

How to perform an import in the Catalog module?

help.fractal.com/hc/change_language/en-us

To perform an import of a catalog (whether an asset, human resource, or third-party), simply go to the corresponding module and expand the additional options menu.

The screenshot shows the Fractal Catalog module interface. At the top, there's a navigation bar with 'Assets' and 'Equipment' tabs. A search bar and user profile 'JC' are on the right. Below the navigation bar, the 'Equipment' section is active, showing a list of items. The list has columns for 'Enabled', 'Out of Service', 'Description', 'Code', 'NOMBRE', and 'MARCA'. The 'Additional Options' menu is highlighted with a red box. The list shows 50 items, with a total of 5954 items displayed.

Enabled	Out of Service	Description	Code	NOMBRE	MARCA
<input type="checkbox"/>	No	{ 00001-2 } FA mantenimiento J	00001-2	FA mantenimiento J	
<input type="checkbox"/>	No	{ 05 } BEBEDOURO - JOÃO LUCAS	05	BEBEDOURO - JOÃO LUCAS	
<input type="checkbox"/>	No	{ 100201 } Radio	100201	Radio	
<input type="checkbox"/>	No	{ 100248 } Radio	100248	Radio	
<input type="checkbox"/>	No	{ 100251 } Radio	100251	Radio	
<input type="checkbox"/>	No	{ 100255 } Radio	100255	Radio	
<input type="checkbox"/>	No	{ 100256 } Radio	100256	Radio	
<input type="checkbox"/>	No	{ 100258 } Radio	100258	Radio	
<input type="checkbox"/>	No	{ 10 } brasil 10	10	brasil 10	
<input type="checkbox"/>	No	{ 11101119015021 } PLC GEOFENCE	11101119015021	PLC GEOFENCE	
<input type="checkbox"/>	No	{ 111019011012 } PLC Geofence	111019011012	PLC Geofence	
<input type="checkbox"/>	No	{ 111019014000 } PLC Geofence	111019014000	PLC Geofence	
<input type="checkbox"/>	No	{ 111019014001 } PLC GEOFENCE	111019014001	PLC GEOFENCE	
<input type="checkbox"/>	No	{ 111019015003 } PLC Geofence	111019015003	PLC Geofence	
<input type="checkbox"/>	No	{ 111019015004 } PLC Geofence	111019015004	PLC Geofence	
<input type="checkbox"/>	No	{ 111019015005 } PLC Geofence	111019015005	PLC Geofence	

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Then, click on the "Import" option so the system opens a window where you can drag or select the Excel file with the completed import spreadsheet.

Equipment

List Treemap

<input type="checkbox"/>	Enabled	Out of Service	Description	Code	NOMBRE
<input type="checkbox"/>	Yes	No	{ 00001-2 } FA mantenimiento J	00001-2	FA mantenimiento J
<input type="checkbox"/>	No	No	{ 05 } BEBEDOURO - JOÃO LUCAS	05	BEBEDOURO - JOÃO LUCAS
<input type="checkbox"/>	Yes	No	{ 100201 } Radio	100201	Radio
<input type="checkbox"/>	Yes	No	{ 100248 } Radio	100248	Radio
<input type="checkbox"/>	Yes	No	{ 100251 } Radio	100251	Radio
<input type="checkbox"/>	Yes	No	{ 100255 } Radio	100255	Radio
<input type="checkbox"/>	Yes	No	{ 100256 } Radio	100256	Radio
<input type="checkbox"/>	Yes	No	{ 100258 } Radio	100258	Radio
<input type="checkbox"/>	Yes	No	{ 10 } brasil 10	10	brasil 10
<input type="checkbox"/>	Yes	No	{ 11101119015021 } PLC GEOFENCE	11101119015021	PLC GEOFENCE
<input type="checkbox"/>	Yes	No	{ 111019011012 } PLC Geofence	111019011012	PLC Geofence
<input type="checkbox"/>	Yes	No	{ 111019014000 } PLC Geofence	111019014000	PLC Geofence
<input type="checkbox"/>	Yes	No	{ 111019014001 } PLC GEOFENCE	111019014001	PLC GEOFENCE
<input type="checkbox"/>	Yes	No	{ 111019015003 } PLC Geofence	111019015003	PLC Geofence
<input type="checkbox"/>	Yes	No	{ 111019015004 } PLC Geofence	111019015004	PLC Geofence
<input type="checkbox"/>	Yes	No	{ 111019015005 } PLC Geofence	111019015005	PLC Geofence

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- Open PDF
- Export
- Bulk export data
- Print QR
- Import
- Delete Imported Data
- Fields Configuration
- Clone Asset
- Batch Edition

