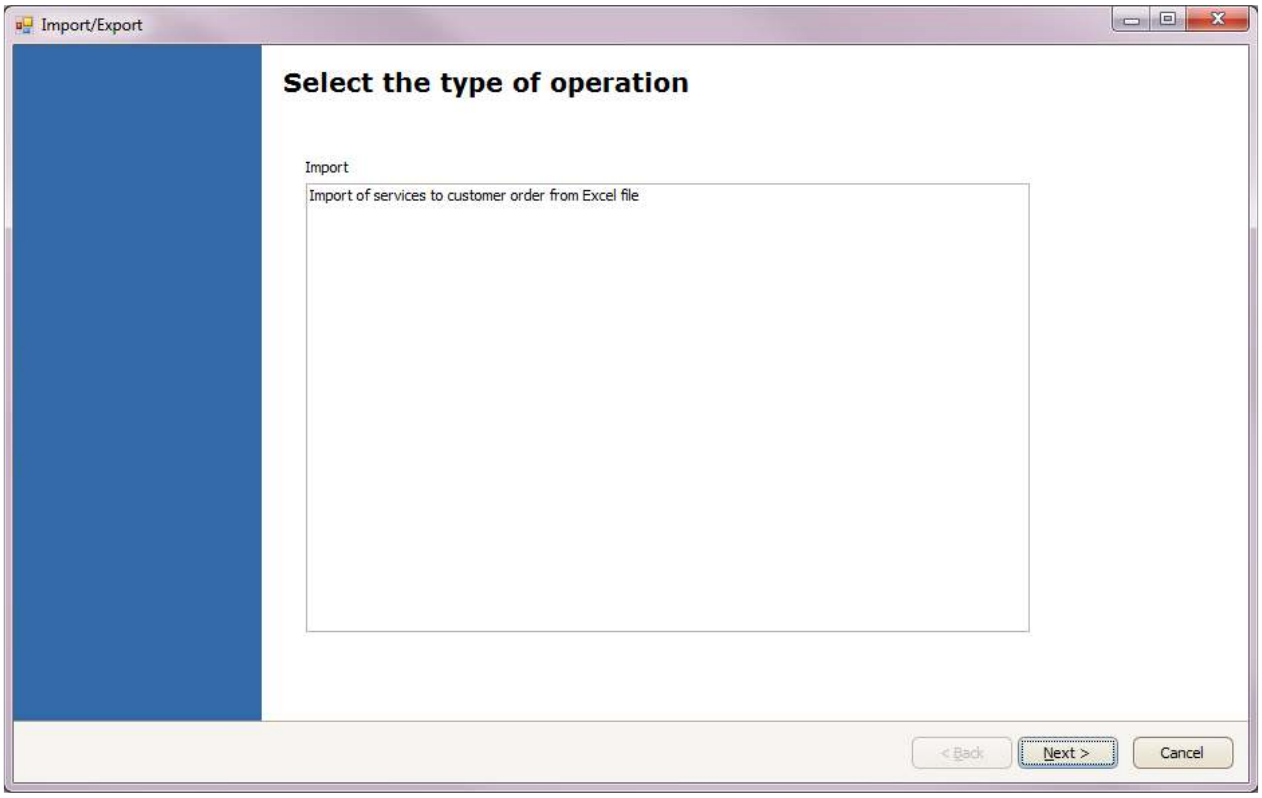
