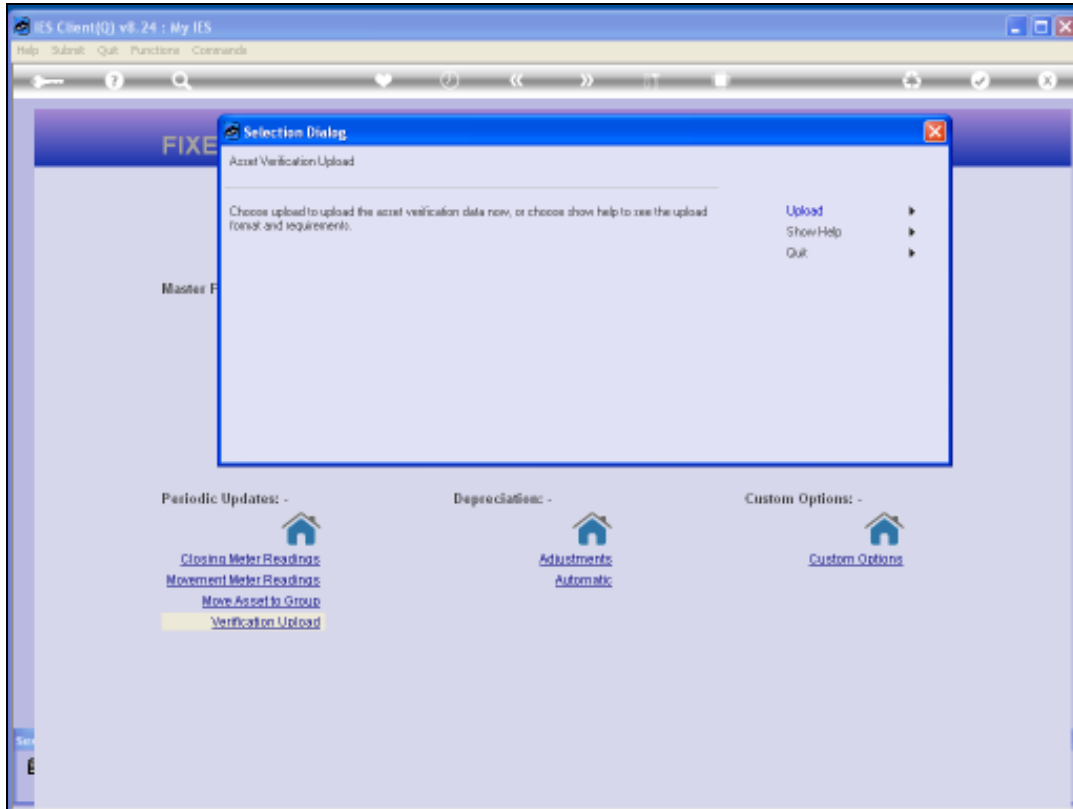




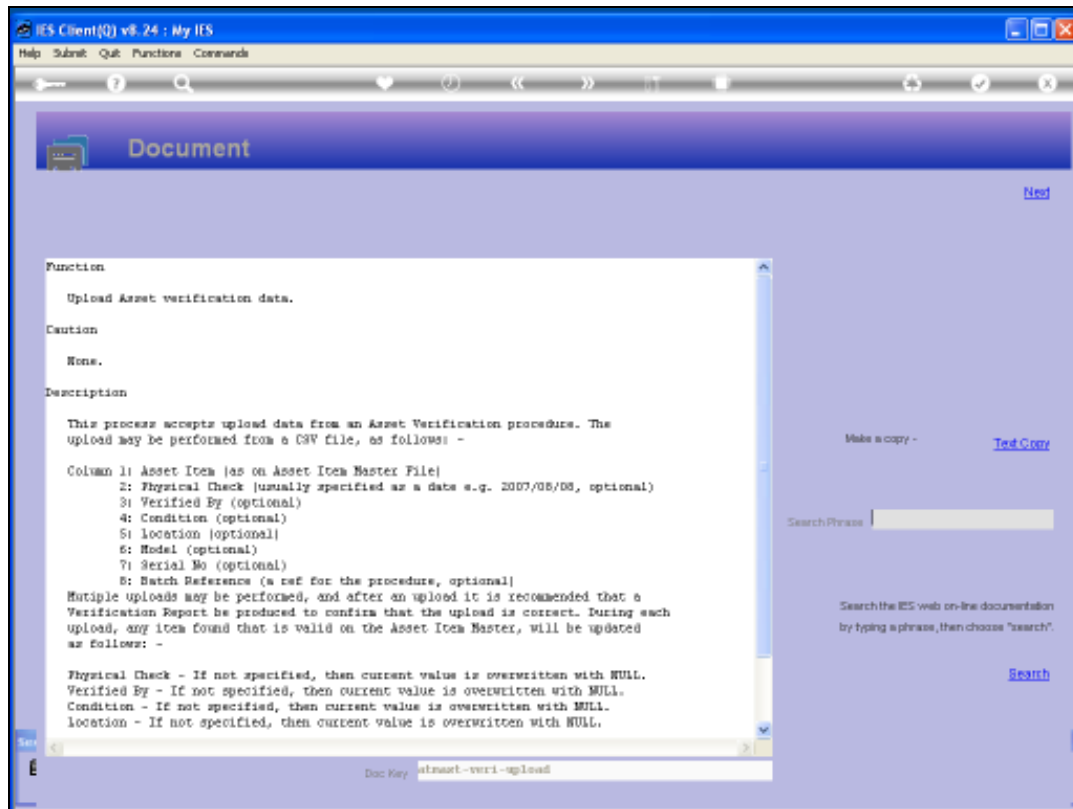
Slide 1

Slide notes: We are now going to look at an Asset Verification Upload. When Assets are verified as a control procedure, the results can be uploaded from a suitable File, or captured. The Upload option is more popular.



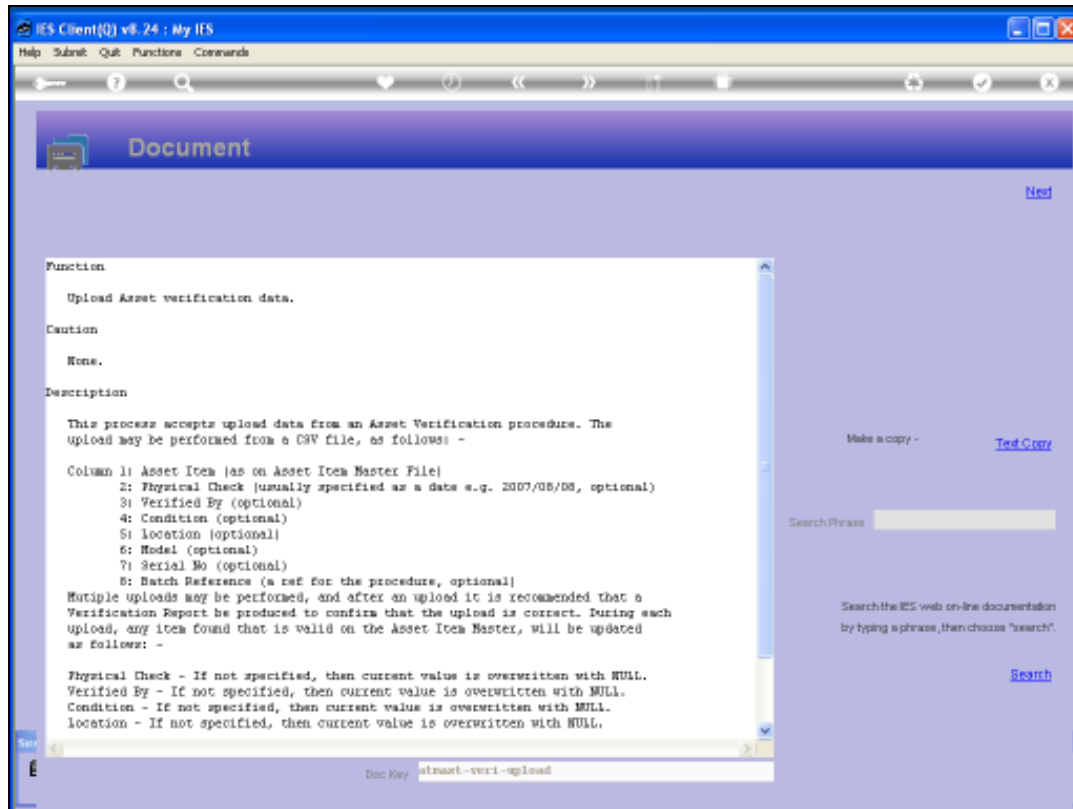
Slide 2

Slide notes: To see what format will be expected for the data in the Upload File, we can consult the Help document.



Slide 3

Slide notes: The required columns are described here, and also what happens in each case when a Column Item for an Asset Item is specified or not specified.



The screenshot shows a web browser window titled "IES Client(0) v8.24 : My IES". The browser address bar is empty. The main content area displays a document titled "Document". The document content is as follows:

Function
Upload Asset verification data.

