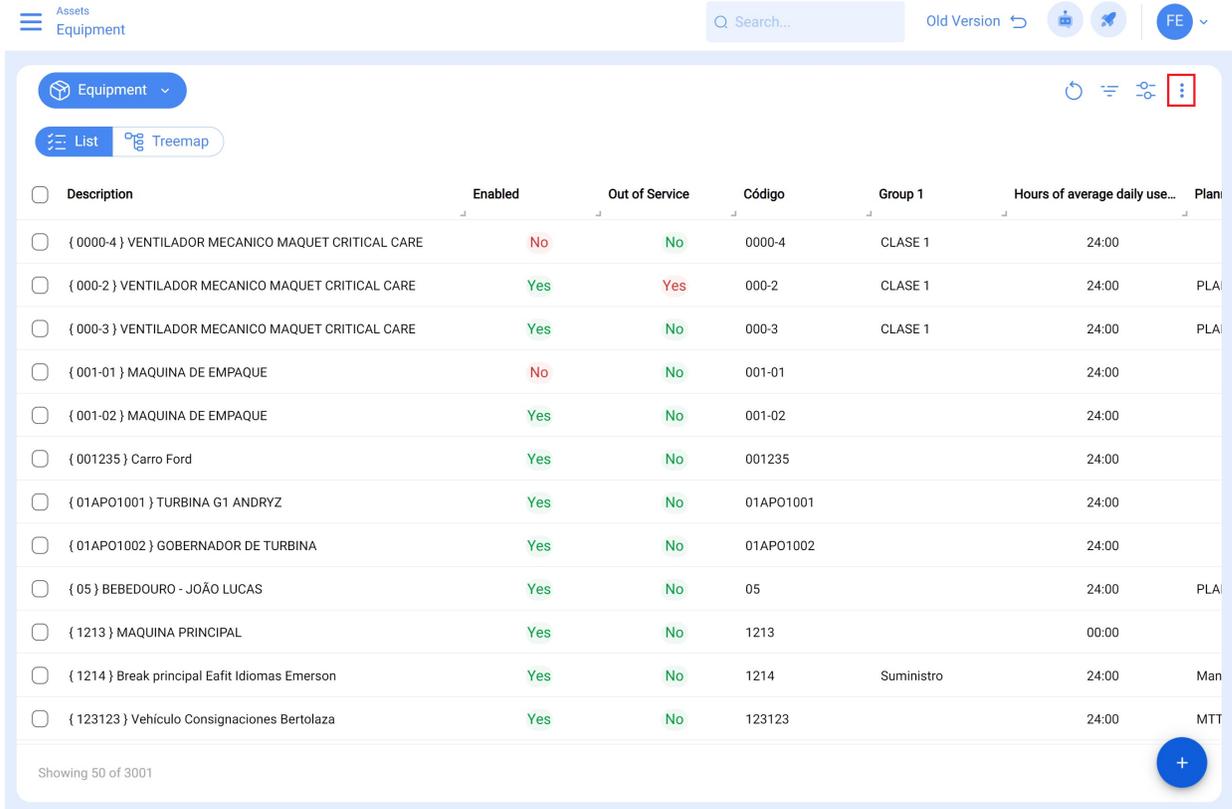


How to perform an import in the Catalog module?

help2.fractal.com/hc/en-us/articles/24908264872717-How-to-perform-an-import-in-the-Catalog-module

To perform a Catalog import (whether it is an asset, human resource, or third party):

1. Enter the corresponding module and click on the “additional options” menu.



The screenshot displays the 'Equipment' module interface. At the top, there is a search bar and navigation options like 'Old Version', 'Assets', and 'Equipment'. Below the search bar, there are tabs for 'List' and 'Treemap'. The main area contains a table with columns: Description, Enabled, Out of Service, Código, Group 1, Hours of average daily use..., and Plan. The table lists various equipment items with their respective status and usage details. A red box highlights the 'Additional options' menu icon in the top right corner of the table area.

