How to hierarchically import assets with the import spreadsheet?

Assets can be imported in a structured and hierarchical way using unique asset codes and linking each of these codes meaning the Parent Code / the "Located in" or "Part of" field.

Here's how a hierarchical asset tree view is structured in the system:

- Energy Services is the parent location for North riding PV Plant
- North Riding PV Plant is the parent location for PV System PV1
- PV System PV1 is the parent asset for Electrical Panel PV1, Inverter PV1 and AC Panel PV1.
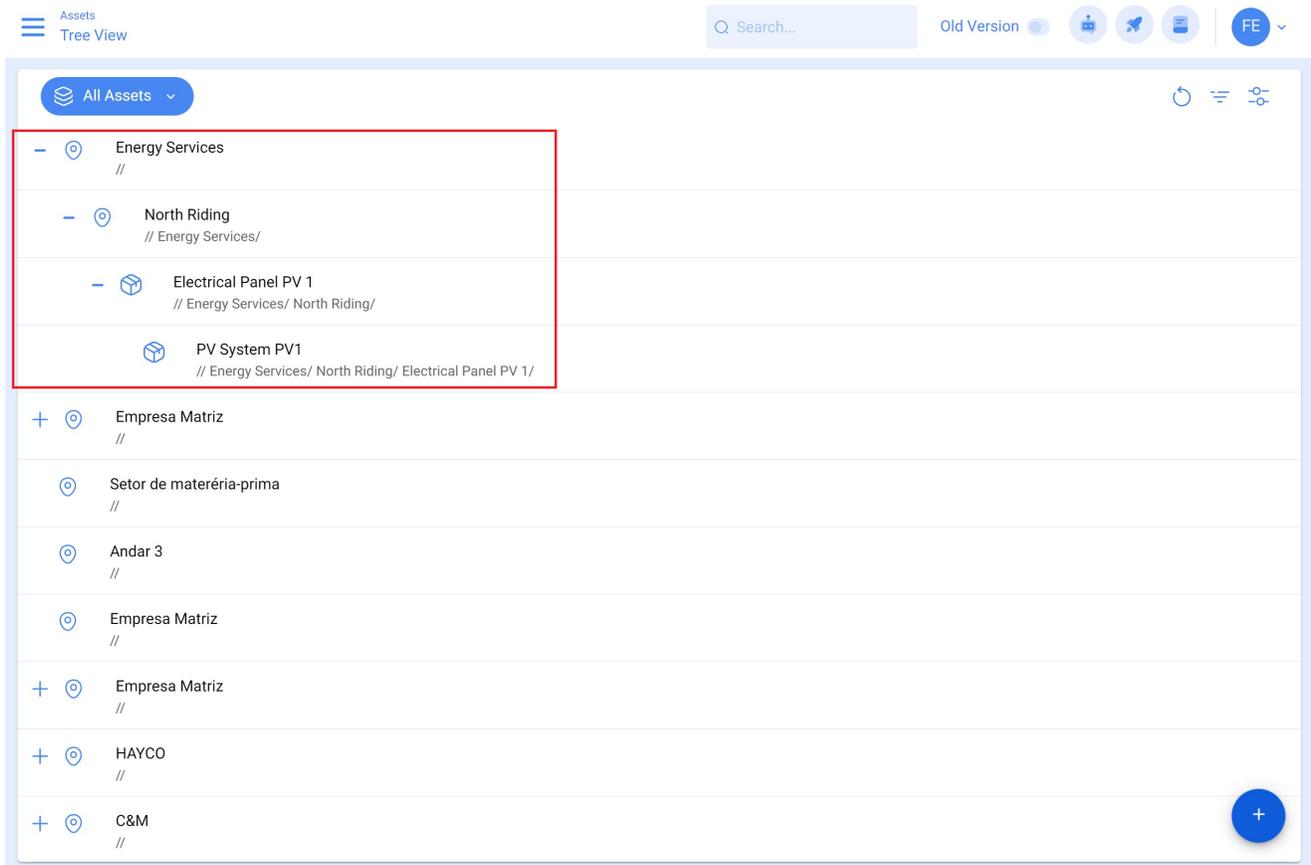
It's important to note that the imports for locations and for equipments must be performed separately (as the import sheets are specific to each type of asset). Besides, location imports must be carried out first, as their codes will be needed as parent codes for the equipments imports.

Here's an example of a completed Import Sheet:

Out of Service	Parent Code	Name	Address	City	Zip code	State	Country	Code	Barcode / NFC	Priority	Type	Group 1	Cost center
No	LFHSP01	Waste Room	24 12th Avenue, Orange Grove, Atlanta	Atlanta	2192	Georgia	USA	LFHSP01	134151	High	Waste Room	Cleaning	45500
No	LFHSP01	Generator Room	24 12th Avenue, Orange Grove, Atlanta	Atlanta	2192	Georgia	USA	GF-GR-01	651465	High	Generator	Mechanical	45500
No	LFHSP01	Lift Motor Room	24 12th Avenue, Orange Grove, Atlanta	Atlanta	2192	Georgia	USA	GF-LMR-01	8436894	Very High	Lift Room	Mechanical	45500
No	LFHSP01	First Floor	24 12th Avenue, Orange Grove, Atlanta	Atlanta	2192	Georgia	USA	FF-01	2562	LOW	Floor	Structural	6780
No	LFHSP01	Second Floor	24 12th Avenue, Orange Grove, Atlanta	Atlanta	2192	Georgia	USA	SF-01	7345732	LOW	Floor	Structural	6780

During the completion of the import sheet, the following points must be considered when entering the Parent Code and the Equipments Codes fields:

. As the lines of the spreadsheet are completed from top to bottom, the asset information must be completed from general to specific: that is, the parent asset must be completed first, and then the respective children (since the worksheets load into the system from top to bottom, taking into account the codes and their order).

· The **Parent Code** field (Located in or Part of), must contain the immediate hierarchical parent of the asset to import so that the system recognizes where the mentioned asset will be located on the platform.

Parent Code	Equipment Code	Equipment Name	Type
B&J Dental 01	BJDA-01	RINN CHAIRSIDE DARKROOM EXPORT PKG	ACCESSORY,DENTAL
B&J Dental 01	BJXV-01	RINN UNIVERSAL VIEWER W/MAGNIFIER 220V	XRAY VIEWER
B&J Dental 01	BJDH-01	MIDWEST QUIET AIR STANDARD 4 HOLES	HANDPIECE,DENTAL
C&H Medlab01	CHSYR-01	AUTOMATIC SYRINGE 164 WITH 2 RINGS, DETACHABLE VALVE	SYRINGE

Finally, after carrying out the import using the parent code as shown in the import sheet above, the hierarchical structure will be displayed as an asset tree view, as in the first screenshot of this article.