

How to prepare the import template? – Help Center

 help.fractal.com/hc/en-us/articles/24906573897485-How-to-prepare-the-import-template

The fields or descriptive headers of the columns in the import sheets may vary depending on the module in which the import is being conducted. However, the fundamental principle remains consistent across all modules within the platform.

Example: Locations Import template

The import template for locations should consist of columns containing the information outlined below:

Name: Indicates the name of the Location to be added.

Address: Specifies the physical address where the Location is situated.

City: Refers to the city where the Location is located.

Zip Code: Corresponds to the area code associated with the Location.

Department/ State/ Region: Represents the department, state, or region where the Location is situated.

- **Country:** Indicates the country where the Location is registered
- **Code:** Refers to the unique code assigned to the Location. This code is essential for locating other assets within the same location and applying analysis filters in the system. If numerical asset codes are unavailable, an alternative is to use the acronym "Act.", followed by "Loc-" and a sequential number (e.g., ACT.LOC-0001).
- **Barcode:** Refers to the barcode or NFC assigned to the Location.
- **Priority:** Indicates the priority level assigned to the Location in the system. Priorities are categorized numerically as follows:

1 = Very High

2 = High

3 = Medium

4 = Low

5 = Very Low