Description	Enabled	Out of Service	Código	Group 1	Hours of average daily use...	Plan
{ 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE	No	No	0000-4	CLASE 1	24:00	
{ 000-2 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	Yes	000-2	CLASE 1	24:00	PLA
{ 000-3 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	No	000-3	CLASE 1	24:00	PLA
{ 001-01 } MAQUINA DE EMPAQUE	No	No	001-01		24:00	
{ 001-02 } MAQUINA DE EMPAQUE	Yes	No	001-02		24:00	
{ 001235 } Carro Ford	Yes	No	001235		24:00	
{ 01APO1001 } TURBINA G1 ANDRYZ	Yes	No	01APO1001		24:00	
{ 01APO1002 } GOBERNADOR DE TURBINA	Yes	No	01APO1002		24:00	
{ 05 } BEBEDOURO - JOÃO LUCAS	Yes	No	05		24:00	PLA
{ 1213 } MAQUINA PRINCIPAL	Yes	No	1213		00:00	
{ 1214 } Break principal Eafit Idiomas Emerson	Yes	No	1214	Suministro	24:00	Man
{ 123123 } Vehículo Consignaciones Bertolaza	Yes	No	123123		24:00	MTT

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2. Click on the "Import" option.

The screenshot shows a web application interface for managing equipment. At the top, there is a navigation menu with 'Assets' and 'Equipment', a search bar, and a version indicator 'Old Version'. Below the navigation, there is a header for 'Equipment' with a dropdown menu and two view options: 'List' (selected) and 'Treemap'. The main content is a table of equipment items. The table has columns for 'Description', 'Enabled', 'Out of Service', 'Código', and 'Group 1'. A context menu is open over the table, listing various actions: 'Open PDF', 'Export', 'Bulk export data', 'Print QR', 'Import' (highlighted with a red box), 'Delete Imported Data', 'Fields Configuration', 'Clone Asset', and 'Batch Edition'. At the bottom of the table, it says 'Showing 50 of 3001' and there is a blue plus button.

Description	Enabled	Out of Service	Código	Group 1
{ 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE	No	No	0000-4	CLASE 1
{ 000-2 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	Yes	000-2	CLASE 1
{ 000-3 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	No	000-3	CLASE 1
{ 001-01 } MAQUINA DE EMPAQUE	No	No	001-01	
{ 001-02 } MAQUINA DE EMPAQUE	Yes	No	001-02	
{ 001235 } Carro Ford	Yes	No	001235	
{ 01APO1001 } TURBINA G1 ANDRYZ	Yes	No	01APO1001	
{ 01APO1002 } GOBERNADOR DE TURBINA	Yes	No	01APO1002	
{ 05 } BEBEDOURO - JOÃO LUCAS	Yes	No	05	
{ 1213 } MAQUINA PRINCIPAL	Yes	No	1213	
{ 1214 } Break principal Eafit Idiomas Emerson	Yes	No	1214	Suministro
{ 123123 } Vehiculo Consignaciones Bertolaza	Yes	No	123123	

3. A sidebar will appear on the right side of the screen, in which you can drag and drop the completed Excel import file or search for the file on your computer by selecting the “Click to Browse” option.

The screenshot displays a software interface for managing equipment. On the left, a sidebar shows a table of equipment with columns for Description, Enabled, Out of Service, and Código. The main area on the right is titled 'IMPORT EQUIPMENT' and contains a large dashed box with the text 'Drag Files or Click to Browse'. Below this box are 'Clear' and 'Import' buttons.

Description	Enabled	Out of Service	Código
{ 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE	No	No	0000-4
{ 000-2 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	Yes	000-2
{ 000-3 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	No	000-3
{ 001-01 } MAQUINA DE EMPAQUE	No	No	001-01
{ 001-02 } MAQUINA DE EMPAQUE	Yes	No	001-02
{ 001235 } Carro Ford	Yes	No	001235
{ 01APO1001 } TURBINA G1 ANDRYZ	Yes	No	01APO
{ 01APO1002 } GOBERNADOR DE TURBINA	Yes	No	01APO
{ 05 } BEBEDOURO - JOÃO LUCAS	Yes	No	05
{ 1213 } MAQUINA PRINCIPAL	Yes	No	1213
{ 1214 } Break principal Eafit Idiomas Emerson	Yes	No	1214
{ 123123 } Vehículo Consignaciones Bertolaza	Yes	No	123123

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IMPORT EQUIPMENT

Drag Files or Click to Browse

Clear Import

4. Once the file is uploaded, the title headers of the excel sheet columns must be matched with the field noun in each box [Note, the text in each box corresponds to the descriptive fields within the platform].

