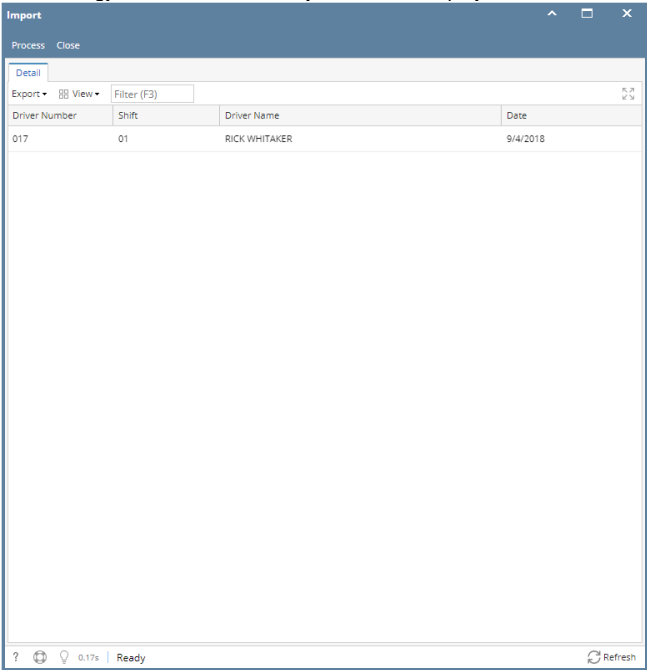


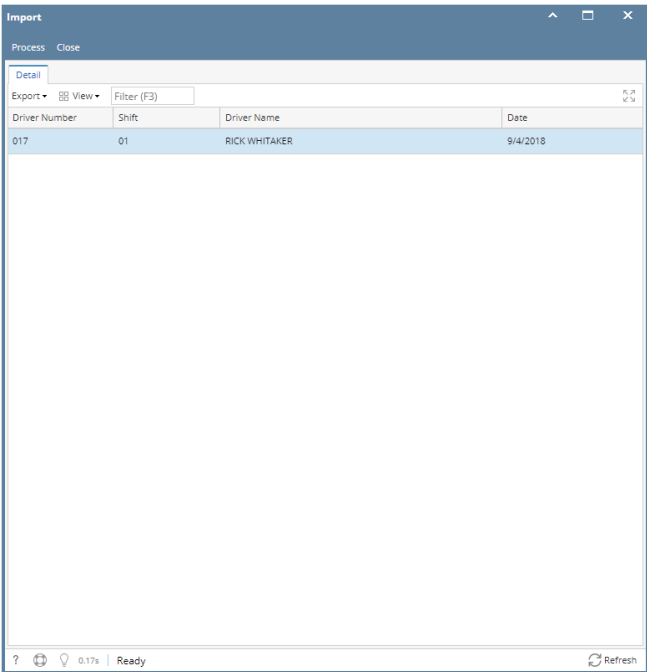
How to use import screen - Energy Trac

1 Integration is enabled

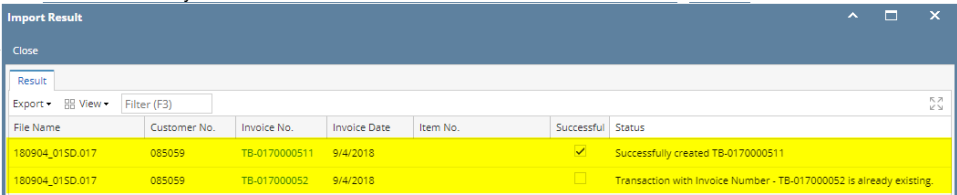
1. From Energy Trac Module click **Import** and will display available transaction/s for upload which is set in the upload path in company configuration



2. Select transaction you want to import and Click Process button



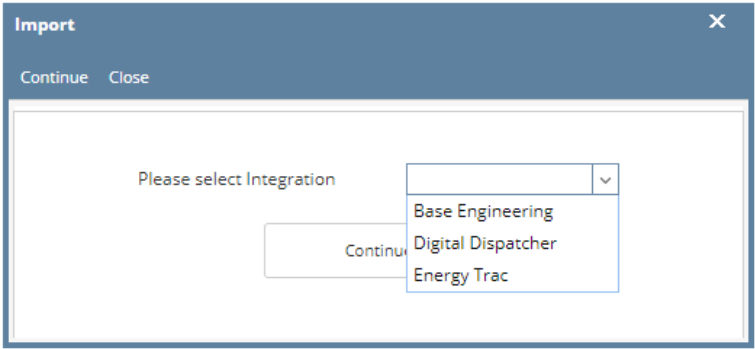
3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.



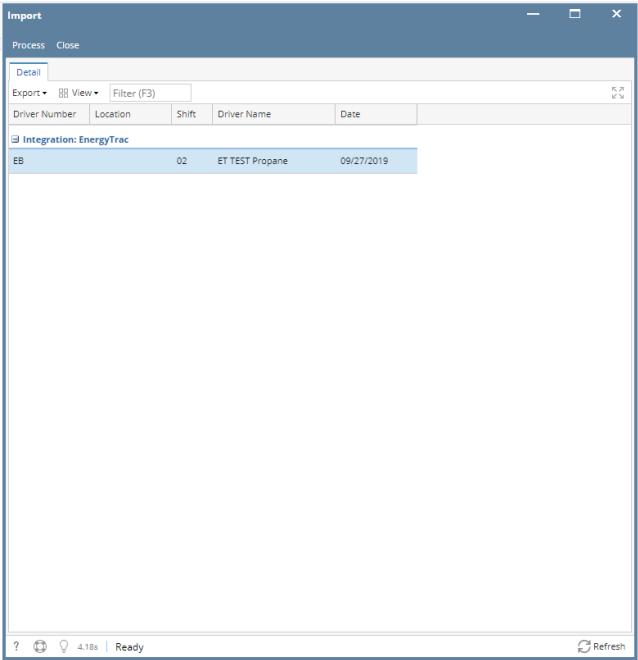
Note: Invoice No. has a hyperlink to be able to open created invoice.

2 Integrations is enabled

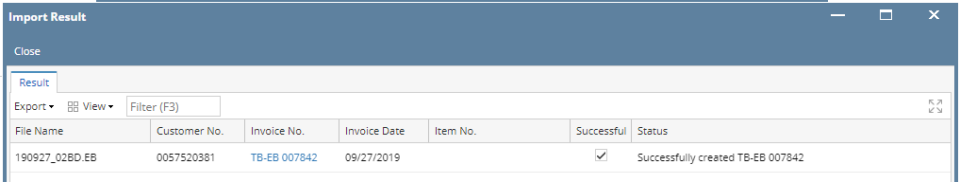
1. From Energy Trac Module click **Import** and will display screen to select integration then Click Continue button after selecting integration.



2. Import Screen will display transactions for import under integration selected. Select transaction you want to import and Click Process button



3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.



Note: Invoice No. has a hyperlink to be able to open created invoice.

1. From Energy Trac Module click **Import** and will display available transaction/s for upload which is set in the upload path in company configuration

The 'Import' window has a title bar with 'Import' and standard window controls. Below the title bar are 'Process' and 'Close' buttons. A 'Detail' tab is selected. The window contains a table with columns: Driver Number, Shift, Driver Name, and Date. The table has one row with the following data:

Driver Number	Shift	Driver Name	Date
017	01	RICK WHITAKER	9/4/2018

At the bottom of the window, there is a status bar with a question mark icon, a globe icon, '0.17s', 'Ready', and a 'Refresh' button.

2. Select transaction you want to import and Click Process button

This screenshot is identical to the previous one, but the first row of the table (Driver Number: 017, Shift: 01, Driver Name: RICK WHITAKER, Date: 9/4/2018) is highlighted in blue, indicating it is selected.

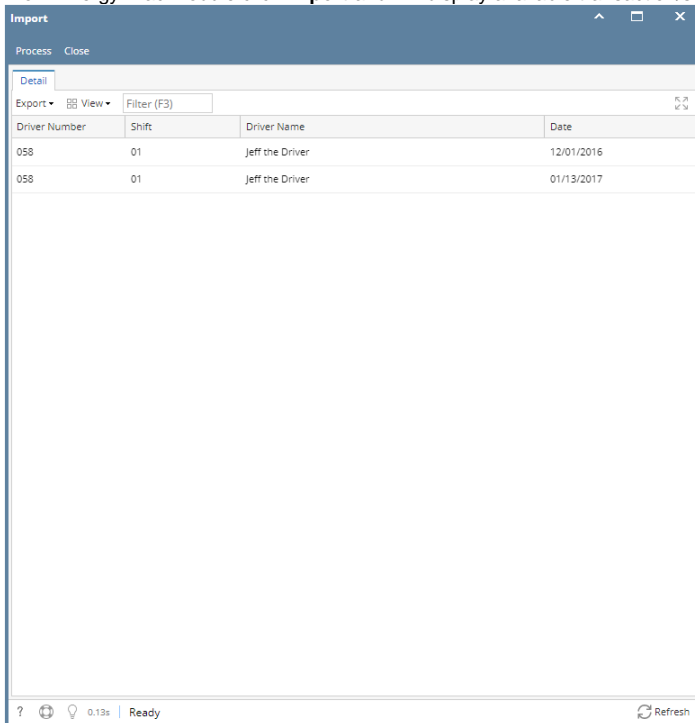
3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.

