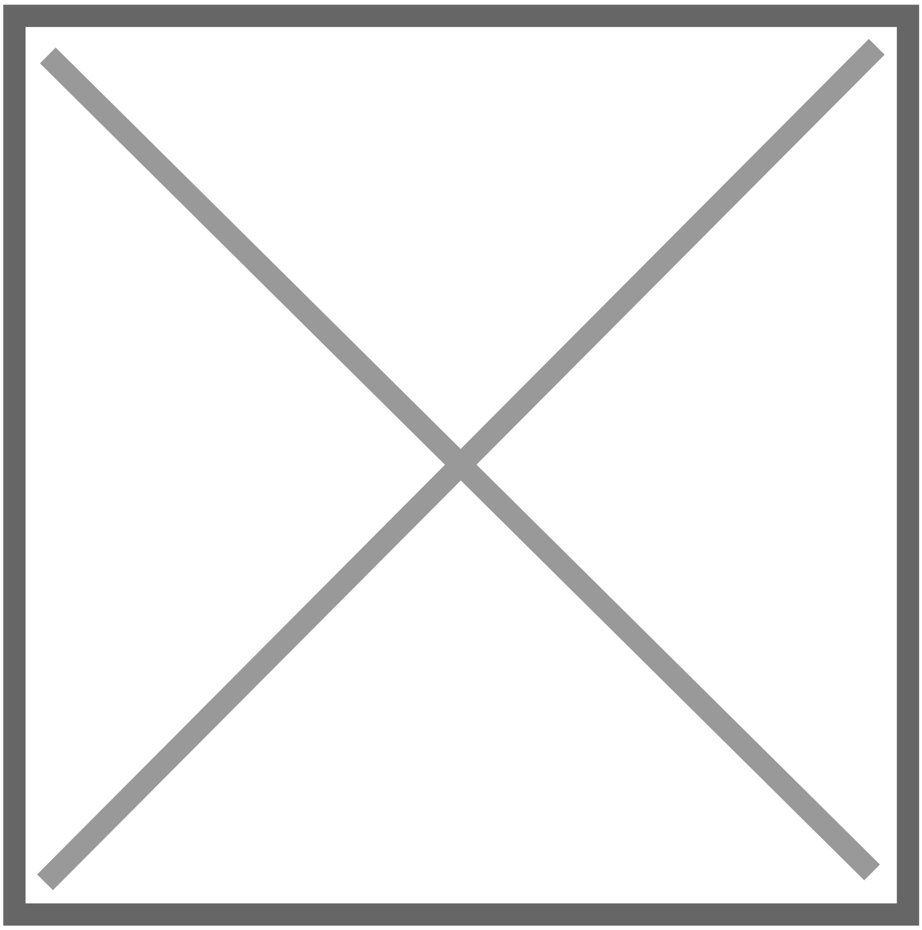
Import /Export Contract



The file to be imported must be in a CSV format.

Click on the Select Files… button to open the navigate window allowing the user to navigate to the file to be imported.

Once the desired file has been located either double click on the file or click the Open button.

Now click on the Upload button. If the upload was successful a window will appear confirming that the upload was successful. Click Ok.

The Import button now becomes enabled allowing the user to click on the Import button to import the file.

An Import Report will open displaying any errors in the import or displaying the successful import status.

Please Note :

The column headings can be left in the import file providing that the heading are as per the sample below.

Import File Layout

All items in RED are required fields.

No	Heading	Value
1	Code	CONTRACT001
2	Description	Contract Description 001
3	Minimum Billing Rate	1000
4	Maximum Billing Rate	3000
5	Start Date	2015-09-11
6	End Date	2016-09-11
7	Archived	0
8	Notes	This is a note
9	Task Default	Task Code
10	Billing Rate Default	Billing Rate Code
11	Tasks List	Task Code|Task Code|Task Code
12	Billing Rate List	Billing Rate Code| Billing Rate Code

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