The screenshot displays the 'IMPORT EQUIPMENT' interface. On the left, a table lists equipment items with columns for Description, Enabled, Out of Service, and Código. On the right, a dropdown menu for 'Custom Fields' is open, showing a list of field names to be matched with the table headers.

Description	Enabled	Out of Service	Código
{ 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE	No	No	0000-4
{ 000-2 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	Yes	000-2
{ 000-3 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	No	000-3
{ 001-01 } MAQUINA DE EMPAQUE	No	No	001-01
{ 001-02 } MAQUINA DE EMPAQUE	Yes	No	001-02
{ 001235 } Carro Ford	Yes	No	001235
{ 01APO1001 } TURBINA G1 ANDRYZ	Yes	No	01APO1001
{ 01APO1002 } GOBERNADOR DE TURBINA	Yes	No	01APO1002
{ 05 } BEBEDOURO - JOÃO LUCAS	Yes	No	05
{ 1213 } MAQUINA PRINCIPAL	Yes	No	1213
{ 1214 } Break principal Eafit Idiomas Emerson	Yes	No	1214
{ 123123 } Vehículo Consignaciones Bertolaza	Yes	No	123123

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IMPORT EQUIPMENT

Is part of

Custom Fields

- ...Clear
- Código
- 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

5. Once you have linked all the columns, click on the "import" option for the system to load the import spreadsheet.

Assets
Equipment

Equipment

List Treemap

Description	Enabled	Out of Service	Código
{ 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE	No	No	0000-4
{ 000-2 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	Yes	000-2
{ 000-3 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	No	000-3
{ 001-01 } MAQUINA DE EMPAQUE	No	No	001-01
{ 001-02 } MAQUINA DE EMPAQUE	Yes	No	001-02
{ 001235 } Carro Ford	Yes	No	001235
{ 01APO1001 } TURBINA G1 ANDRYZ	Yes	No	01APO1001
{ 01APO1002 } GOBERNADOR DE TURBINA	Yes	No	01APO1002
{ 05 } BEBEDOURO - JOÃO LUCAS	Yes	No	05
{ 1213 } MAQUINA PRINCIPAL	Yes	No	1213
{ 1214 } Break principal Eafit Idiomas Emerson	Yes	No	1214
{ 123123 } Vehículo Consignaciones Bertolaza	Yes	No	123123

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← IMPORT EQUIPMENT

Is part of

Custom Fields

Código
Codigo

Barcode
Codigo de barra/ NFC

Type
Tipo

Group 1
Clasificacion 1

Group 2
Clasificacion 2

Purchase date

Hours of average daily use
Horas de uso promedio diario

Visible to all

Clear Import

Assets
Equipment

Equipment

List Treemap

Description	Enabled	Out of Service	Código
{ 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE	No	No	0000-4
{ 000-2 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	Yes	000-2
{ 000-3 } VENTILADOR MECANICO MAQUET CRITICAL CARE	Yes	No	000-3
{ 001-01 } MAQUINA DE EMPAQUE	No	No	001-01
{ 001-02 } MAQUINA DE EMPAQUE	Yes	No	001-02
{ 001235 } Carro Ford	Yes	No	001235
{ 01APO1001 } TURBINA G1 ANDRYZ	Yes	No	01APO1001
{ 01APO1002 } GOBERNADOR DE TURBINA	Yes	No	01APO1002
{ 05 } BEBEDOURO - JOÃO LUCAS	Yes	No	05
{ 1213 } MAQUINA PRINCIPAL	Yes	No	1213
{ 1214 } Break principal Eafit Idiomas Emerson	Yes	No	1214
{ 123123 } Vehículo Consignaciones Bertolaza	Yes	No	123123