Caution
None.

Description
This process accepts upload data from an Asset Verification procedure. The upload may be performed from a CSV file, as follows: -

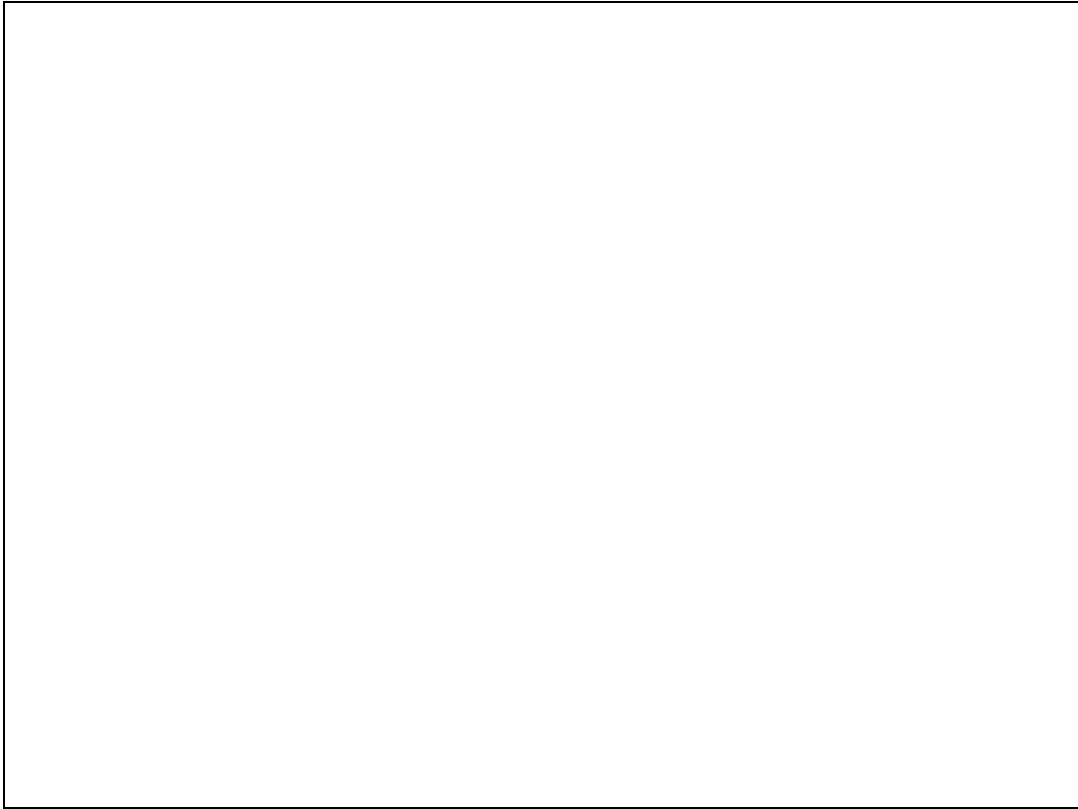
Column 1: Asset Item (as on Asset Item Master File)
2: Physical Check (usually specified as a date e.g. 2007/08/08, optional)
3: Verified By (optional)
4: Condition (optional)
5: Location (optional)
6: Model (optional)
7: Serial No (optional)
8: Batch Reference (a ref for the procedure, optional)

Multiple uploads may be performed, and after an upload it is recommended that a Verification Report be produced to confirm that the upload is correct. During each upload, any item found that is valid on the Asset Item Master, will be updated as follows: -

Physical Check - If not specified, then current value is overwritten with NULL.
Verified By - If not specified, then current value is overwritten with NULL.
Condition - If not specified, then current value is overwritten with NULL.
Location - If not specified, then current value is overwritten with NULL.

