

# WorkSheet CSV Import

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## WorkSheet CSV Import

### Objectives

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### Overview

The WorkSheet CSV Import provides an Excel spreadsheet for basic Crew/Worker Time Entry. This spreadsheet can be exported as a CSV file and then imported into FieldTime. The import utility will create the required worksheets. It will create the detail for the time entry and piece counts for each worker based on the WorkSheet Type.

#### Spreadsheet Format and Sections

The spreadsheet is formatted into 3 main sections:

#### Section 1 - Company and Work Date

Section 1 is the Crew WorkSheet Header. This contains the **Company Name** , **Work Date** and the spreadsheet **header columns** . **Required fields** for this section are **Work Date** .

Crew

	<b>Company:</b>	Dev Company
	<b>Work Date:</b>	3/4/2015

#### Section 2 - Crew Data

Section 2 is the 1st Crew header. This contains the **Crew Name** , **Crew Code** and **Hours Offered** . **Required fields** for this section are **Crew Code** .

5		<b>Crew Name:</b>	Marvin's Crew	<b>Crew Code:</b>	50	<b>Hours Offered:</b>	
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#### Section 3 - Employee Data

Section 3 contains the **Worker Number** , **Last Name** , **First Name** , **Piece Count** , **Piece Rate** , **Hours** , **Hourly Rate** , **Location** and **WorkSheet Type** . **Required fields** for this section are **Worker Number** , **Hours** , **Hourly Rate** and **WorkSheet Type** .

4	Worker #	Last Name	First Name	Piece Count	Piece Rate	Hours	Hou
5		<b>Crew Name:</b>	Marvin's Crew <i>Page 2/4</i>	<b>Crew Code:</b>	50	<b>Hours Offered:</b>	
6	546	Murphy	Ed <i>PDF Generated by PHPKB Knowledge Base Script</i>			4.47	

**Last Name** and **First Name** are for information purposes only. The program does not validate these fields.

**Worker #** is verified that the worker exists before the data is uploaded.

**Piece Count** and **Piece Rate** data should only be provided when the WorkSheet Type requires these. The utility will validate this prior to upload.

**WorkSheet Type** is a required value. The value can be left blank in the spreadsheet but the **Default WorkSheet Type** value must be populated in the **FieldTime Controls** page. If the value is left blank on the spreadsheet, the utility will use the default value.

FieldTime Control	
Pay Week - Starting Day	Monday ?
Last WorkSheet No.	912 ?
Default WorkSheet Type	Hourly Pay ?

#### Additional Information

**Sections 2** and **3** can be copied and pasted below the **previous Crew** to add additional Crews for this day.

4						
5		<b>Crew Name:</b>	Marvin's Crew	<b>Crew Code:</b>	50	<b>Hours Offered:</b>
5	546	Murphy	Ed			4.47
7	445566	Norton	Ed			4.47
8	445566	Norton	Ed			2
9	546	Murphy	Ed	15	1.25	2
10	445566	Norton	Ed			0.5
11						
12		<b>Crew Name:</b>	Ricardo's Crew(Frostproof)	<b>Crew Code:</b>	2	<b>Hours Offered:</b>
13	663	Padilla	Carlos			8
14	546	Murphy	Ed			8
15	491	Roth	Desmon			7.5

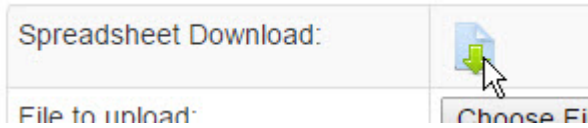
*Note: The import utility relies on the format and positions of the information provided in the spreadsheet. Making any adjustments to this spreadsheet may result in errors during import.*

Blank rows can be added between Crews or Workers without issue.

A worksheet is defined as unique based on the **Company** , **Crew** , **Work Date** , **Piece Rate** , **Hourly Rate** , **Location** , **Hours Offered** and **WorkSheet Type** . The import utility creates and updates worksheets based on this criteria. If the utility finds an existing WorkSheet with matching criteria then it will update that worksheet with **ONLY** new worker data. For example: If **worksheet 1** has 2 workers " **A** " and " **B** " on it within FieldTime and we upload data that matches **worksheet 1** , but our upload data contains workers " **A** ", " **B** " and " **C** ", only worker " **C** " will be uploaded. This was coded to avoid overwriting data and to avoid duplicate uploads.

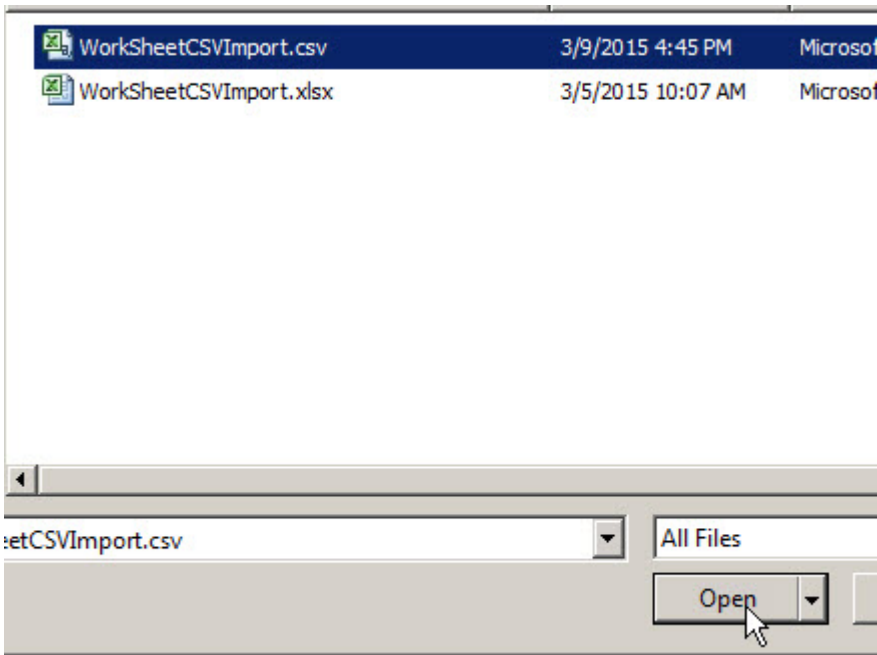
## How to Use the WorkSheet CSV Import Application

1. The WorkSheet CSV Import application provides the needed spreadsheet via the **Spreadsheet Download icon** . **Click** this icon to download the spreadsheet used by this import utility.

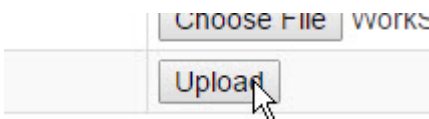


2. Once your data has been entered into the downloaded spreadsheet, **Save** the spreadsheet **AS** a **Comma Delimited Value (.CSV)** file.

3. 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".

