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**Atlas upload of all warehouses to Naxt worker**

**You will need:**

* Atlas installed – add yourself to the below AD group

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* Atlas license

1. Connect to the Atlas server: CCLAXATLPRD
2. Open Atlas Management Studio

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Graphical user interface, application

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Eventually, Atlas should show up in Software Centre to install

Graphical user interface

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* 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

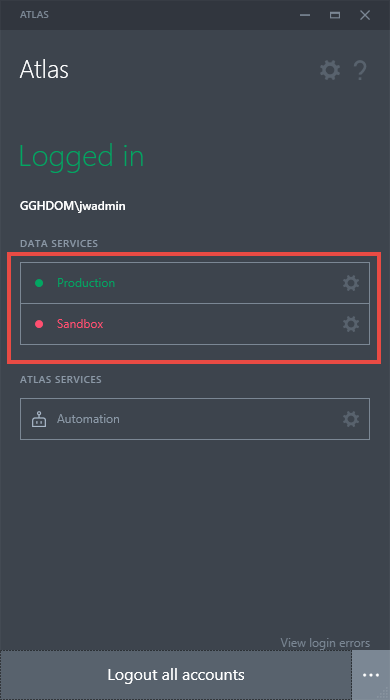
Graphical user interface, application

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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**

Graphical user interface, application

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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

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

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For your new spreadsheet, probably best to save it somewhere first before continuing

1. Make sure you are on the **Worker Warehouse Report** tab at the bottom
   1. Click **Refresh** at the top on the **Atlas** tab

Graphical user interface, application, table, Excel

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1. Filter for the user’s employee ID that is connected to the worker in NAXT

Table

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

Graphical user interface, table

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

Graphical user interface

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

Graphical user interface, application, table

Description automatically generated

1. Go back to your new separate spreadsheet
   1. Right click > paste (CTRL V)
   2. Name the first column something like “warehouses the worker has”
   3. Name the second column something like warehouses the worker needs”
   4. Should look something like below

Table

Description automatically generated

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

Graphical user interface, application, table, Excel

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1. Click **OK**

Table, Excel

Description automatically generated

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

Graphical user interface, application

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1. Filter by the colour red

Graphical user interface, application, table, Excel

Description automatically generated

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

Graphical user interface, application, table, Excel

Description automatically generated

1. Click **OK**

Graphical user interface, application, table, Excel

Description automatically generated

1. Should now look like this

Graphical user interface, application, table, Excel

Description automatically generated

1. 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”)

Graphical user interface, application, table, Excel

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

Graphical user interface, application, table, Excel

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

Table

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

Table

Description automatically generated

1. Click on the employee ID > right click > copy (CTRL C)
2. Select all the rows underneath
3. Right click > paste (CTRL V)
4. Should look like below

Graphical user interface, application, table, Excel

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Table

Description automatically generated

1. Now do the same for the tabs **Active warehouse** and **Default warehouse**
2. Put **Yes** all the way down the **Active warehouse** column
3. Put **No** all the way down the **Default warehouse** column
4. Should look like below

A screenshot of a computer

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

1. Click **Upload** at the top
2. Press the play button in the Atlas Upload toolbar to the right

Graphical user interface, application, table, Excel

Description automatically generated

1. Click **Run Upload**

Graphical user interface, application, table, Excel

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Upload should complete with no errors

Graphical user interface, application, table, Excel

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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 😊