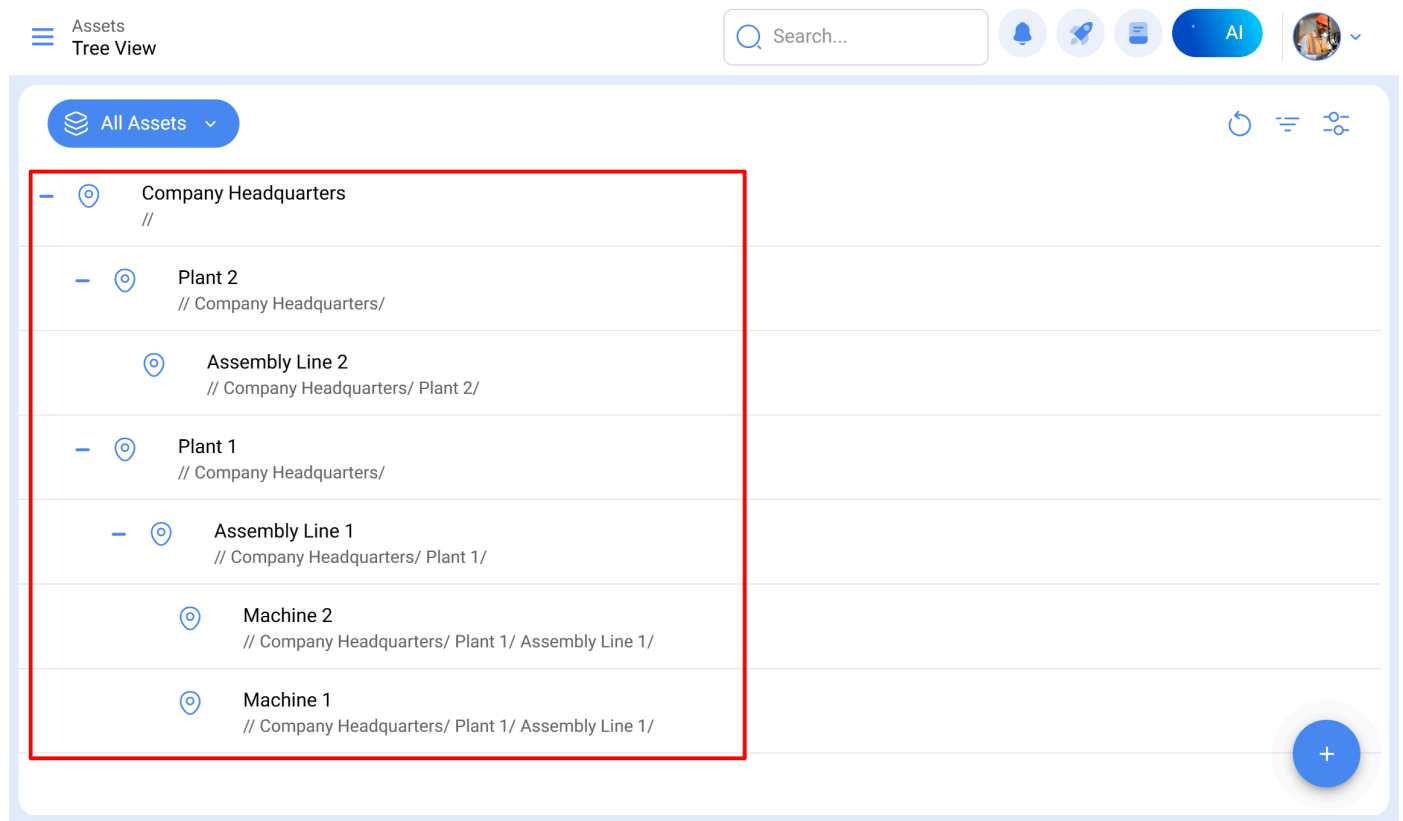


How to import assets hierarchically from an import spreadsheet?

help.fracttal.com/hc/en-us/articles/24907199818253-How-to-import-assets-hierarchically-from-an-import-spreadsheet

When importing assets, human resources, and third parties, you can upload them in a structured and hierarchical way using each one's unique codes. To do this, it is important to organize the spreadsheets using the Parent Code field (located in or is Part of).

If you want to create a hierarchical structure in the system composed as follows:



It is necessary to perform two imports (one for locations and another for equipment), since they are currently imported from the module of each asset type.

In this case, you only need to complete the spreadsheets with the asset information and then import them into the system, both for equipment and locations.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Address	City	Zip cod	State	Country	Code	Barcode / QR	Type	Group 1	Notes	Parent code
2	Company Headquarters	123 Main Street	New York	10001	NY	USA	HQ-001	QR123456789	Headquarters	Operations	Main office building	-
3	Plant 1	456 Industry Rd	New York	10002	NY	USA	PL-001	QR123456788	Production Plant	Manufacturing	Main production plant	HQ-001
4	Assembly Line 1	456 Industry Rd	New York	10002	NY	USA	AL-001	QR123456787	Production Area	Production	First assembly line	PL-001
5	Machine 1	456 Industry Rd	New York	10002	NY	USA	M-001	QR123456786	Machinery	Equipment	Used for assembly	AL-001
6	Machine 2	456 Industry Rd	New York	10002	NY	USA	M-002	QR123456785	Machinery	Equipment	Used for assembly	AL-001
7	Plant 2	789 Industry Rd	Chicago	60007	IL	USA	PL-002	QR123456784	Production Plant	Manufacturing	Secondary production plant	HQ-001
8	Assembly Line 2	789 Industry Rd	Chicago	60007	IL	USA	AL-002	QR123456783	Production Area	Production	Secondary assembly line	PL-002

You can download the import spreadsheets from the [Downloadable Files](#) section.

When filling out the spreadsheets, it is important to consider the following aspects when entering the codes (both the asset codes and their parent codes):

The spreadsheet rows must be ordered in descending order. That is, the parent location or asset should be entered first, followed by the children (the spreadsheets are loaded into the system from top to bottom, following the order of the codes).

Name	Code	Parent code
Company Headquarters	HQ-001	-
Plant 1	PL-001	HQ-001
Assembly Line 1	AL-001	PL-001


The Parent Code column (Located in or is Part of) must contain the immediate parent of the asset in question, so the system recognizes where the asset should be located on the platform.


Name	Code	Parent code
Company Headquarters	HQ-001	-
Plant 1	PL-001	HQ-001
Assembly Line 1	AL-001	PL-001


For equipment that is located in a particular location in the system, locations must be loaded first and then the equipment. Keep in mind that the parent codes of the equipment correspond to the codes of the locations where they are located.


Finally, after performing the imports as shown, you will be able to view this hierarchical structure from the asset tree view.


All Assets


-  **Company Headquarters**
//


-  **Plant 2**
// Company Headquarters/

-  **Assembly Line 2**
// Company Headquarters/ Plant 2/

-  **Plant 1**
// Company Headquarters/

-  **Assembly Line 1**
// Company Headquarters/ Plant 1/

-  **Machine 2**
// Company Headquarters/ Plant 1/ Assembly Line 1/

-  **Machine 1**
// Company Headquarters/ Plant 1/ Assembly Line 1/