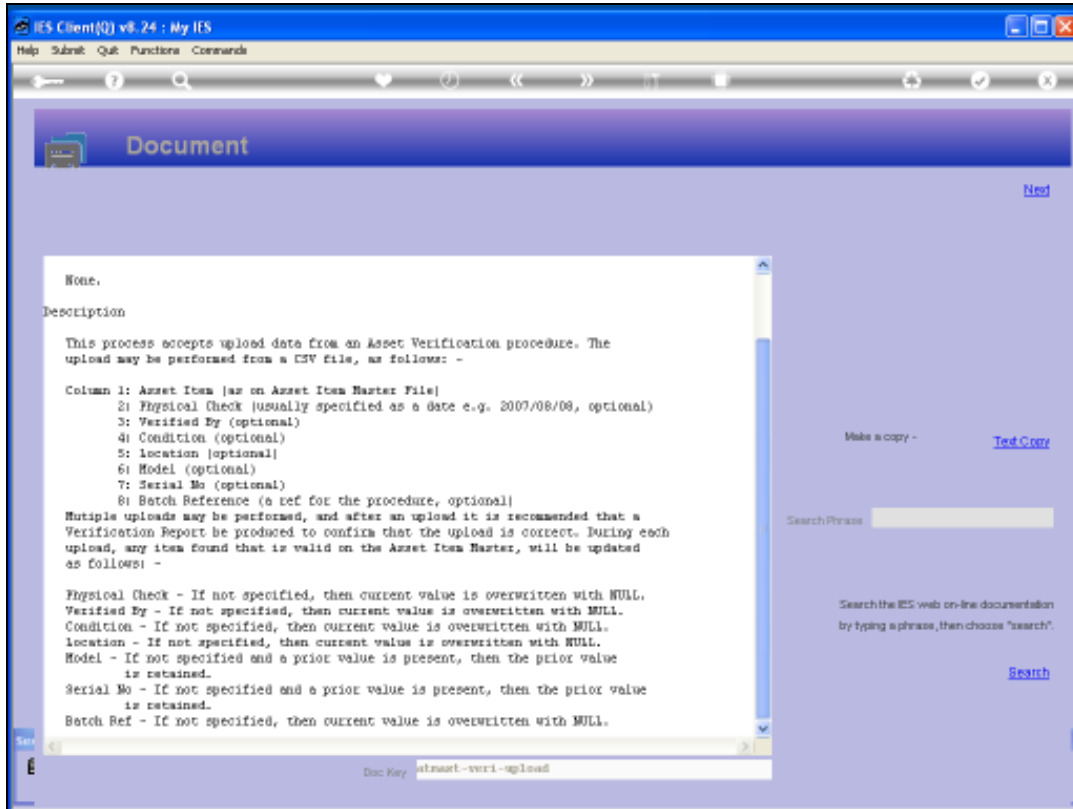
On the right side of the document, there are several interactive elements: a "Next" link, a "Make a copy" button with a "Text Copy" link, a "Search Phrase" input field, and a "Search" button. Below the search field, there is a note: "Search the IES web on-line documentation by typing a phrase, then choose 'search'". At the bottom of the browser window, the document key "Doc Key: atmsmt-veri-upload" is visible.

Slide 4
Slide notes:



Slide 5

Slide notes:



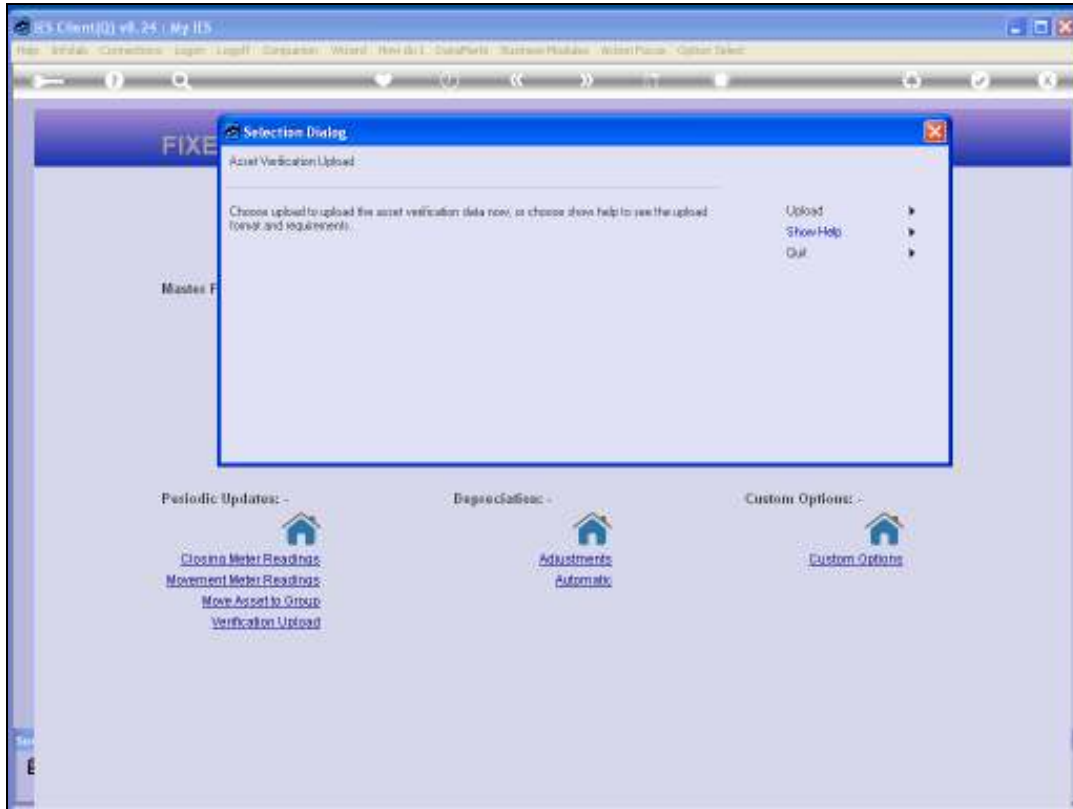
Slide 6
Slide notes:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	20010-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
2	20011-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
3	20012-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
4	20013-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
5	30017-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
6	30018-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
7	30020-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
8	30021-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
9	30022-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
10	30027-01	8/3/2010	Linda	Good	HQ	.	-	LINOBMAR10							
11															
12															
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Slide 7