Equipment

List Treemap

<input type="checkbox"/>	Enabled	Out of Service	Description	Code
<input type="checkbox"/>	Yes	No	{ 00001-2 } FA mantenimiento J	00001-2
<input type="checkbox"/>	No	No	{ 05 } BEBEDOURO - JOÃO LUCAS	05
<input type="checkbox"/>	Yes	No	{ 100201 } Radio	100201
<input type="checkbox"/>	Yes	No	{ 100248 } Radio	100248
<input type="checkbox"/>	Yes	No	{ 100251 } Radio	100251
<input type="checkbox"/>	Yes	No	{ 100255 } Radio	100255
<input type="checkbox"/>	Yes	No	{ 100256 } Radio	100256
<input type="checkbox"/>	Yes	No	{ 100258 } Radio	100258
<input type="checkbox"/>	Yes	No	{ 10 } brasil 10	10
<input type="checkbox"/>	Yes	No	{ 11101119015021 } PLC GEOFENCE	11101119015021
<input type="checkbox"/>	Yes	No	{ 111019011012 } PLC Geofence	111019011012
<input type="checkbox"/>	Yes	No	{ 111019014000 } PLC Geofence	111019014000
<input type="checkbox"/>	Yes	No	{ 111019014001 } PLC GEOFENCE	111019014001
<input type="checkbox"/>	Yes	No	{ 111019015003 } PLC Geofence	111019015003
<input type="checkbox"/>	Yes	No	{ 111019015004 } PLC Geofence	111019015004
<input type="checkbox"/>	Yes	No	{ 111019015005 } PLC Geofence	111019015005

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Import Equipment



Drag Files or Click to Browse

Clear

Import

Once the file is uploaded, you need to match the header title of the columns in the spreadsheet with the text in each box corresponding to the descriptive fields within the platform.

The screenshot shows the 'Assets Equipment' interface. On the left, a table lists equipment items with columns: Enabled, Out of Service, Description, and Code. The table shows 50 items out of 5955. On the right, the 'Import Equipment' sidebar is open, showing a dropdown for 'Is part of' and a list of 'Custom Fields' for mapping. The fields include: ...Clear,Codigo,Nombre,Fabricante,Modelo,Numero de serial,Otro 1,Otro 2,Codigo de barra/ NFC,Prioridad,Tipo,Clasificacion 1,Clasificacion 2,Fecha de compra,Horas de uso promedio diario,Visible para todos,Notas,Centro de costo,Codigo del padre.

Enabled	Out of Service	Description	Code	
<input type="checkbox"/>	Yes	No	{ 00001-2 } FA mantenimiento J	00001-2
<input type="checkbox"/>	No	No	{ 05 } BEBEDOURO - JOÃO LUCAS	05
<input type="checkbox"/>	Yes	No	{ 100201 } Radio	100201
<input type="checkbox"/>	Yes	No	{ 100248 } Radio	100248
<input type="checkbox"/>	Yes	No	{ 100251 } Radio	100251
<input type="checkbox"/>	Yes	No	{ 100255 } Radio	100255
<input type="checkbox"/>	Yes	No	{ 100256 } Radio	100256
<input type="checkbox"/>	Yes	No	{ 100258 } Radio	100258
<input type="checkbox"/>	Yes	No	{ 10 } brasil 10	10
<input type="checkbox"/>	Yes	No	{ 11101119015021 } PLC GEOFENCE	11101119015021
<input type="checkbox"/>	Yes	No	{ 111019011012 } PLC Geofence	111019011012
<input type="checkbox"/>	Yes	No	{ 111019014000 } PLC Geofence	111019014000

This screenshot is identical to the one above, but the 'Custom Fields' mapping sidebar on the right is highlighted with a red rectangular box, indicating the area where column headers from the spreadsheet should be mapped to the system fields.

After linking all the columns, simply click on the "Import" option for the system to load the import spreadsheet. Once the import is completed, the system will automatically generate an import code that can be used if, for any reason, you wish to delete the imported

information (this code will be displayed on screen and sent to the email of the user who performed the import).

Assets
Equipment

Equipment

ListTreemap

Enabled	Out of Service	Description	Code
<input type="checkbox"/> Yes	No	{ 00001-2 } FA mantenimiento J	00001-2
<input type="checkbox"/> No	No	{ 05 } BEBEDOURO - JOÃO LUCAS	05
<input type="checkbox"/> Yes	No	{ 100201 } Radio	100201
<input type="checkbox"/> Yes	No	{ 100248 } Radio	100248
<input type="checkbox"/> Yes	No	{ 100251 } Radio	100251
<input type="checkbox"/> Yes	No	{ 100255 } Radio	100255
<input type="checkbox"/> Yes	No	{ 100256 } Radio	100256
<input type="checkbox"/> Yes	No	{ 100258 } Radio	100258
<input type="checkbox"/> Yes	No	{ 10 } brasil 10	10
<input type="checkbox"/> Yes	No	{ 11101119015021 } PLC GEOFENCE	11101119015021
<input type="checkbox"/> Yes	No	{ 111019011012 } PLC Geofence	111019011012
<input type="checkbox"/> Yes	No	{ 111019014000 } PLC Geofence	111019014000
<input type="checkbox"/> Yes	No	{ 111019014001 } PLC GEOFENCE	111019014001
<input type="checkbox"/> Yes	No	{ 111019015003 } PLC Geofence	111019015003
<input type="checkbox"/> Yes	No	{ 111019015004 } PLC Geofence	111019015004
<input type="checkbox"/> Yes	No	{ 111019015005 } PLC Geofence	111019015005