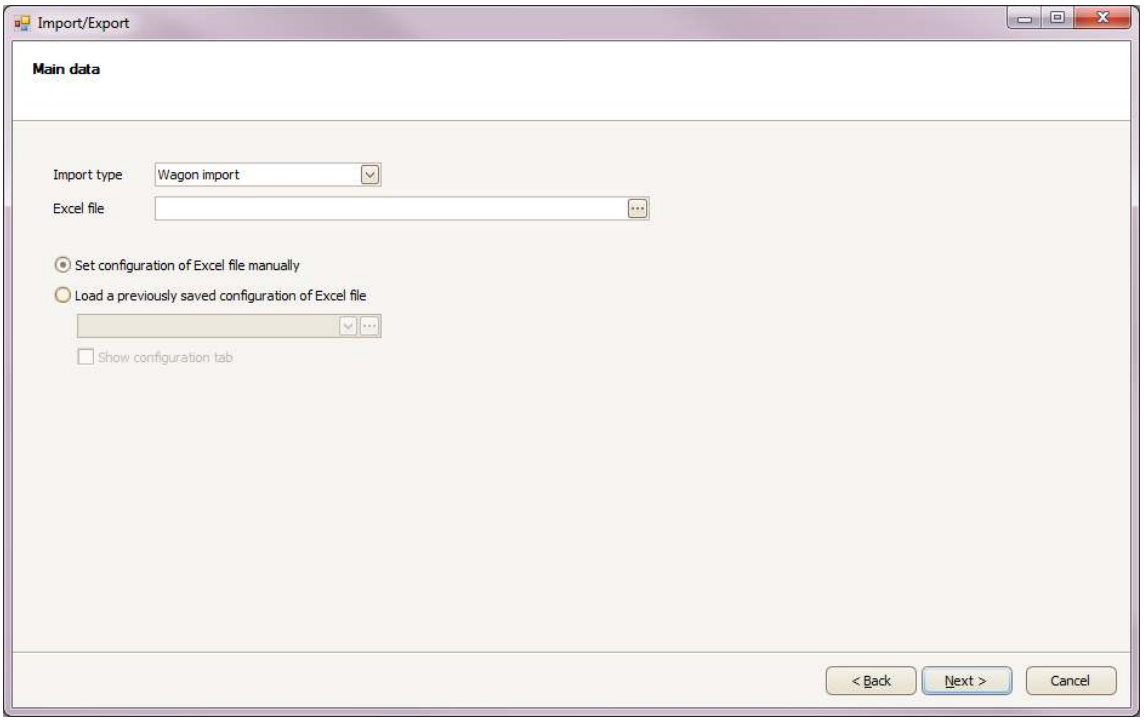
# Import wagons from Excel

