CSV Import

CSV Import

Objectives

- [Spreadsheet Format](#)
- [How to Use the CSV Import Application](#)

Overview

The CSV import utility will create the required worksheets. It will create the detailÂ for the time entry and piece counts for each worker based on the Crew and WorkSheet Type.

Spreadsheet / CSV Format

The CSV file format is as follows:Â Â

Date, Worker No, Last Name, First Name, Piece Count, Piece Rate, Hours Worked, Hourly rate, Location, Worksheet Type

Field Description:

Note that the crew used is based on the Contacts for each employee

- **Date** is the work date
- **Worker No** is verifiedÂ that the worker exists in Contacts before the data is uploaded.
- **Last Name** and **First Name** are for information purposes only. The program does not validateÂ these fields.
- **Piece Count** and **Piece Rate** data should only be provided when the WorkSheet Type requires these.Â The utility will validate this prior to upload.
- **Hours** Worked is total number of hours worked at the hourly rate.
- **Hourly Rate** is the rate to be used based on the hours worked.
- **Location** is informational and not validated.Â This is just where the work took place.
- **Work Sheet Type** is not a required value. If populated, it will try to validate.Â If the value is blank in the file it will use the Field time Controls **Default WorkSheet Type.Â** That value must be populated in the **Field Time Controls** page.
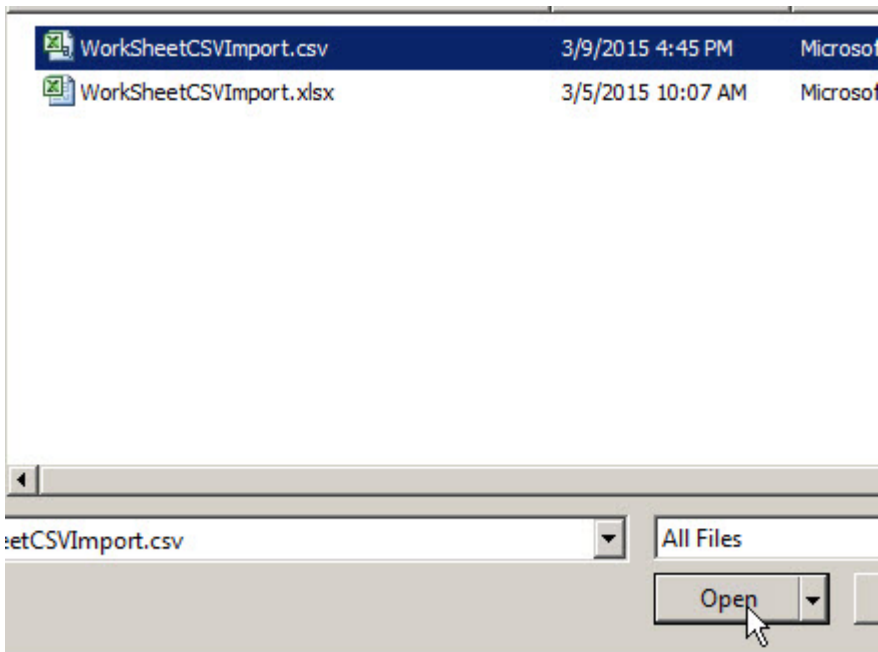
Note: The import utility relies on the format and positions of the information provided in the
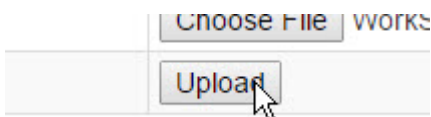*spreadsheet. Making any adjustments to this spreadsheet may result in errors during import.*

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 How to Use the CSV Import Application

1. From the Utility option for Field time, Click the **Choose File** button and select the **.csv** file saved
previously and then click **Open** .

4. Click **Upload** to begin the import process.

The import utility will begin by first validating all the entered data row by row. The utility will accumulate all
encountered errors within the spreadsheet and write each error into an output window within the webpage.

This will allow you to make all the needed corrections all at once. This also helps to avoid uploading bad
data.

If all data is correct and imported successfully, you will see a green message reading "WorkSheets were
imported successfully".