

# How to perform an import in the Catalog module? – Help Center

[help.fractal.com/hc/en-us/articles/24908264872717-How-to-perform-an-import-in-the-Catalog-module](https://help.fractal.com/hc/en-us/articles/24908264872717-How-to-perform-an-import-in-the-Catalog-module)

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 'Equipment' module interface. At the top, there is a search bar and a user profile 'JC'. Below the search bar, there are navigation tabs for 'List' and 'Treemap'. The main area contains a table with columns: 'Enabled', 'Out of Service', 'Description', 'Code', 'NOMBRE', and 'MARCA'. The table lists various equipment items, including 'FA mantenimiento J', 'BEBEDOURO - JOÃO LUCAS', and several 'Radio' items. A red box highlights the 'More' menu icon (three vertical dots) in the top right corner of the table area. At the bottom left, it says 'Showing 50 of 5954' and at the bottom right, there is a blue circular button with a white plus sign.

Enabled	Out of Service	Description	Code	NOMBRE	MARCA
<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

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

- 📄 Open PDF
- 📄 Export
- 📄 Bulk export data
- 📄 Print QR
- 📄 Import**
- 🗑️ Delete Imported Data
- ⚙️ Fields Configuration
- 📄 Clone Asset
- ✏️ Batch Edition

<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

Showing 50 of 5954



Assets  
Equipment

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

Showing 50 of 5954

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.

Assets  
Equipment

Equipment

List Treemap

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

Showing 50 of 5955

← Import Equipment

Is part of

Custom Fields

...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

Assets  
Equipment

Equipment

List Treemap

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

Showing 50 of 5955

← Import Equipment

Is part of

Custom Fields

...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

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).

The screenshot displays the 'Import Equipment' interface. On the left, a table lists equipment items with columns for 'Enabled', 'Out of Service', 'Description', and 'Code'. The table shows 20 rows of data, including items like 'FA mantenimiento J', 'BEBEDOURO - JOÃO LUCAS', and various 'Radio' and 'PLC Geofence' items. Below the table, it indicates 'Showing 200 of 5954' items.

On the right, the 'Import Equipment' form contains several fields for data entry:

- 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: (empty dropdown)
- Group 1: (empty dropdown)
- Group 2: (empty dropdown)

At the bottom of the form, there are two buttons: 'Clear' and 'Import'. The 'Import' button is highlighted with a red box.

The screenshot shows a web application interface for managing equipment. At the top, there is a search bar and a user profile icon labeled 'JC'. Below the search bar, there are tabs for 'List' and 'Treemap'. The main area displays a table with columns: 'Enabled', 'Out of Service', 'Description', 'Code', 'NOMBRE', and 'MARCA'. The table contains 20 rows of equipment data. An 'Information' popup is overlaid on the table, containing the following text:

Information

Save this code\*,<h1>3K4SQA3Y</h1>(\*)You will need it to reverse the process

Code

3K4SQA3Y

Close

At the bottom left of the table, it says 'Showing 200 of 5954'. At the bottom right, there is a blue circular button with a white plus sign.

**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.