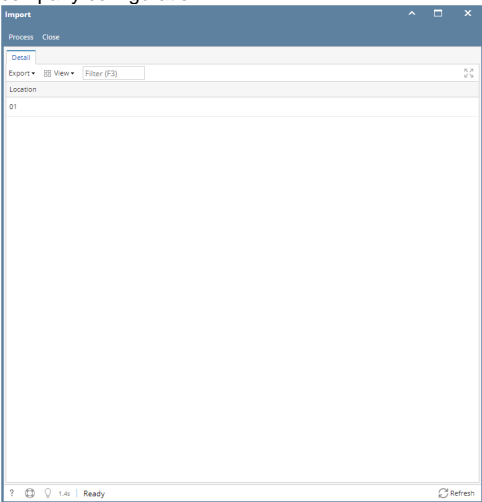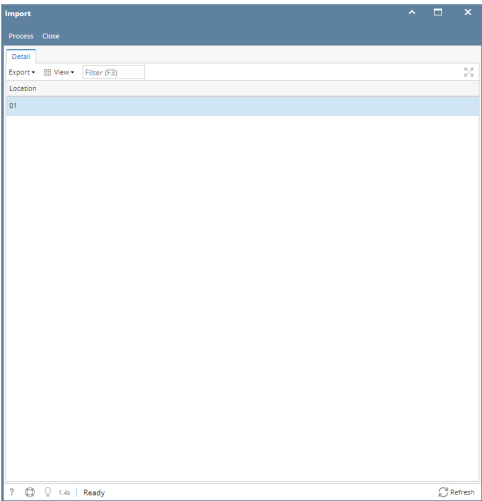# How to use import screen - Base Engineering

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

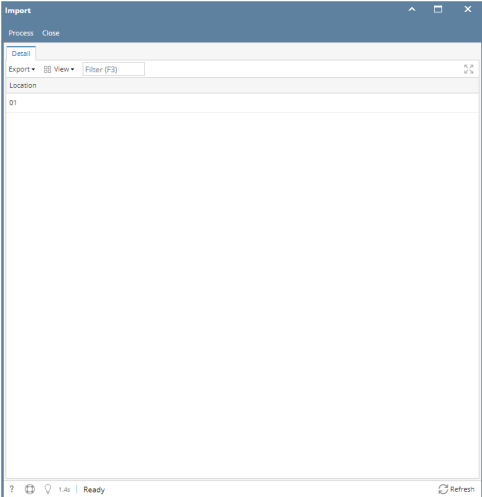2. Select location with available transaction/s you want to import and Click Process button

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.
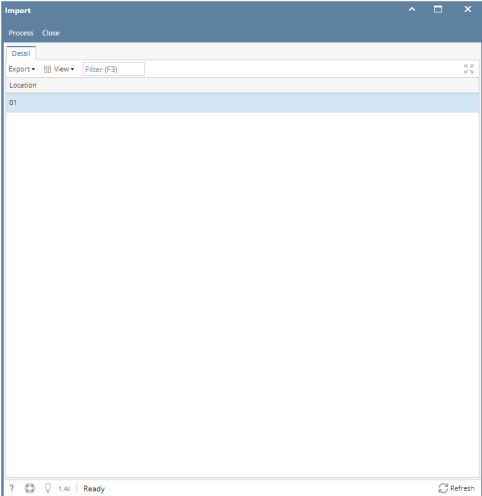

Note: Invoice No. has a hyperlink to be able to open created invoice.

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
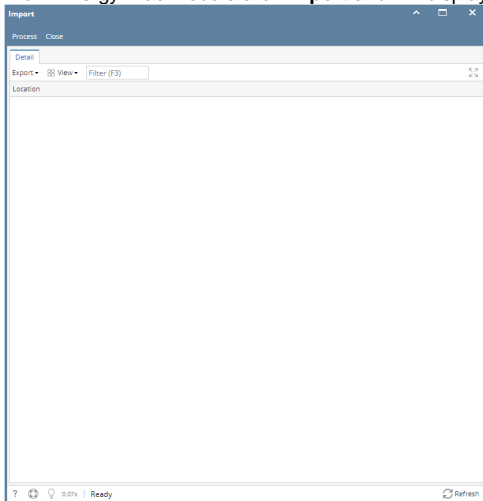

3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.

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