



Importing Information

1.1 Information Import in PARTS

PARTS can import data directly from Microsoft Excel spreadsheets. There are four spreadsheet templates that can be leveraged to utilize the Import functionality:

- 1) Organization Capture Template: information about various regional resource providers, such as vendors
- 2) Contact Capture Template: information regarding regional points of contact from various organizations
- 3) Resource Capture Template: information regarding resources, such as trucks, boats, radio equipment, etc.
- 4) Human Resource Capture Template: information regarding human resources such as nurses, fire fighters, crane operators, etc.

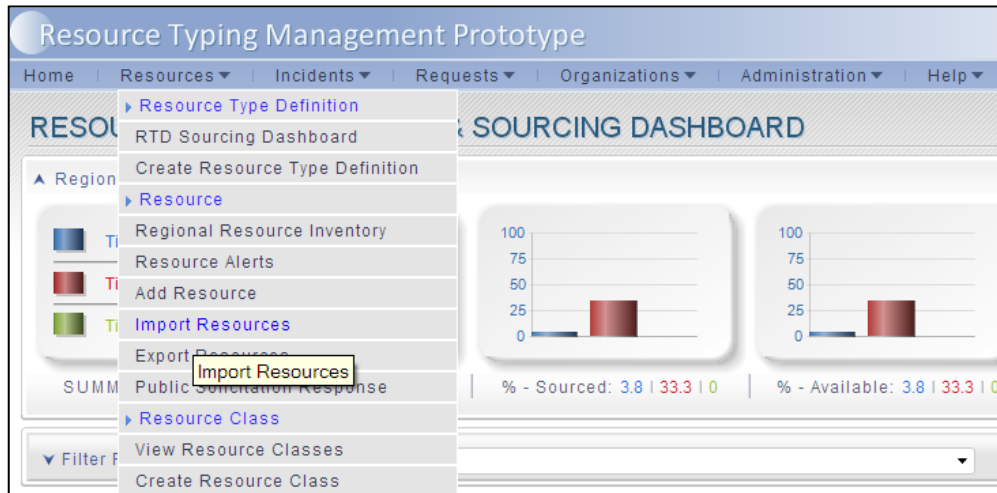
1.2 Required Fields for Importing Information

All four spreadsheets contain required fields. The required fields are essential for PARTS usefulness in emergency situations and have been identified as required fields by the IMA. For example, a “data source” is required for contact information which could be an employee number, badge number, or HR file number. By capturing this information upfront, auditing and updating a specific person’s contact information will not create a duplicate record.

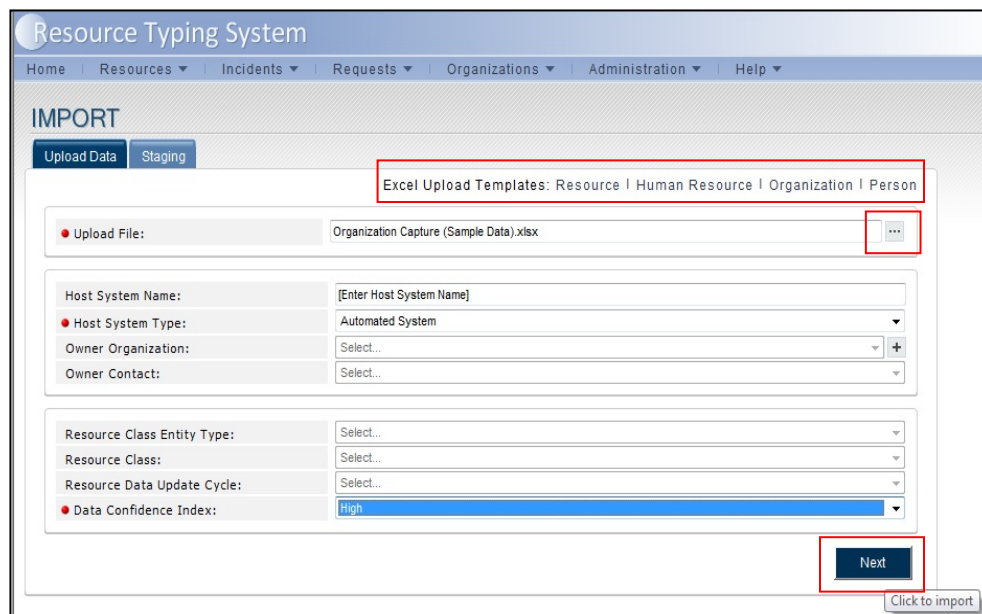
All resources, human resources, and contacts must be affiliated with an Organization in PARTS. Therefore, the first step of the Import process mandates that organizations be created (or imported) prior to the import of any additional information.

1.3 How to use the Import Functionality

1. Begin by logging into PARTS and selecting “Import Resources” from the Resource tab across the top.



2. Select your desired template from the list at the top of the import window (*organization, contact, resource, human resource*) and fill it out offline. Once completed and saved, select the “Browse” button to select the file from your local machine.
3. Set the Host System Type (electronic file) and indicate a Confidence Level to initiate the import.



4. After importing, information resides in a staging area. Review the records to be imported. Select those that are complete and correct and release them to PARTS by checking the box(es) corresponding to the resource record and clicking the “Release” button.

Records per Page: 15 Page 1 of 4 Record Total: 50

Flag all records for release. Flagged Total: 0

Validation Status	OrganizationName	ParentOrganizationName	OrganizationAcronym	OrganizationDescription	OrganizationStreet	OrganizationSt
<input type="checkbox"/> Pass	*Queen City Propane			Provider of Propane	7670 Piney Meadow Ln	
<input type="checkbox"/> Pass	Amerigas			Provider of Propane	880 Todhunter Rd	
<input type="checkbox"/> Pass	ANJALI PETROLEUM LLC DBA INDEPENDENCE BP				2005 PATRIOT WAY	
<input type="checkbox"/> Pass	Auxier Gas Inc			Provider of Propane	2698 Old State Route 32	
<input type="checkbox"/> Fail	CATTANI , INC			-	6651 FRANKLIN LEBANON RD	
<input type="checkbox"/> Fail	CIN-AIR, LTD.			Aircraft Owner	400 WILMER AVE	
<input type="checkbox"/> Fail	CINTAS CORP.			Aircraft Owner	418 WILMER AVE	
<input type="checkbox"/> Fail	CITY OF CINCINNATI			Aircraft Owner	654 WILMER AVE	
<input type="checkbox"/> Fail	CO-OP AIRCRAFT SERVICES, INC.			Air Taxi (Airline)	4273 GLENDALE MILFORD RD	
<input type="checkbox"/> Pass	Coca Cola			Bottling Company	5100 Duck Creek Rd	
<input type="checkbox"/> Pass	Collett Propane Inc			Provider of Propane	1245 U.S. 42	
<input type="checkbox"/> Pass	Continental Carbonic			Provider of Ice	1760 Carillon Boulevard	
<input type="checkbox"/> Pass	Domnion liquid technologies			Bottling Company	3965 Virginia Avenue	
<input type="checkbox"/> Fail	FAMILY TRADITION INC DBA AMYS KORNER MAR				1991 BRACHT PINER RD	
<input type="checkbox"/> Pass	G & J Pepsi Cola Bottlers Inc.			Bottling Company	1241 Gibbard Ave	

1 2 3 4

Release

1.4