From menu **System** select **Import/Export**. On screen will show up window with list of possible import/export procedures. Please select **Import of services to customer order from Excel file** and press **Next**.



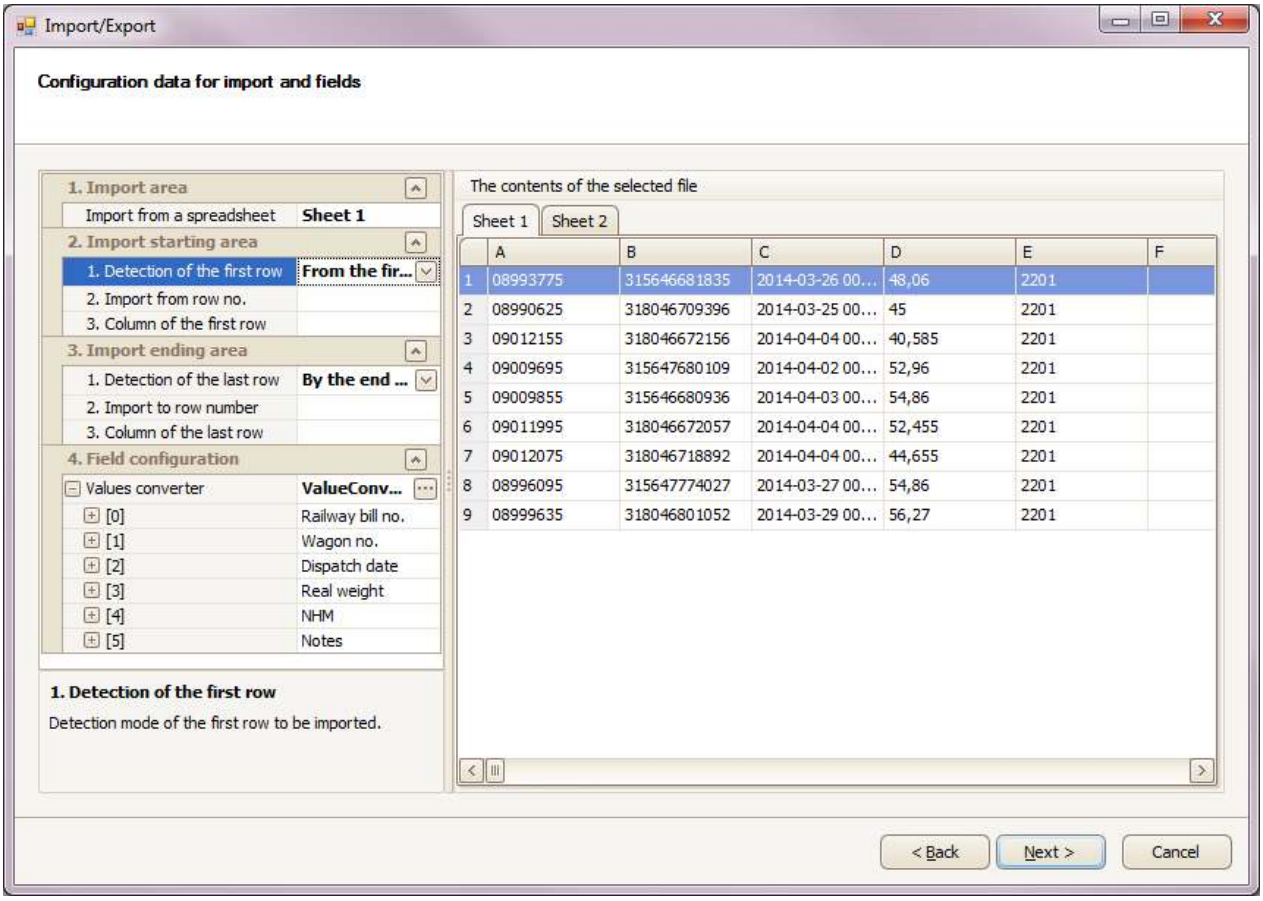

A new window will be shown where first we have to be sure that **Wagon import** is selected in field **Import type**. After this we have to set **Excel file** filed selecting the file we would like to import. After selecting file we have two options: to **Set configuration of Excel file manually** or to **Load a previous saved configuration of Excel file**. If we are performing import for first time we need to select first options as far as probably we have no saved configuration. How to use saved configuration will be shown latter.

After selecting all this options press **Next**.




Next window will be divided into two parts:

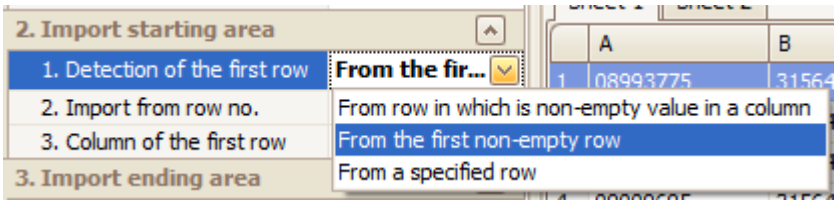
- right part with the data extracted from selected Excel file,
- left part with options regarding the data in Excel file.



Let's take a closer look to the left part as far as right part is simple and clear. This part is actually a table with properties divided into groups:

- **Import area** – where from the data should be imported. It is actually just one property with name of the spreadsheet from which data should be imported. Automatically it is set name of the first spreadsheet;

- **Import starting area** – here we have to set which is the first row the import should start from. We have three possibilities determined by property **Detection of the first row:**




  Where:

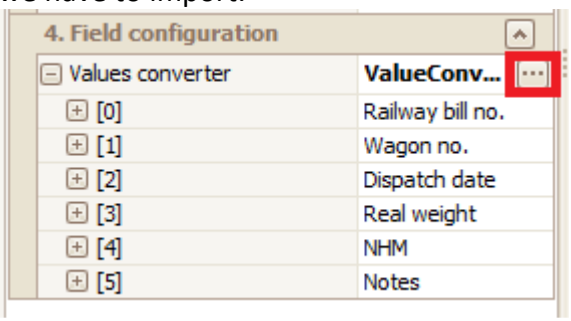
  - **From the first not-empty row** – means as it says that import will start from the first row where at least one column is not empty;

  - **From row in which is non-empty value in column** – selecting this we have to insert letter of the column in field **Column of the first row**. In this case import will start from first row from the top in which selected column will not be empty;

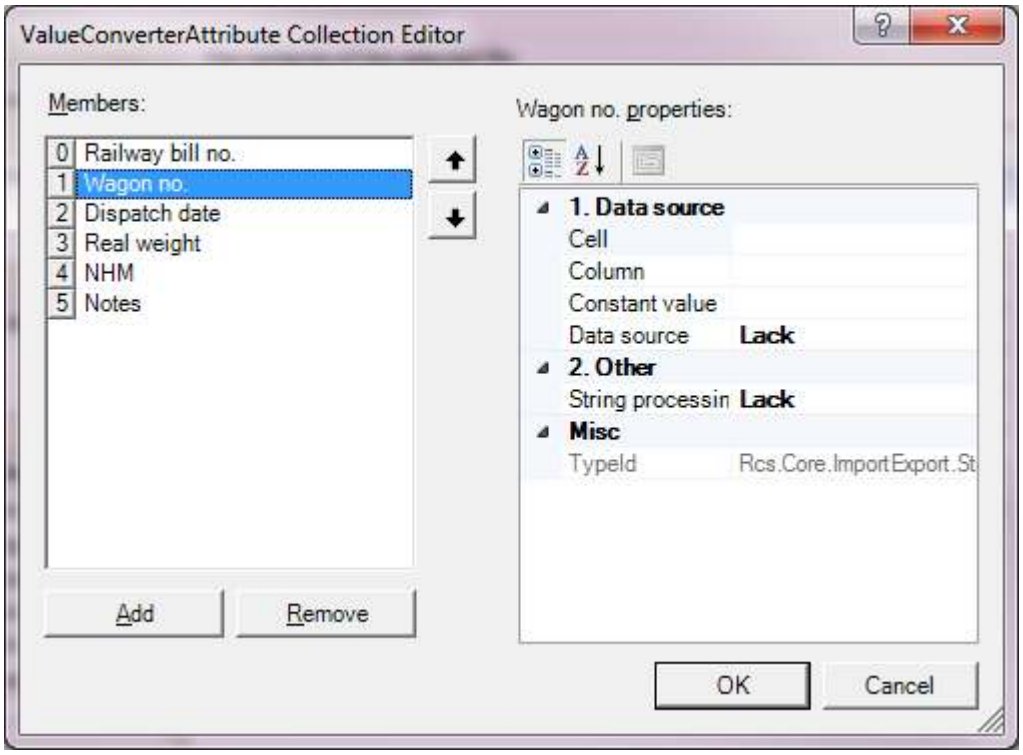
  - **From specified row** – import will start from row number specified in field **Import from row no.**;

- **Import ending area** – these are similar options to previous only this time we have to set row in which import have to end. Again we have three possibilities which are almost identical to previous description.

- **Field configuration** – here we have to set in which column of each row are the data we have to import.




  As we can see we have 6 available properties which we can set directly in this table or open a special window for setting these options by clicking 3 dots marked with red square.




This window is divided into two parts. Left – with list of fields and right with properties for selected field from left panel.
Each of the 6 fields has same properties divided into 3 groups: **Data source, Other, Misc**. The **Misc** group should be ignored so we will describe only first two groups.
**Data source** group contains properties which specify the value for selected filed. We have three possibilities:

- Specifying **Cell** from which the value should be red. For example B5 means that for each imported row value of the field is always in cell B5. This is very useful if, for example, we are receiving Excel file from client in which Dispatch date for all wagons is written in one cell;
- Specifying **Column** from which value should be red. For example **B** will mean that for each row value is in column B.
- Specifying **Constant value** for field. If for some field value is always same then we specify this value in this property. This is useful, for example, if we are receiving Excel file from client with one and same NHM which is not specified in Excel file.

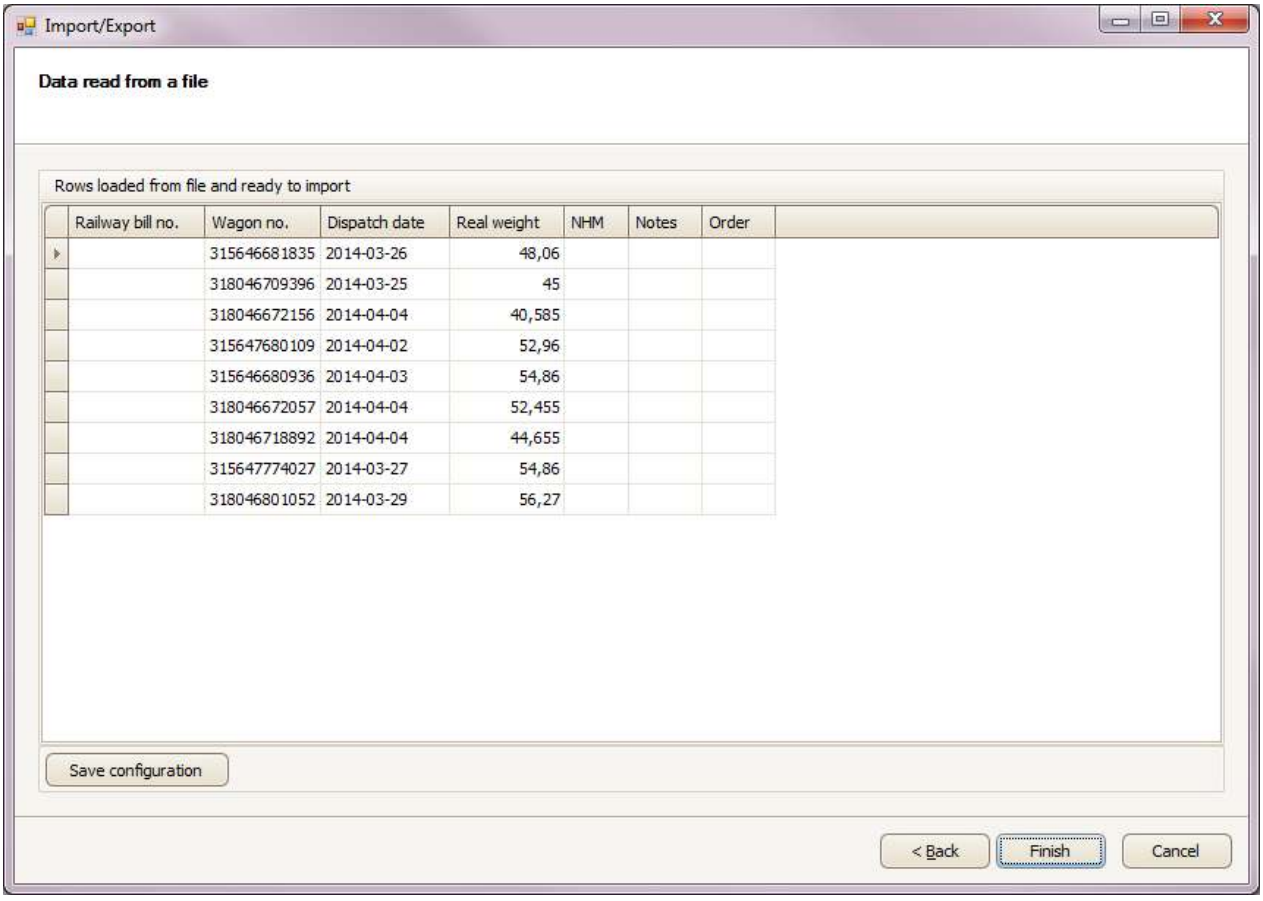
In case of **Dispatch date** field one more option will be available: **Mask**. This property we use in case if date written in Excel file is not a date type but a simple string type. Then we have to give mask of those strings so that import procedure will be abe to extract proper date. For example if in our cell is written “2014-01-01” then we have put our mask yyyy-mm-dd. As you can see **yyyy** means year in 4 digit format, **mm** means month in 2 digit format and **dd** means day in 2 digit format.