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Import Equipment

Code
Codigo

NOMBRE
Nombre

MARCA
Fabricante

MODELO
Modelo

Serial
Numero de serial

GARANTIA
Otro 1

CAPACIDAD DE ALMACENAMIENTO
Otro 2

Barcode
Codigo de barra/ NFC

Priority
Prioridad

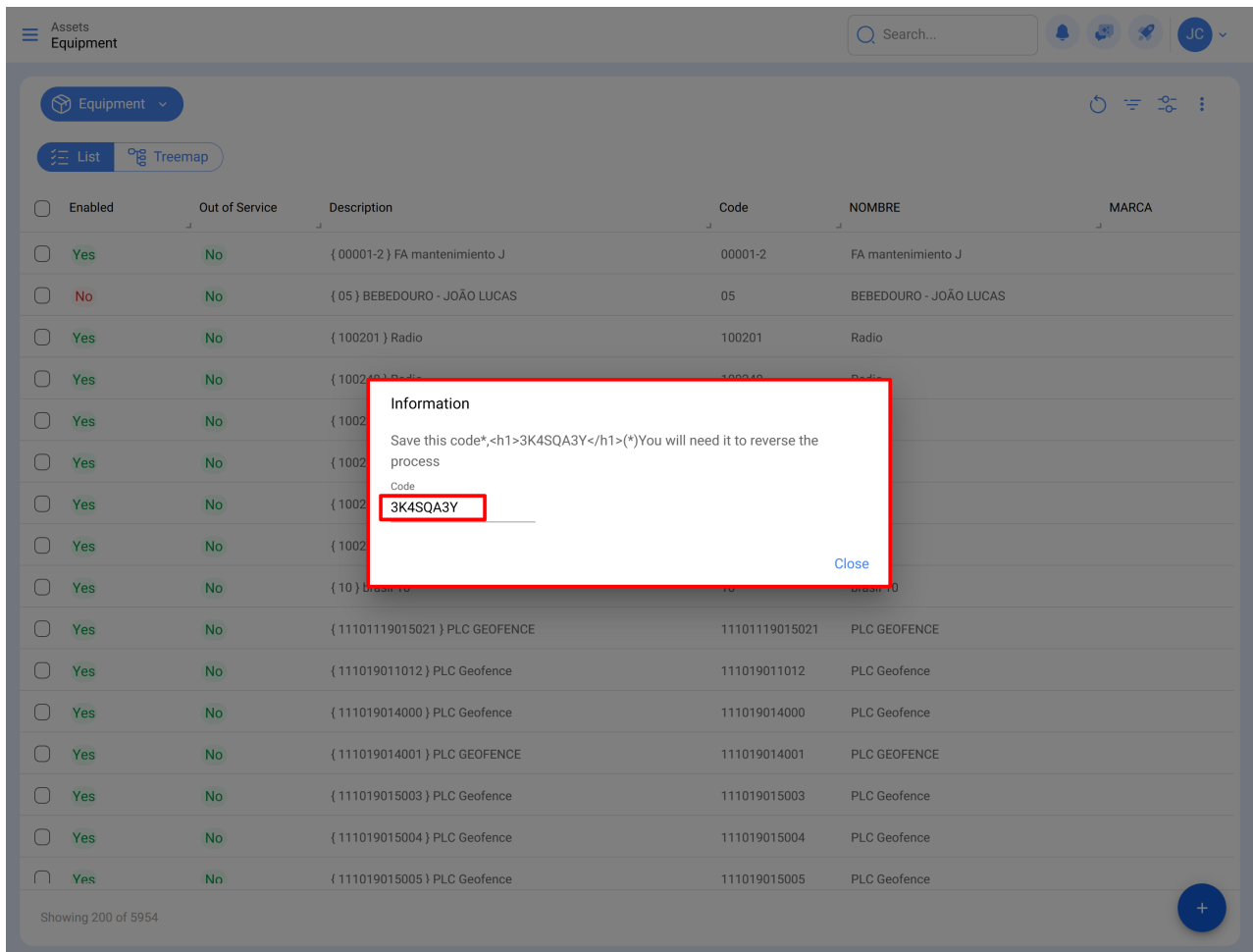
Type

Group 1

Group 2

Clear

Import



Note: Like Facilities, bulk imports for Assets, Human Resources and Third-Party modules are carried out in a similar way as described in the steps above.

Import Considerations

Imports are made through Excel import sheets, which should not have formulas, hidden columns, or special characters (this can cause problems when loading the information into the system).

Users must be clear about the fields that they will use in the system to record the information associated with their assets, since these descriptive fields will be used as column headings in the spreadsheets which must later coincide with the Fractal columns (of the views lists).

In case you do not need to use or complete certain fields (which are used in the platform to import information), it will not be necessary to add them as columns in the import sheet since when importing, these empty fields will simply not appear.

The system does not permit duplicate asset codes.

Imports in the warehouse module only apply to the "stocks" tab.

The imports in the asset, human resources, and third-party modules only apply to the information contained in the "general" tab.