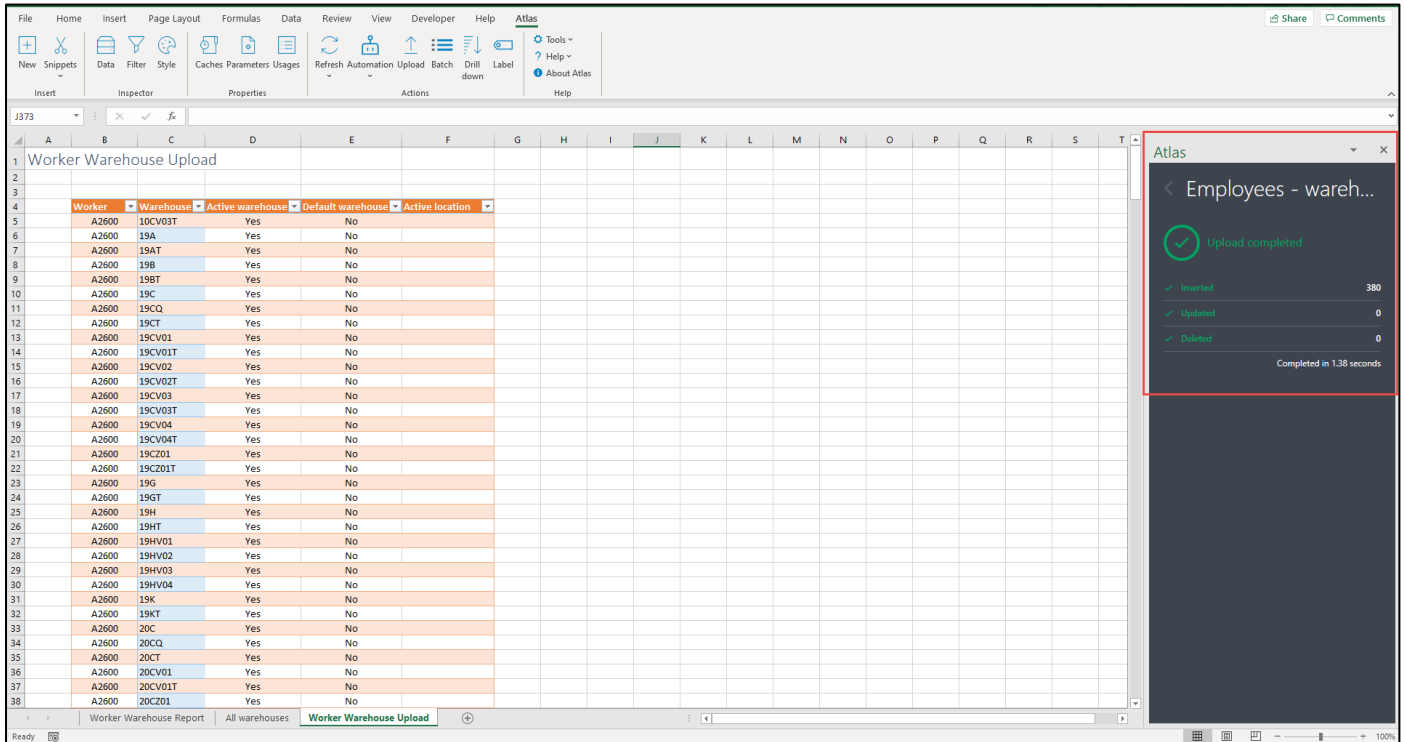
=Default

Active location

=ActiveLocation

Run Upload

Upload should complete with no errors



The screenshot displays the TerraCat software interface. The main window shows a spreadsheet titled 'Worker Warehouse Upload' with columns for Worker, Warehouse, Active warehouse, Default warehouse, and Active location. The data is organized into rows, with columns A through T visible. The 'Atlas' panel on the right side of the interface shows a green checkmark and the text 'Upload completed', indicating that the upload process was successful. Below this, it shows statistics: 380 Inserted, 0 Updated, and 0 Deleted, with a completion time of 1.38 seconds.

Worker	Warehouse	Active warehouse	Default warehouse	Active location
A2600	10CV03T	Yes	No	
A2600	19A	Yes	No	
A2600	19AT	Yes	No	
A2600	19B	Yes	No	
A2600	19BT	Yes	No	
A2600	19C	Yes	No	
A2600	19CQ	Yes	No	
A2600	19CT	Yes	No	
A2600	19CV01	Yes	No	
A2600	19CV01T	Yes	No	
A2600	19CV02	Yes	No	
A2600	19CV02T	Yes	No	
A2600	19CV03	Yes	No	
A2600	19CV03T	Yes	No	
A2600	19CV04	Yes	No	
A2600	19CV04T	Yes	No	
A2600	19CZ01	Yes	No	
A2600	19CZ01T	Yes	No	
A2600	19G	Yes	No	
A2600	19GT	Yes	No	
A2600	19H	Yes	No	
A2600	19HT	Yes	No	
A2600	19HV01	Yes	No	
A2600	19HV02	Yes	No	
A2600	19HV03	Yes	No	
A2600	19HV04	Yes	No	
A2600	19K	Yes	No	
A2600	19KT	Yes	No	
A2600	20C	Yes	No	
A2600	20CQ	Yes	No	
A2600	20CT	Yes	No	
A2600	20CV01	Yes	No	
A2600	20CV01T	Yes	No	
A2600	20CZ01	Yes	No	

If there happen to be any errors, it will most likely be due to trying to add duplicate entries (adding a warehouse that the worker already has) – you may have accidentally missed deleting one.

Otherwise, all done 😊