Please note that property **Data source** of group Data source will be set automatically after setting one of 3 previous options.

**Other** group contains only one property **String processing.** Here we can set how the string should be processed. The options for this property are simple so we will not discuss them additionally.

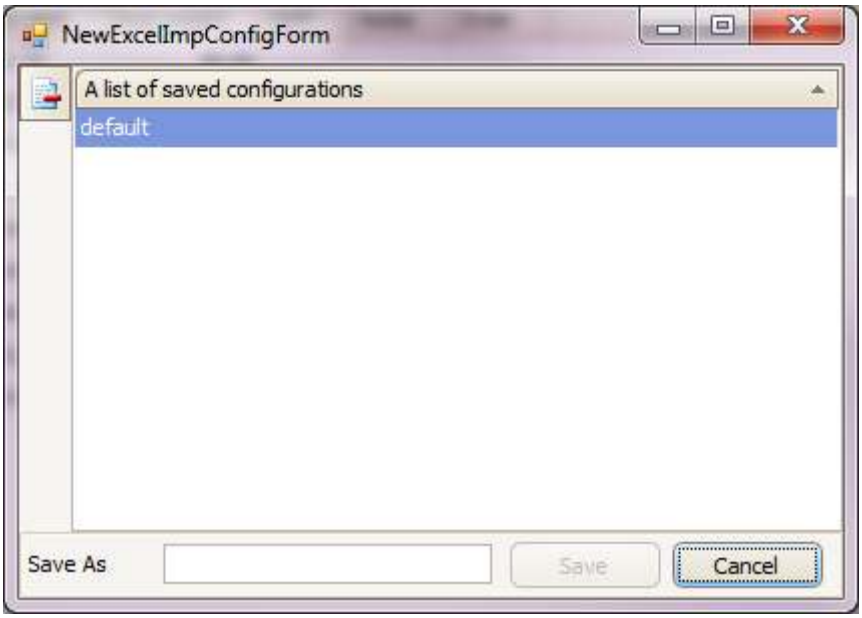
Note that fields **Railway bill no., NHM and Note** are not required to be configured. That means that we can omit them in process of field configuration.

After setting properties for all fields we can press **Next**. This will start the parsing procedure of the data and in the next window we will see if the data are extracted properly.




As we can see on this window we configured only 3 columns to be extracted: **Waggon no.**, **Dispatch date** and **Real weight.** And all data have been properly extracted.