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← IMPORT EQUIPMENT

Is part of

Custom Fields

Código
Codigo

Barcode
Codigo de barra/ NFC

Type
Tipo

Group 1
Clasificacion 1

Group 2
Clasificacion 2

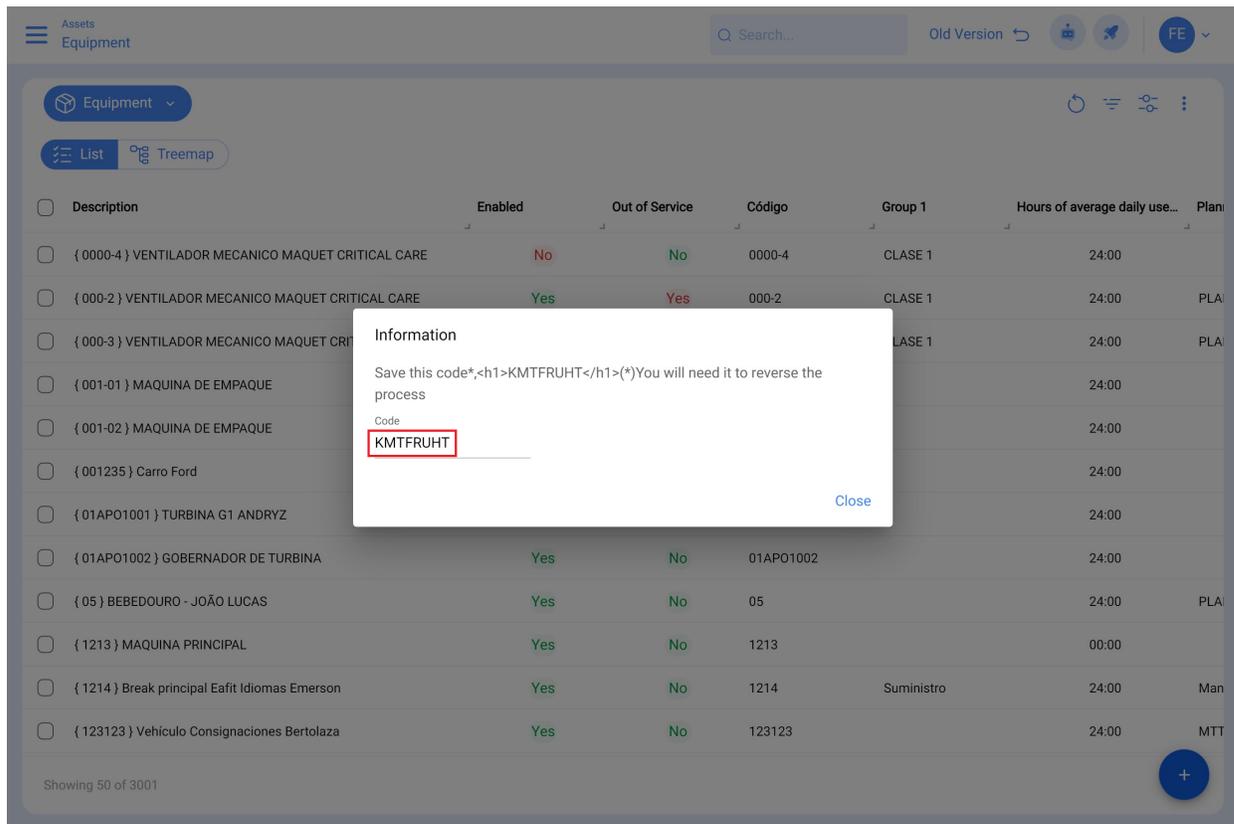
Purchase date

Hours of average daily use
Horas de uso promedio diario

Visible to all

Clear Import

6. When the import is completed, the system will automatically generate an import code that can be used to delete the imported information. (The import code is displayed on the screen and sent to the email address of the user who performed the 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.