Importing Data into CATS

Select Upload/Import on the left toolbar

Start New Import:

Upload / Import Queue -- for Program: The Centre for Girls -- Lead looking at Provider Centre for Women, Inc., The   FY 2017

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Select the spreadsheet and Drop and Drag it to import:

Import Request -- **TRAINING MODE - Uploaded Data will be marked SIM**   FY 2017 -- Contract 67

Exit   Submit

You are about to start the data import process. You must specify a spreadsheet file located on your computer's drive, set the worksheet number if different than the first worksheet, choose an Import Template that points to the columns in your file, as well as specify the start and end row.

Please Complete the Following:

Select the Spreadsheet (click Select File or Drag + Drop from file manager) *
Select File...

Drag a file here

Specify the worksheet index:

Specify if the worksheet is different than the first (or only) worksheet = 0. Use an integer from 0, 1,2 and so on.

Work Sheet Index *

```
0
```
?

Select the template:

Normally you will be using the Standard Import Template, unless you have created other templates for spreadsheets with different column arrangements that the Standard Spreadsheet that CATS creates automatically.

Import Template *

Which template will tell CATS the correct columns to import? ▾ ?

Select the method:

Overwrite is used if your speadsheet is your master with all correct data; Append is used for uploading new participants to existing records.

Method *

Please select ▾ ?

The import start and end rows from the spreadsheet:

Import Starts at Row *

```
2
```
?

Last Row to Import *

```

```
?

Total Rows to Import

0

Submit

Submit

The Status will continue to update:

1. Awaiting
2. Processing
3. Post-Processing
4. Completed

Upload / Import Queue -- for Program: Tropical Learning Center for Kids -- Lead looking at Provider Cool Reading Inc   FY 2017

		Import Request ID	Submitted	File Imported	Import Template Used	Start Row	End Row	Method	Status	
Details	SIM	455	10/17/2016 12:28:35	CATS-EXPORT-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-14--122607--13.xlsx	Standard Field Template	2	100	Overwrite	Awai	Cancel
Details	SIM	436	10/12/2016 15:53:35	CATS-SIMULATION-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-12--144858--11.xlsx	Standard Field Template	2	10	Overwrite	Completed	
Details	SIM	435	10/12/2016 15:41:01	CATS-SIMULATION-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-12--144858--11.xlsx	Standard Field Template	2	10	Overwrite	Completed	
Details	SIM	432	10/12/2016 14:53:02	CATS-SIMULATION-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-12--144858--11.xlsx	Standard Field Template	2	10	AppendAll	Completed	
Details	SIM	429	10/12/2016 12:01:01	CATS-SIMULATION-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-12--115917--11.xlsx	Standard Field Template	2	10	Overwrite	Completed	
Details	SIM	427	10/10/2016 15:41:57	CATS-SIMULATION-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-10--153010--11.xlsx	Standard Field Template	2	10	Overwrite	Completed	

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Once the status is completed you will see the number of records that were uploaded:

		Import Request ID	Submitted		File Imported		Import Template Used	Start Row	End Row	Method	Status	
Details	SIM	455	10/17/2016 12:28:35		CATS-EXPORT-FY2017--Participant-Standard--Tropical_Learning_Ce--ID122--CRI--Lead--2016-10-14---122607--13.xlsx		Standard Field Template	2	100	Overwrite	Completed	Imported (11)

Select the icon and the participant information uploaded will display

Participants -- Imported by import ID: 302   You should not add new data here - you are viewing imported records

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		PERMID	FY	Program ID	Actual Provider	Type	First Name	Last Name	Address	Gender	DOB	Age	Outcome Count
☐	Details	12053	2015	49	Cool Reading Inc	Adult	Mary	Lincoln	1002 E. Palm Ave	Female		No DOB	4
☐	Details	12054	2015	49	Cool Reading Inc	Minor Child	Abraham	Washington	1002 E. Palm Ave	Male		No DOB	4
☐	Details	12055	2015	49	Cool Reading Inc	Adult	Martha	Jefferson	1271 Kingsway Road	Female		No DOB	4
☐	Details	12056	2015	49	Cool Reading Inc	Minor Child	Thomas	Adams	1271 Kingsway Road	Male		No DOB	4
☐	Details	12057	2015	49	Cool Reading Inc	Adult	Abigal	Madison	7520 West waters Ave	Female		No DOB	4
☐	Details	12058	2015	49	Cool Reading Inc	Adult	Dolley	Fillmore	3030 East College Ave	Female		No DOB	4
☐	Details	12059	2015	49	Cool Reading Inc	Minor Child	Abigal	Pierce	1401-A East Fowler Ave	Female		No DOB	4
☐	Details	12060	2015	49	Cool Reading Inc	Adult	Jane	Fillmore	1002 E. Palm Ave	Female		No DOB	4
☐		12061	2015	49	Cool	Minor	Millard	Abraham	1002 E. Palm	Male		No	4