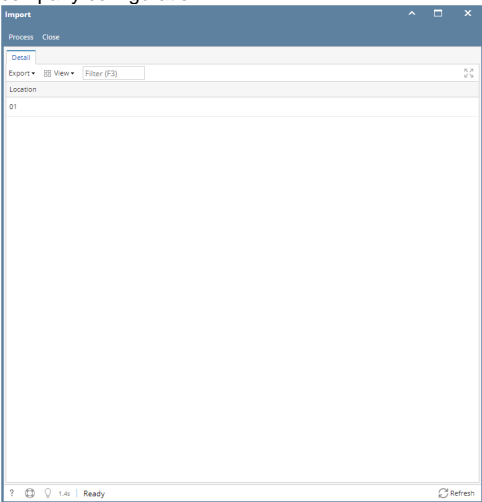
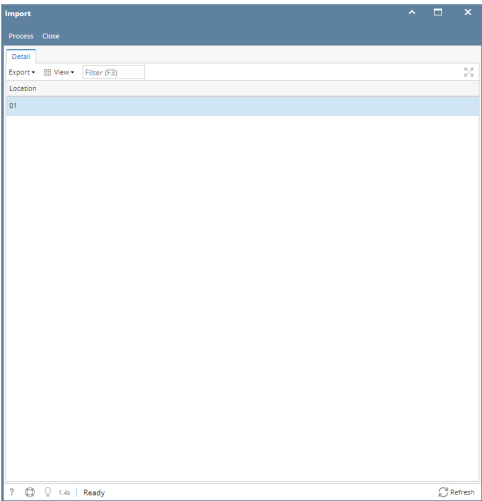


How to use import screen - Base Engineering

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



2. Select location with available transaction/s you want to import and Click Process button

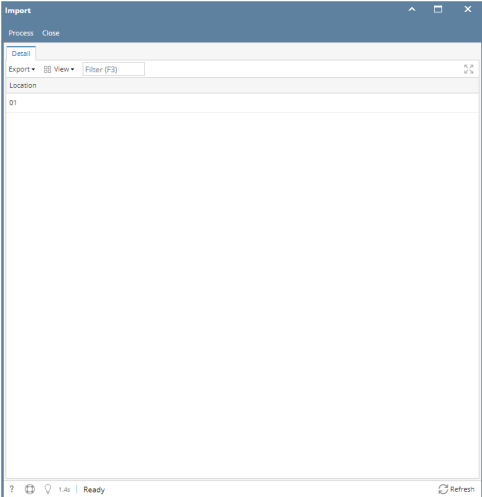


3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.

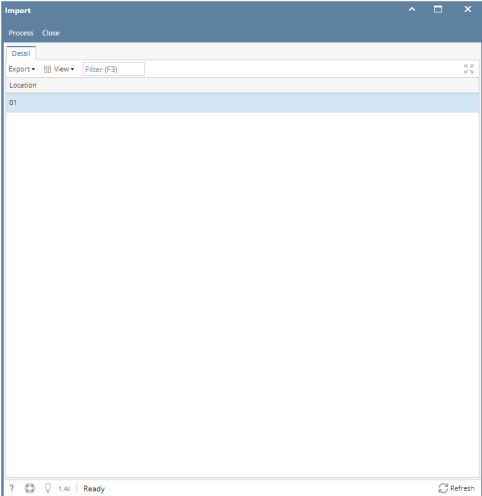
Import Result						
Close						
Result						
Export View Filter (F3)						
File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Successful	Status
01	0001005055	TB-1330049991	7/1/2019	A101	✓	Created

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

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



2. Select location with available transaction/s you want to import and Click Process button



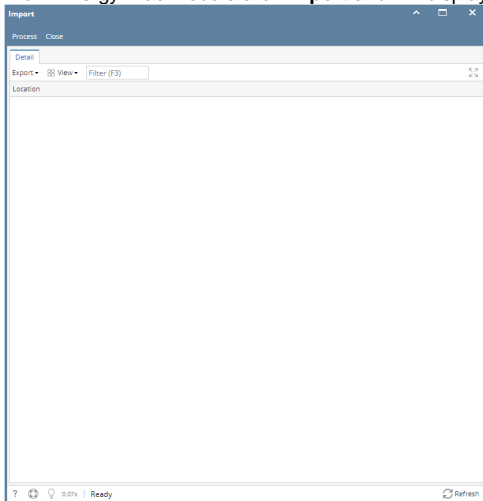
3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.

The screenshot shows a window titled 'Import Result' with a 'Close' button. The main area contains a table with the following data:

File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Successful	Status
01	10988	TB-101010200...	4/19/2018	A101	✓	Created
01	12467	TB-101010200...	4/19/2018	A101	✓	Created
01	16443	TB-101010200...	4/19/2018	A101	✓	Created
01	15585	TB-101010200...	4/19/2018	A101	✓	Created
01	13538	TB-101010200...	4/19/2018	A101	✓	Created
01	11198	TB-101010200...	4/19/2018	A101	✓	Created
01	13451	TB-101010200...	4/19/2018	A101	✓	Created
01	1005222	TB-101010200...	4/19/2018	A101	✓	Created
01	10906	TB-101010200...	4/19/2018	A101	✓	Created
01	37138	TB-101010200...	4/19/2018	A101	✓	Created
01	33249	TB-101010200...	4/19/2018	A101	✓	Created
01	39694	TB-101010200...	4/19/2018	A101	✓	Created
01	36812	TB-101010200...	4/19/2018	A101	✓	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



2. Select transaction you want to import
3. Click Process button
4. Import Result Screen should display transactions that is successfully imported and fail to import transactions will have indicated status