The 'Import Result' window has a title bar with 'Import Result' and standard window controls. Below the title bar is a 'Close' button. A 'Result' tab is selected. The window contains a table with columns: File Name, Customer No., Invoice No., Invoice Date, Item No., Successful, and Status. The table has two rows:

File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Successful	Status
180904_01SD.017	085059	TB-0170000511	9/4/2018		<input checked="" type="checkbox"/>	Successfully created TB-0170000511
180904_01SD.017	085059	TB-017000052	9/4/2018		<input type="checkbox"/>	Transaction with Invoice Number - TB-017000052 is already existing.

Note: Invoice No. has a hyperlink to be able to open created invoice.

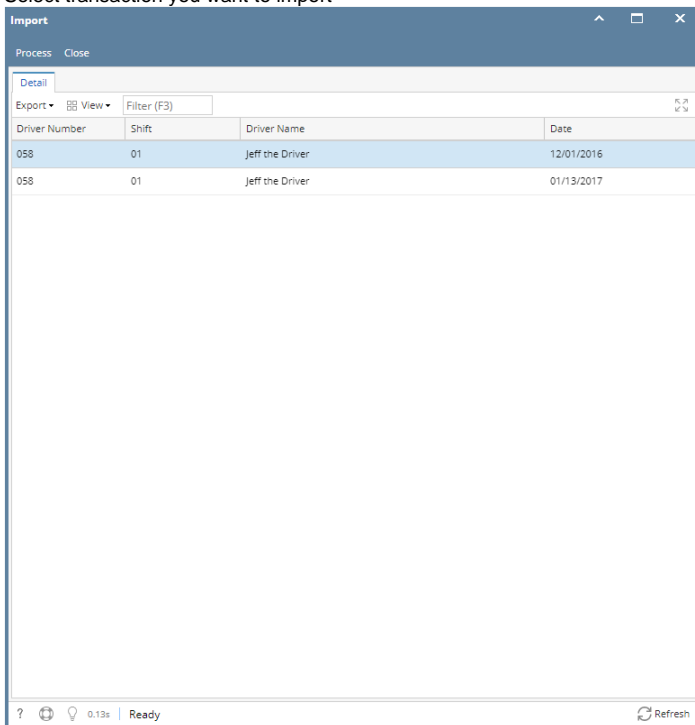
1. From Energy Trac Module click **Import** and will display available transaction/s for upload which is set in the upload path in company configuration



The screenshot shows a software window titled "Import" with a dark blue header bar containing "Process" and "Close" buttons. Below the header is a tabbed interface with the "Detail" tab selected. The "Detail" tab contains an "Export" button, a "View" dropdown, and a "Filter (F3)" input field. A table with four columns is displayed: "Driver Number", "Shift", "Driver Name", and "Date". The table contains two rows of data. The first row has "058" for Driver Number, "01" for Shift, "Jeff the Driver" for Driver Name, and "12/01/2016" for Date. The second row has "058" for Driver Number, "01" for Shift, "Jeff the Driver" for Driver Name, and "01/13/2017" for Date. The status bar at the bottom shows a question mark icon, a lightbulb icon, "0.13s", and the word "Ready". A "Refresh" button is located in the bottom right corner.

Driver Number	Shift	Driver Name	Date
058	01	Jeff the Driver	12/01/2016
058	01	Jeff the Driver	01/13/2017

2. Select transaction you want to import



This screenshot is identical to the previous one, but the first row of the table is highlighted in blue, indicating it is selected. The rest of the interface, including the header, tabs, and status bar, remains the same.

Driver Number	Shift	Driver Name	Date
058	01	Jeff the Driver	12/01/2016
058	01	Jeff the Driver	01/13/2017

3. Click Process button

4. Import Result Screen should display transactions that is successfully imported and fail to import transactions will have indicated status

Import Result							
Close							
Result							
Export ▾ View ▾ Filter (F3)							
File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Line Item No.	Successful	Status
171231_01BD.L...	HATHAWAYSO	TB-LH1330324	12/31/2017		0	<input checked="" type="checkbox"/>	Successfully created TB-LH1330324 . Has Contract Discrepancy
171231_01BD.L...	VINCENDAN	TB-LH1330315	12/31/2017		1	<input type="checkbox"/>	Transaction with Invoice Number - TB-LH1330315 is already existing.
171231_01BD.L...	VINCENDAN	TB-LH1330316	12/31/2017		1	<input type="checkbox"/>	Transaction with Invoice Number - TB-LH1330316 is already existing.
171231_01BD.L...	VINCENDAN	TB-LH1330317	12/31/2017		1	<input type="checkbox"/>	Transaction with Invoice Number - TB-LH1330317 is already existing.
171231_01BD.L...	VINCENDAN	TB-LH1330318	12/31/2017		1	<input type="checkbox"/>	Transaction with Invoice Number - TB-LH1330318 is already existing.