

AssetWise Bulk Imports

- ✚ Items you will need to fill out are:
 - Asset Name – This will be the full 15 digit federal NBI number (no dashes)
 - Asset Code – This will be the full 15 digit federal NBI number (no dashes)
 - Column C – This will be whatever coding you are needing to do a bulk import for (i.e. - **NBI 091: Designated Inspection Frequency**) It is important that you use the full name in the system like the example here.

- ✚ You can update multiple items for one bridge at a time, just as long as you have the full name in the next column as well.

- ✚ You will want to save your excel sheet being used for the bulk import and name it as the next number in line. To do this, perform the following:
 - On the Bulk Import screen, Select the “Past Imports” tab.
 - On the right side of the screen, you can see the most recent update at the top of the list (i.e. – 6 of 6 rows traversed (6 processed). The import finished successfully. Upload File Original File)
 - Click on “Original File” and you will see the pop up at the bottom of the screen asking you to Open or Save. But more importantly, it will tell you what the last number of the file was (777.xlsx). So your file should be 778.xlsx.

The screenshot shows the 'Bulk Import' section of the AssetWise software. The interface includes a navigation bar with 'Main', 'Collector', 'Maintenance', 'Manager', 'Administration', and 'Help'. A search bar is present with the placeholder text 'Type Asset Name Here...'. Below the navigation bar, there are tabs for 'Asset/Report Values', 'Users', 'Assets', 'Fields', and 'Past Imports'. The 'Past Imports' tab is selected, displaying a table with the following columns: 'Import Type', 'Validate Only', 'Start Date/Time', 'Stop Date/Time', 'User', 'Running', and 'Result'. The table contains eight rows of import records, each showing a successful completion with a message like '6 of 6 rows traversed (6 processed). The import finished successfully. Uploaded File: Original File'.

Import Type	Validate Only	Start Date/Time	Stop Date/Time	User	Running	Result
Values	<input type="checkbox"/>	03/19/2020 11:46:11 AM	03/19/2020 11:46:13 AM	Cuevas, Jeffrey	<input type="checkbox"/>	6 of 6 rows traversed (6 processed). The import finished successfully. Uploaded File : Original File
Values	<input checked="" type="checkbox"/>	03/19/2020 11:45:31 AM	03/19/2020 11:45:32 AM	Cuevas, Jeffrey	<input type="checkbox"/>	6 of 6 rows traversed (6 processed). The import finished successfully. (No data imported - error check only.)
Values	<input type="checkbox"/>	03/17/2020 2:48:09 PM	03/17/2020 2:48:16 PM	Cuevas, Jeffrey	<input type="checkbox"/>	18 of 18 rows traversed (18 processed). The import finished successfully. Uploaded File : Original File
Values	<input checked="" type="checkbox"/>	03/17/2020 2:47:43 PM	03/17/2020 2:47:46 PM	Cuevas, Jeffrey	<input type="checkbox"/>	18 of 18 rows traversed (18 processed). The import finished successfully. (No data imported - error check only.)
Values	<input type="checkbox"/>	03/11/2020 10:40:07 AM	03/11/2020 10:40:40 AM	Cuevas, Jeffrey	<input type="checkbox"/>	76 of 76 rows traversed (76 processed). The import finished successfully. Uploaded File : Original File
Values	<input checked="" type="checkbox"/>	03/11/2020 10:39:30 AM	03/11/2020 10:39:37 AM	Cuevas, Jeffrey	<input type="checkbox"/>	76 of 76 rows traversed (76 processed). The import finished successfully. (No data imported - error check only.)
Values	<input type="checkbox"/>	03/10/2020 2:38:09 PM	03/10/2020 2:38:23 PM	Cuevas, Jeffrey	<input type="checkbox"/>	38 of 38 rows traversed (38 processed). The import finished successfully. Uploaded File : Original File
Values	<input checked="" type="checkbox"/>	03/10/2020 2:37:23 PM	03/10/2020 2:37:27 PM	Cuevas, Jeffrey	<input type="checkbox"/>	38 of 38 rows traversed (38 processed). The import finished successfully. (No data imported - error check only.)



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AssetWise CONNECT Edition Main Collector Maintenance Manager Administration Help Type Asset Name Here...

Bulk Import

Asset/Report Values Users Assets Fields Past Imports

Import File: Browse...

Values Import Type: Report Fields

Update Asset Values?: Yes

Overwrite Existing Values?: Yes

Import Empty Values?: Yes

Update Values for Open Reports?: Yes

Overwrite Existing Values?: Yes

Import Empty Values?: Yes

[Download Standard Field Template](#) [Download Repeating Field Group Template](#) [Download National Bridge Element Template](#)

Notice: The Excel field data type must remain as "text" as set in the downloadable templates. The importer will reject other field types.
Notice: Parent elements must exist in AssetWise prior to importing child elements.

Check for errors without importing

Process

- ✚ Back on the "Asset/Report Values" tab click on Browse and select the file you want to upload.
- ✚ Under "Import Empty Values" for Asset Values, select No
- ✚ Under "Import Empty Values" for Report Values, select No

Import File: No file chosen

Values Import Type: Report Fields

Update Asset Values?: Yes

Overwrite Existing Values?: Yes

Import Empty Values?: No

Update In Progress Report Values?: Yes

Overwrite Existing Values?: Yes

Import Empty Values?: No

AssetWise CONNECT Edition Main Collector Maintenance Manager Administration Help Type Asset Name Here...

Bulk Import

Asset/Report Values Users Assets Fields Past Imports

Import File: Browse...

Values Import Type: Report Fields

Update Asset Values?: Yes

Overwrite Existing Values?: Yes

Import Empty Values?: Yes

Update Values for Open Reports?: Yes

Overwrite Existing Values?: Yes

Import Empty Values?: Yes

[Download Standard Field Template](#) [Download Repeating Field Group Template](#) [Download National Bridge Element Template](#)

Notice: The Excel field data type must remain as "text" as set in the downloadable templates. The importer will reject other field types.
Notice: Parent elements must exist in AssetWise prior to importing child elements.

Check for errors without importing

Process

- ✚ At the bottom of the screen, click the box that says "Check for errors without importing".
- ✚ Click "Process".
- ✚ This ensures you do a check on the data before actually uploading it to the official record.
- ✚ If no errors pop up, run the same steps again, just don't click the box at the bottom right to check for errors.
- ✚ Once it is processed into the system, you will see the following screen:

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Bulk Import

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Values	<input checked="" type="checkbox"/>	03/10/2020 2:37:23 PM	03/10/2020 2:37:27 PM	Cuevas, Jeffrey	<input type="checkbox"/>	38 of 38 rows traversed (38 processed). The import finished successfully. (No data imported - error check only.)



If you get errors you will see something like the following:

Values	<input checked="" type="checkbox"/>	03/03/2020 7:33:35 AM	03/03/2020 7:33:36 AM	Garcia, Anthony	<input type="checkbox"/>	62 of 62 rows traversed (5 processed). The import finished, but errors occurred. Please see the error messages in this file: Error File .
Values	<input checked="" type="checkbox"/>	03/03/2020 7:28:35 AM	03/03/2020 7:28:38 AM	Garcia, Anthony	<input type="checkbox"/>	62 of 62 rows traversed (4 processed). The import finished, but errors occurred. Please see the error messages in this file: Error File .



Open the error file and correct the issues and repeat the process.