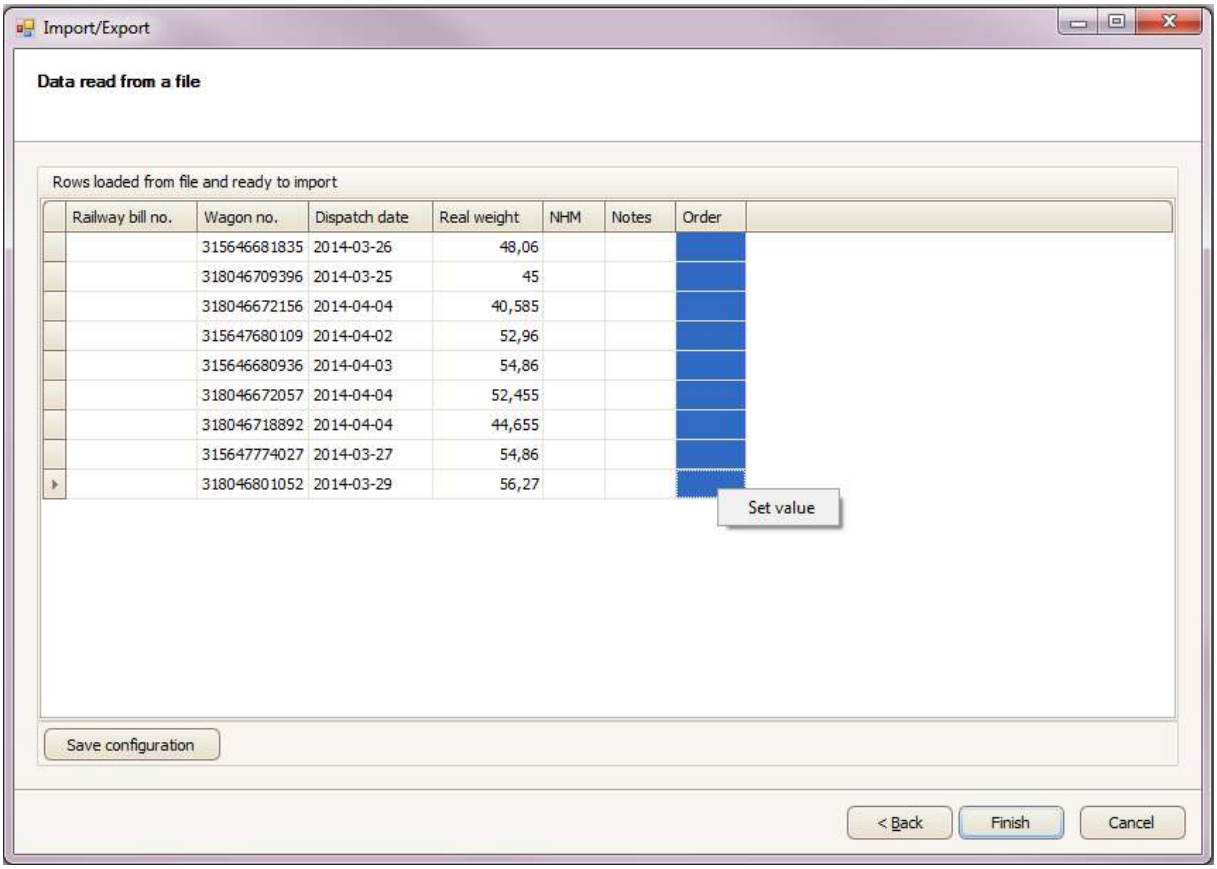
Here we can save our configuration for future use. We have to press **Save configuration** button and a window asking us for the name of this configuration will pop up.




As we can see we already have one saved configuration. Now we can enter new name for our configuration or select one from the list which should be overwriten. We have to keep in mind that those configuartion will be visibale for all users so we must give it a name with a sens.

Such saved configuration we will be able to select on first window when we start import using option **Load a previous saved configuration of Excel file**. And in this case we will not have to configure everything from beginning.

If we have saved configuration or cancel it we will be again on the window with our extracted data. Last step to import waggons is to select to which single orders those wagons have to be imported. We are doing this by clicking with right mouse button one of the cells in **Order** column. We can also select all cells holding **Shift** keyboard button or holding **Ctrl** keyboard button select many cells.




Pressing **Set value** will open window for searching orders in which we have to select the order to which those wagons should be saved.

After we set order for each **Cell** we can press **Finish**. This will import our wagons to selected orders. Keep in mind that each wagon can be imported to different single order.