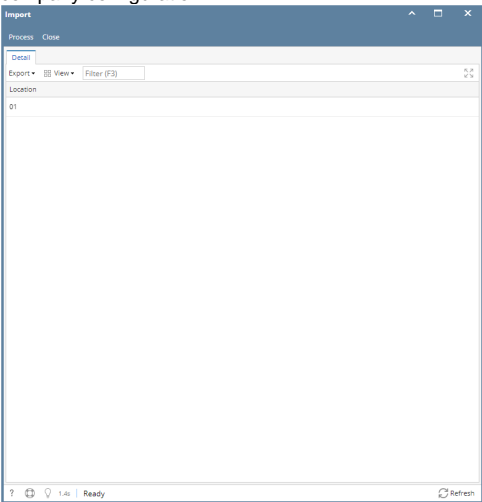
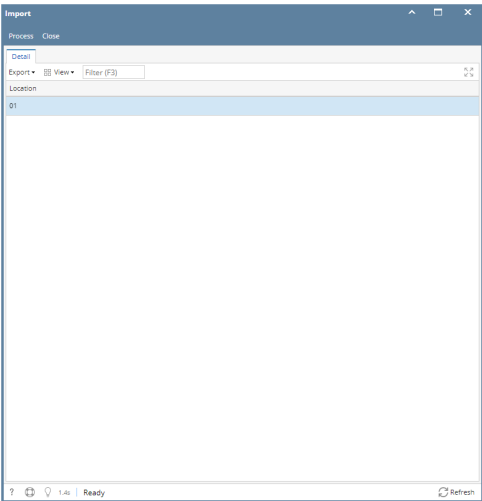


# How to use import screen - Base Engineering

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

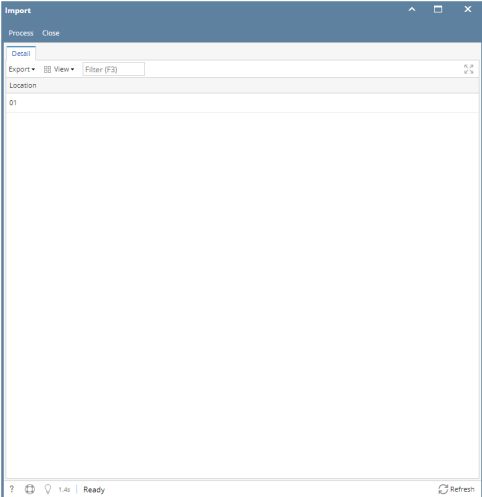


3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.

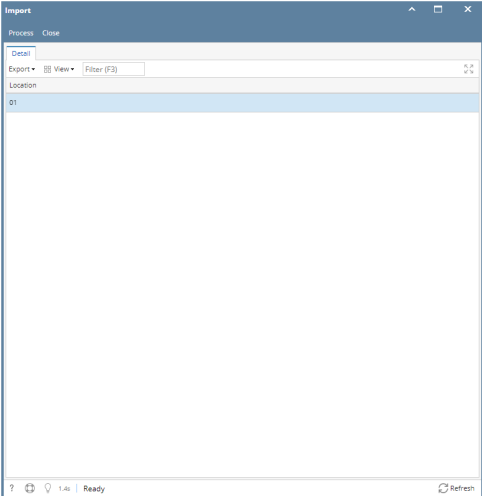
Import Result						
Close						
Result						
Export View Filter (F3)						
File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Successful	Status
01	0001005055	<a href="#">TB-1330049991</a>	7/1/2019	A101	✓	Created

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



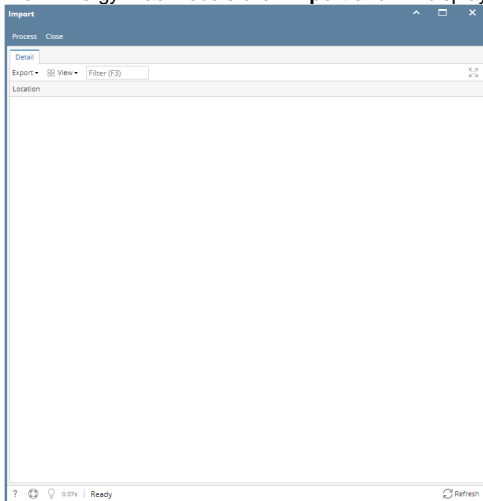
3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.

The screenshot shows a window titled 'Import Result' with a 'Close' button. Below the title bar, there is a 'Result' tab and an 'Export' button. A 'Filter (F3)' field is present. The main area is a table with the following columns: File Name, Customer No., Invoice No., Invoice Date, Item No., Successful, and Status. The table contains 15 rows of data, all with a 'Successful' status of 'Created'.

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