Slide notes: This is a view of the Excel Spreadsheet that we will use for the upload in this tutorial.



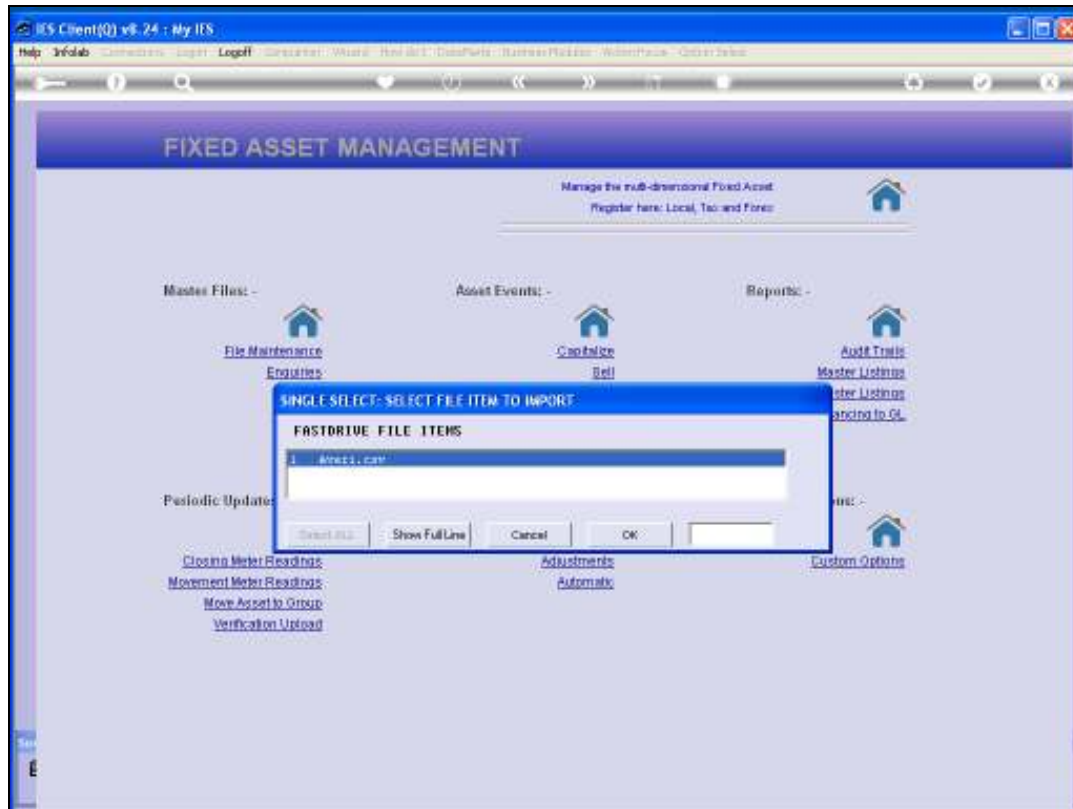
Slide 9

Slide notes: When the UPLOAD option is selected, the system will list qualifying Files that are currently found on the BRIDGE folder. Only '.txt' and '.csv' files will qualify, and if no suitable Files are found, then no upload can be performed.



Slide 10

Slide notes:



Slide 11

Slide notes: Once we select the target File, the system will upload it and update the Asset Items according to the data as listed in the file, and as described in the Help document. When the exercise is complete, the system returns to the Asset menu.



Slide 12

Slide notes: