



(Formerly TIPWeb-IT)

Release Notes – Version 13.2

Frontline Education is happy to announce the release of Asset Management v13.2 which includes the following enhancements:

- 1) **Parts Management: Low Stock Alerts**
- 2) **Location Update: Bulk Import Site, Student/Staff/Room, Status Changes**

1. Parts Management: Low Stock Alerts

As part of our comprehensive inventory management system, we have implemented a powerful feature called "Low Stock Notifications" to assist our admin users in maintaining optimal parts management inventory levels. This feature ensures that Admin Admin users are notified nightly when the available inventory falls below a specified threshold, enabling them to take immediate action to replenish stock and avoid disruptions in operations.

Navigating to Parts Catalog

Asset Management Users can add and track untagged consumable parts at each site. Parts Management will help to inventory the untagged parts needed for repairs across your district, whether that is for Technology, Maintenance, or Operations, your teams will have the perfect spot to track your consumables. This feature was released in 13.1 in March 2023.

Catalog: Product Catalog Menu

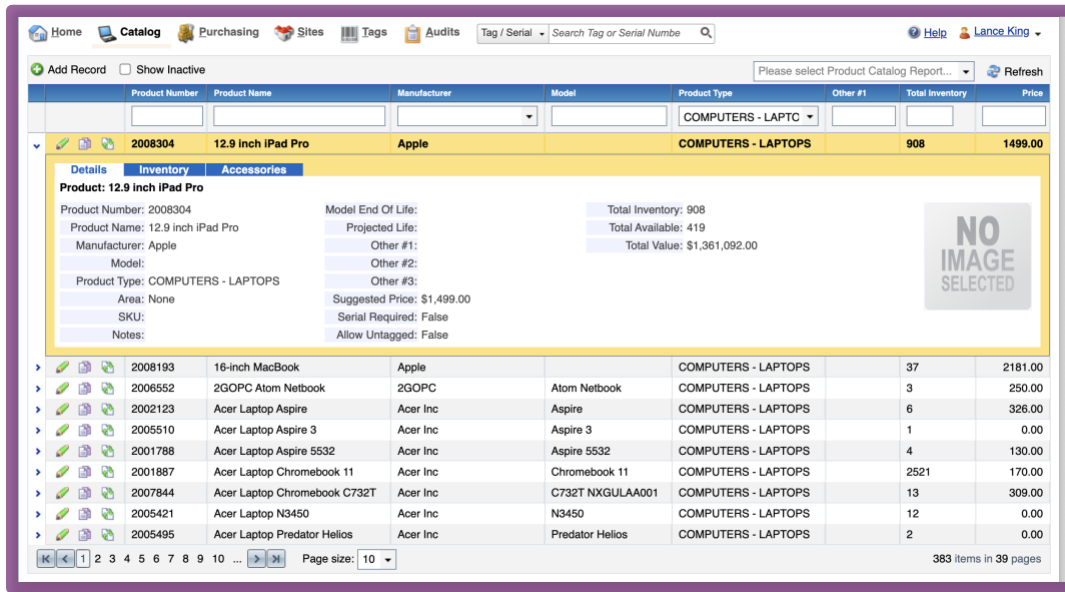
- Upon logging in, Admin and Site Users can now click "Catalog" from the top navigation and see a new drop-down menu displaying "Parts" and "Products."
- All user types will view the Parts Catalog by default. Steps to modify permissions are described further in this document.

The screenshot shows the Asset Management web application interface. The top navigation bar includes Home, Catalog, Purchasing, Sites, Tags, and Audits. The Catalog menu is highlighted with a red box, showing a drop-down menu with "Parts" and "Products" options. The main content area displays the Asset Management logo and a bar chart showing inventory statistics. Below the chart is a table with the following data:

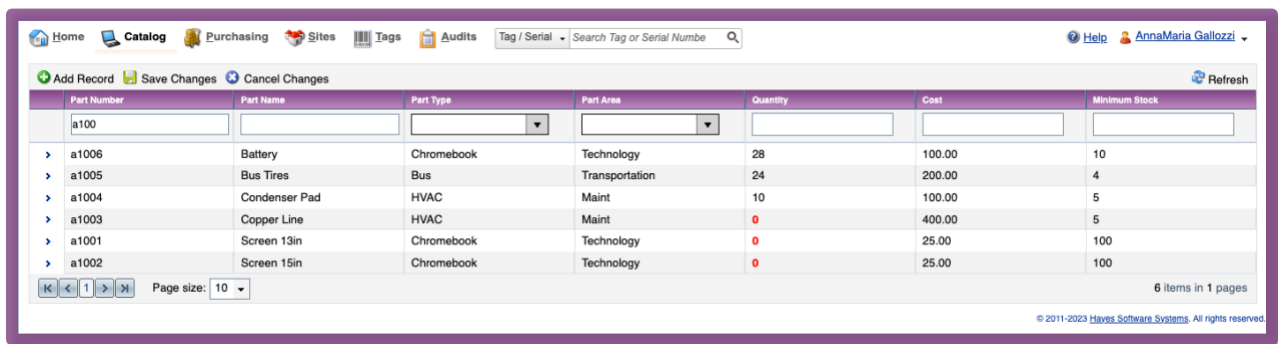
	Count	Value
Total Inventory	725,450	\$675,057,868.99
Available	367,049	\$449,825,409.91
In Use	162,731	\$106,770,759.03
Other	195,670	\$118,461,700.05

Additional elements in the screenshot include a sidebar with "Admin Tools" and "Management" sections, a "Switch to site..." dropdown, and a "Download .CSV" link at the bottom left.

- Clicking “Products” from the Catalog menu takes you to the traditional Product Catalog.

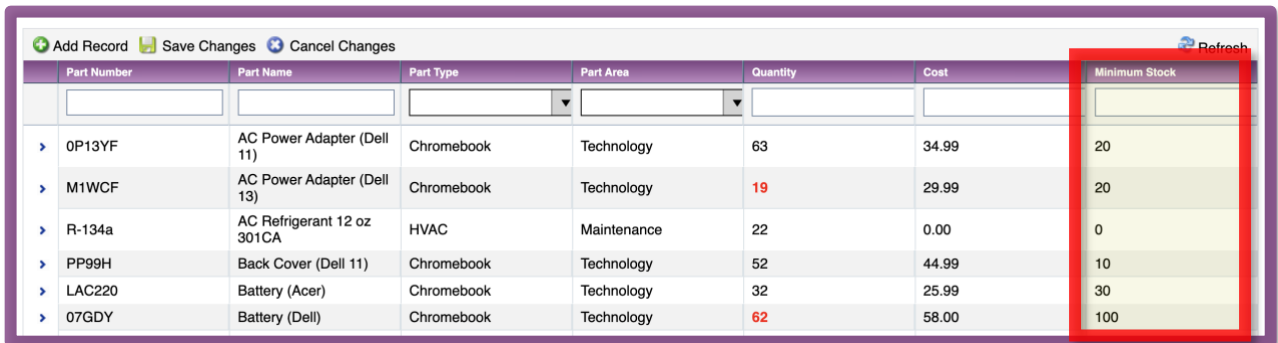


- Clicking “Parts” from the Catalog menu takes you to the new Parts Catalog.



Setting Up Minimum Stock Requirements

Admin Admin users have the ability to set a minimum stock threshold at the district level for each part in the inventory. This threshold represents the minimum quantity of a particular part that should be available before a notification is triggered. Notifications are triggered nightly.



Minimum Stock

- Field accepts up to 500,000 in minimum stock
- Field type is integer
- Field is not required
- The Quantity number appears in **red** when the Part Quantity has fallen below the Minimum Stock required by the district.

Our system monitors the inventory quantity and compares them against the minimum stock thresholds defined by the admin users. This process is automated and requires no manual intervention.

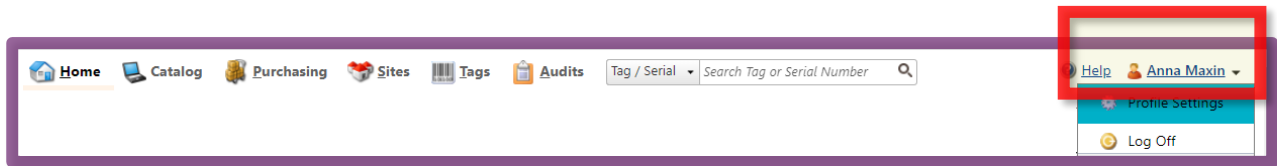
Reminder:

If you see a “red flag” over one of your fields, you will need to save the changes you have made on the grid, otherwise they will be lost.

Part Number	Part Name	Part Type	Part Area	Quantity	Cost	Minimum Stock
> 0P13YF	AC Power Adapter (Dell 11)	Chromebook	Technology	64	34.99	21

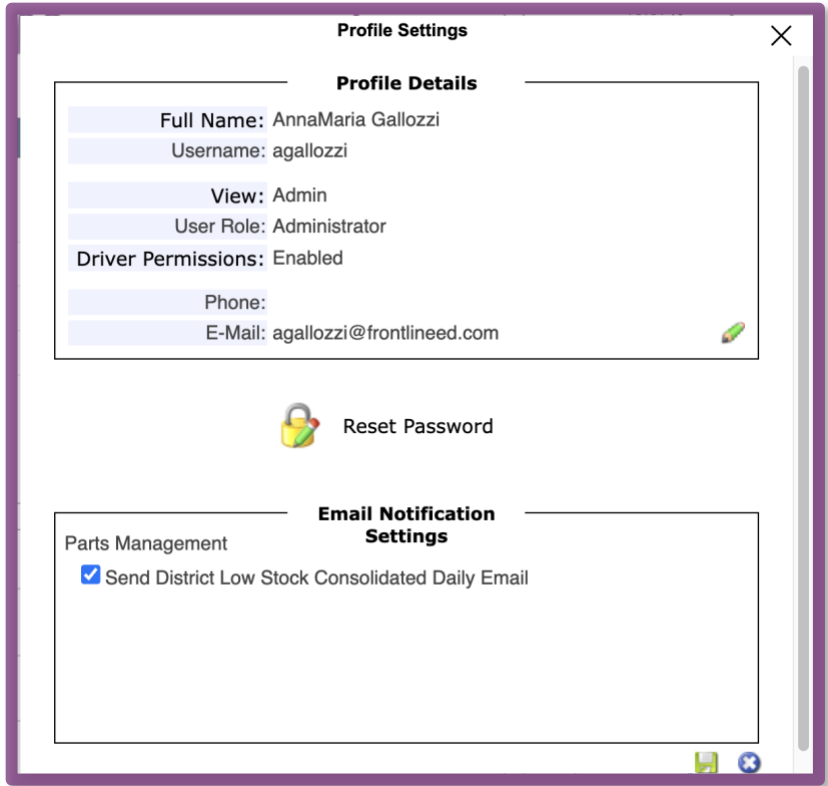
Setting Up Admin Admin Notifications

As an Admin Admin, navigate to your Profile Settings in the top right corner of the Asset Management System by clicking the arrow next to your name. Then click the “Profile Settings”



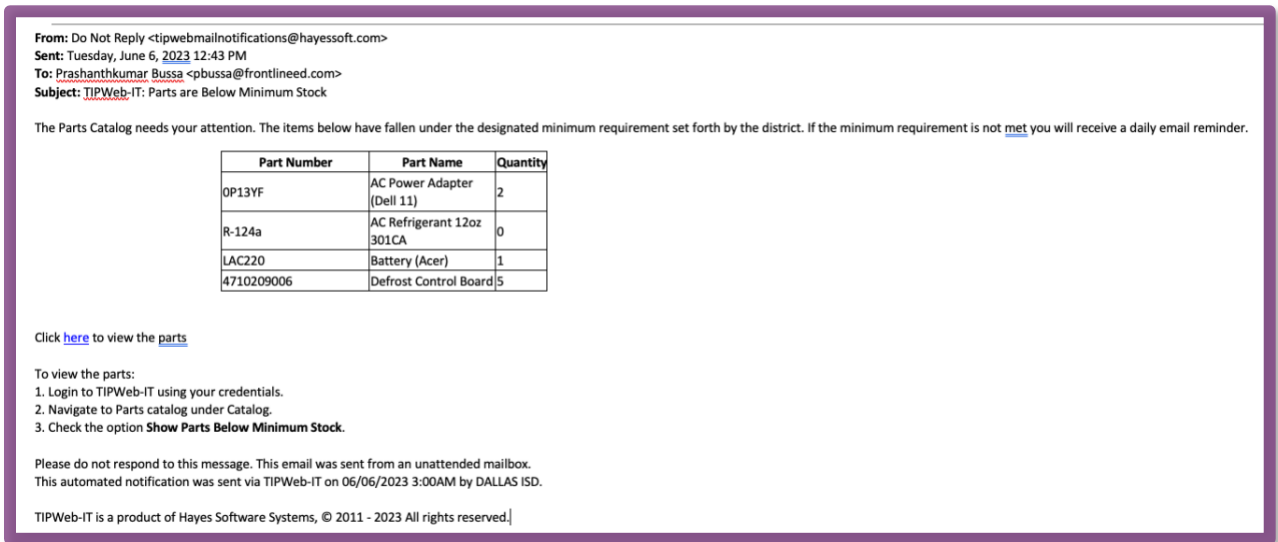
The Profile Settings now have additional “Email Notification Settings”.

By clicking on the “Send District Low Stock Consolidated Daily Email” it will send you a nightly email of parts below the minimum tock threshold set forth by the district.



Parts Management Email Notification- Admin Admin

The email notification includes essential details to assist the Admin in identifying and addressing low stock. The email includes a list of all parts that have fallen below the threshold set with the Part Number, Part Name, and Quantity.



Additionally, the email notification contains a link below the part details that directs the admin user to a dedicated report within the Parts Management tab. This report offers a

comprehensive overview of the inventory status, highlighting the parts that are below the minimum stock threshold.

Part Number	Part Name	Part Type	Part Area	Quantity	Cost	Minimum Stock
a1003	Copper Line	HVAC	Maint	0	400.00	5
keyboard01	keyboard01	Chromebook	Technology	9	9.00	20
keypad	keypad	Chromebook	Technology	0	2.00	2

Replenishing Low Stock

When the Admin admin sees the notification or navigates to the “Show Parts Below Minimum Stock”, more parts can be added to the parts in need by following the steps below:

- Click on the carrot “>” to the left of the Part to see additional details and the Inventory tab.
- On the Inventory tab, you can add or remove inventory quantity to sites through in-line editing.

Location	Quantity	Minimum Stock
S 105 Special Education	9	0

Add Inventory to Sites

- Click “Add Inventory” to view a list of sites to add parts inventory.
- Make sure to check the box so the new site inventory quantity is added for the part.
- Tab or use your mouse to click into the next site quantity box.
- Click “Save” to associate the part to selected sites.
- Click the checkbox at the top left of the grid to select all sites in the system.
- Sites already assigned to a Part will no longer display in the Assign Sites listing.
- Once the Site is added to the Inventory tab, use in-line edit to add or change the Minimum Stock.

Assign Sites ✕

1 item(s) selected Refresh

	Site Name	Quantity
	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	003 New Tech at B.F. Darrell	<input type="text" value="10"/>
<input type="checkbox"/>	Bigtown High	0
<input type="checkbox"/>	005 Molinas High	0
<input type="checkbox"/>	T007 Jefferson High (Pre Tornado)	0
<input type="checkbox"/>	008 Kimber High	0
<input type="checkbox"/>	012 Pinkston High	0
<input type="checkbox"/>	013 Roosevelt High	0
<input type="checkbox"/>	014 Samuel High	0
<input type="checkbox"/>	021 WT White High	0
<input type="checkbox"/>	022 Woodrow Wilson High	0

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Page size: 10 ▾ 499 items in 50 pages

- When performing a Site Name search in the grid, clicking the check box at the top will only select the sites returned in the search results, allowing you to add site inventory in bulk.

Assign Sites ✕

30 item(s) selected Refresh

	Site Name	Quantity
	<input type="text" value="high"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Bigtown High	10
<input checked="" type="checkbox"/>	005 Molinas High	5
<input checked="" type="checkbox"/>	T007 Jefferson High (Pre Tornado)	0
<input checked="" type="checkbox"/>	008 Kimber High	0
<input checked="" type="checkbox"/>	012 Pinkston High	0
<input checked="" type="checkbox"/>	013 Roosevelt High	0
<input checked="" type="checkbox"/>	014 Samuel High	0
<input checked="" type="checkbox"/>	021 WT White High	0
<input checked="" type="checkbox"/>	022 Woodrow Wilson High	0
<input checked="" type="checkbox"/>	023 Carter High	0

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Page size: 10 ▾ 30 items in 3 pages

- As an admin, you can add sites without parts inventory quantity, allowing your site users to add their quantity later.

Location	Quantity	Minimum Stock
#Pari01	11	33
000 General	3	0
005 Molinas High	5	0
006 Hillhurst High	0	0
007 Jefferson High	0	0
008 Kimber High	0	0
009 Lincoln High	0	0
012 Pinkston High	0	0
013 Roosevelt High	0	0
014 Samuell High	0	0

Inventory History Tab

- Click on the carrot ">" to the left of the Part to see additional details and the Inventory History Tab.
- The inventory history tab will show all adjustments made to the Parts inventory quantity: who made them, when they were made, and quantity count changes.
- The Inventory History tab will track the Date, User (First and Last Name), Site Name, Quantity Adjustment and Final Quantity of the Part.
- Negative adjustments are indicated in red and with a negative (-) sign
- Positive adjustments are indicated in green.

Date	User	Site Name	Quantity Adjustment	Final Quantity
03/20/2023	AnnaMaria Gallozzi	High School	-2	3
03/20/2023	AnnaMaria Gallozzi	S McAllen High School	5	5
03/20/2023	AnnaMaria Gallozzi	S Memorial High School	5	5
03/20/2023	AnnaMaria Gallozzi	S Rowe High School	5	5
03/20/2023	AnnaMaria Gallozzi	S Early College High School	5	5
03/20/2023	AnnaMaria Gallozzi	High School	5	5
03/20/2023	AnnaMaria Gallozzi	Sugu High school	5	5

Notes:

- Parts Management feature considerations for future releases not yet scheduled:
 - Integrated Parts Management with Help Desk
 - Bulk Import of Parts

- Low Stock Notifications for Site Admins
- Product Catalog Parts

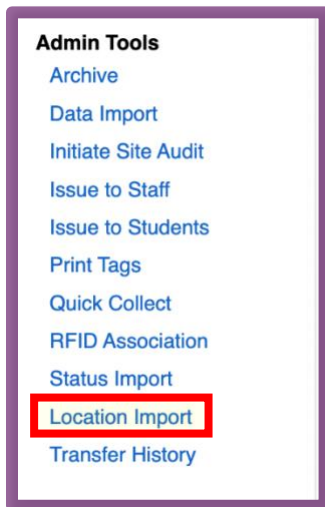
2. Location Import – Import Site, Student/Staff/Room, Status Changes

Bulk change the location of an asset in Statuses of “In Repair”, “In Use”, and “Available” to a different “Room”, “Staff” or “Student” is now available through the Location Import feature. Location Update is performed through an excel file import to mass collect or distribute assets.

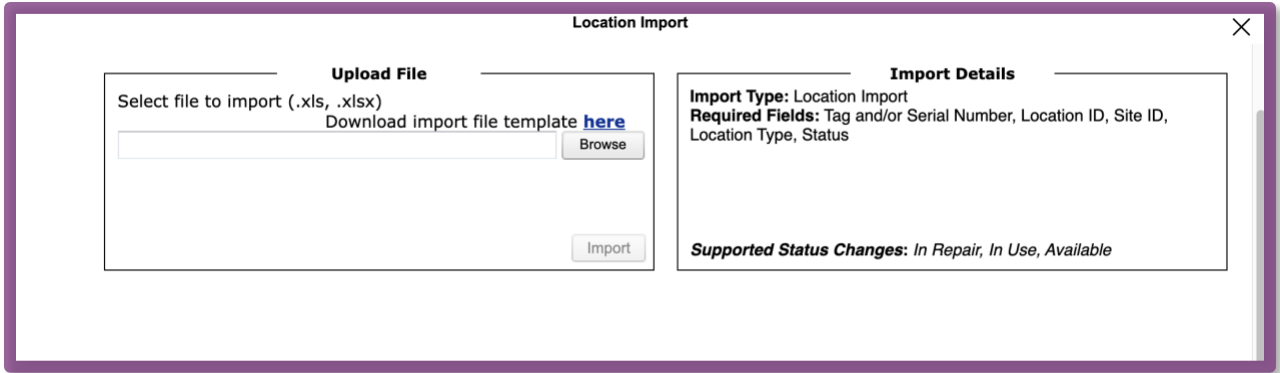
This feature is only accessible for Admin Admin in the system. No other user role will be able to access Location Import to collect or distribute assets in bulk.

Navigating to Location Update

As an Admin Admin, there is a new option on your left navigation panel under Admin Tools called “Location Import”. Location Import is restricted to only Admin Admin. No other user roles will see this additional menu option.



Clicking “Location Import” will open a modal pop-up to start the import process.



Import Details on the left of the modal pop-up describe important details of this feature.

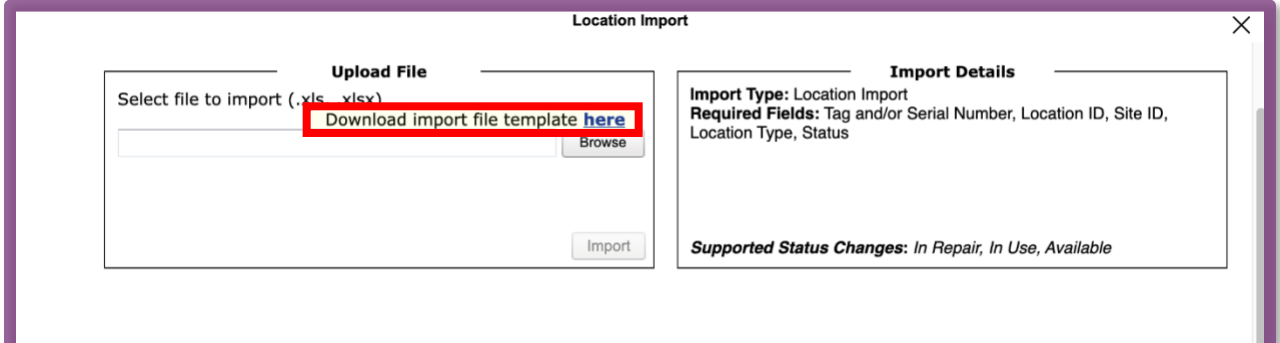
- **Import Type:** Will always be set to **Location Import**
- **Required Fields:**

Column Name	Required	Description
Tag	Yes *	Tag of the asset to be relocated. Either Tag or Serial Number (or optionally both) are required entries. After template file upload, the Tag Number entered must be found in the database for a successful asset relocation.
Serial Number	Yes *	Serial Number of the asset to be relocated. Either Tag or Serial Number (or optionally both) are required entries. After template file upload, the Tag Number entered must be found in the database for a successful asset relocation.
Location ID	Yes	Location ID for the asset's new location. After template file upload, the Location ID entered must be found in the database and in an 'Active' state for successful asset relocation.
Site ID	Yes	Site ID for the asset's new site. After template file upload, the Site ID entered must be found in the database and in an 'Active' state for successful asset relocation.
Location Type	Yes	Location Type for the asset's new location. Location Type must equal 'Room', 'Staff', or 'Student'.
Status	Yes	The desired Status for the asset once it is assigned to the new Site and Location.

- **Support Status Changes:** Will accept changes in Status for “In Repair”, “In Use”, and “Available”.
 - If a tag is in any of the following statuses or is attempting to be changed to these statuses, they will be blocked.
 - “Lost”, “Stolen”, “Pending Lost”, “Pending Stolen”, and all “Transfer”

Preparing your .XLS or .XLSX Import File

A template file is available from the modal to download and fill with the location change information by clicking the “here” hyperlink.



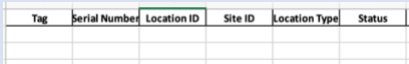
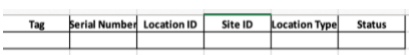
The template file includes columns A-F and row 1 includes headers of the required fields for Location Import.

	A	B	C	D	E	F
1	Tag	Serial Number	Location ID	Site ID	Location Type	Status
2						
3						
4						
5						

NOTE: If you are using your own spreadsheet, headers need to be in the specific order (shown above) of the template file.

After clicking “Browse” and selecting your file, and hit import you will receive certain validations if there is an error in your file before the system can start to process your import.

File Validations

Validation Type	Action
File length > 100 characters [includes file name + file extension] E.g .95 character file length + .xlsx = 100 characters	Error message – File name maximum length is 100 characters long
File length <= 100 characters	File is processed
File with only columns and no records 	Error message – No data found in the "SY Location" sheet.
File with columns and no record with format 	Error message – No data found in the "Sheet1" sheet.
File with non-matching column titles	Error message – The columns are not named correctly or are in the wrong order.
File with invalid formats .txt,.ppt,.docx,.jpg,.pdf,.csv,.png,.doc	Error message – Invalid file format

Clicking Import will start the import process and add the file to the Import History grid with the most recent file added at the top.

NOTE: The import time will vary depending on the number of records, complexity of the updates, and other processes occurring in the database at that time. The file will process in the background so you can continue to work on other tasks in the system.

Import History - Error and Success Files

As an Admin you have access to detailed error reports and a successful task file. These files provide valuable insights into the outcome of the Location Import process, enabling you to address any errors and have a record of the successful task completion.

Import History						Refresh
File Name	Imported By	Date Imported	Status	Date Expired	Action	
<input type="text"/>	<input type="text"/>	<input type="text"/>	All items checked	<input type="text"/>		
common case3 2023.06.06_08.14.58.xlsx	NKDistAdmin	06/06/2023	Complete	07/06/2023		
common case2 2023.06.06_07.59.08.xlsx	NKDistAdmin	06/06/2023	Complete	07/06/2023		
common case1 2023.06.06_07.52.04.xlsx	NKDistAdmin	06/06/2023	Complete	07/06/2023		
TIH-1422 issue observed 2 2023.06.06_07.41.51.xlsx	SYDistAdmin	06/06/2023	Complete	07/06/2023		
TIH-1422 issue observed 2023.06.06_07.34.20.xlsx	SYDistAdmin	06/06/2023	Complete	07/06/2023		
common case 2023.06.06_07.08.44.xlsx	NKDistAdmin	06/06/2023	Complete	07/06/2023		
TIH-1422 final set 2023.06.06_05.41.47.xlsx	SYDistAdmin	06/06/2023	Complete	07/06/2023		

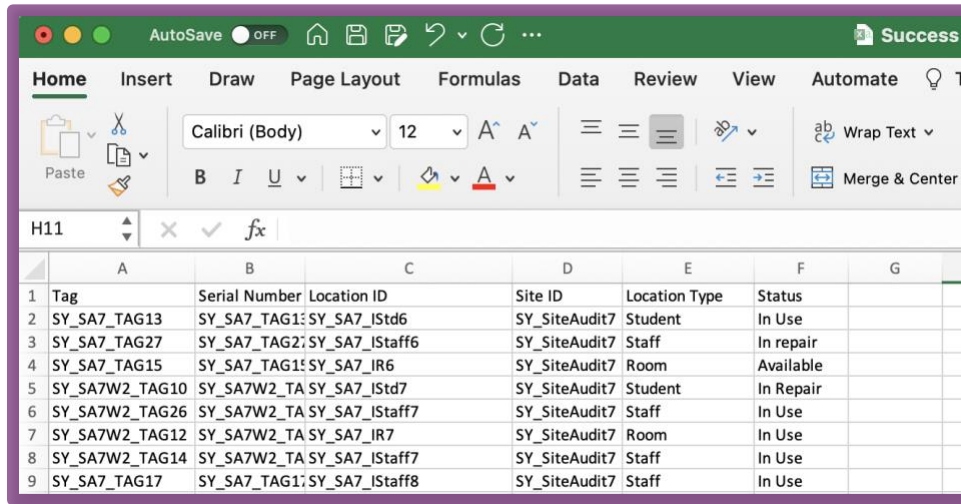
Error Report: At the completion of the Location Import process, the server will generate an error report in the same format as the import file if any records encountered an issue. This report will contain an additional column G, "Exception Reason(s)". Exception Reasons are defined in detail later in this document.

Note: Each validation error will be reported individually, following the same format as the data import. If multiple validation errors occur for a single record, each error will be comma-separated in the error message. For example: "Location ID does not exist, Tag does not exist, Site ID is not active."

	A	B	C	D	E	F	G	H	I	J	K
1	Tag	Serial Number	Location ID	Site ID	Location Typ	Status	Exception Reason(s)				
2		12345 937rufj835u	S194707	1004	Student	In Repair	Tag 12345 is duplicated				
3		12354 3290r57ufjeo	S10947	1004	Student	In Use	Tag 12345 is duplicated				
4		3258 io3rh093hfjn	ST1974	10005	Room	Available	Room Number "ST1974" does not exist for warehouse "10005"				

- **Correction and Re-upload:** With the error report in hand, you can easily identify the specific errors that occurred during the import. This allows you to make the necessary corrections to the file and repeat the upload process, ensuring accurate and successful bulk location updates. Please remove the last column on the error file before retrying and make sure your file is in an .xls format still.

Successful File: Clicking the Green Page Icon will open the Successful Task File. This file serves as confirmation of a successfully completed location update file import. It provides you with a record of the asset details, serving as a reference for future tracking and verification purposes. If there have been no successful location changes, a Success file will not appear, only an error file.



Exception Reasons

Tag and/or Serial* (Required column in file)

Validation Type	File Type	Error Message
Blank/Missing	Error file –	Tag or Serial must be present
Invalid Tag null and serial invalid Tag invalid and serial valid Tag invalid and serial invalid	Error file –	Tag does not exist
With Special Character “	Error file - Tag -> Error file - Serial ->	Location Import does not support double quotes for Tag. Location Import does not support double quotes for Serial
Same Serial for two Tags in AM Tag null and Serial valid	Error file –	Serial must be assigned to an active tag
Tag/Serial is archived.	Error file –	Tag is Archived
Tag/Serial with Component with and without accessories	Error file –	Tag is a component of Parent Tag (####)
Tag/Serial with restricted funding source	Error file –	Tag has restricted funding source

Tag/Serial duplicate within file	Error file – Tag -> Error file – Serial ->	Tag (####) is duplicated. Serial (###) Serial is duplicated
Duplicate Tag and Serial in different rows of same Tag	Error file –	The asset for this Tag or Serial Number is found more than once.
With Valid Tag/Serial Both tag and serial valid Tag valid and Serial null Tag valid and Serial invalid Tag invalid and Serial valid	Success file –	Record is processed. [Status, Location Type, Location ID is updated as provided in imported sheet]

Location ID (Required column in file)

Validation Type	File Type	Error Message
Blank/Missing	Error file -	Location ID is missing from file
Invalid/Does not exist at any Site.	Error file –	Room - Room Number (###) does not exist for site (###) Staff - location type: Staff ID (###) not found Student – location type: Student ID (###) not found
With Special Character “	Error file –	Room - Location Import does not support double quotes for (Location ID) Staff - Location Import does not support double quotes for (Location ID) Student - Location Import does not support double quotes for L(Location ID)
Inactive – Same Site/Warehouse	Error file --	Staff ID (###) is not active Student ID (###) is not active

		Room Number (###) is not active
Inactive – Different Site	Error file –	Room Number (###) does not exist for site (###) Staff ID (###) is not active Student ID (###) is not active
Inactive – Different Warehouse	Error file –	Room Number (###) does not exist for warehouse (###) Staff ID (###) is not active
Staff/Student only in Site A, not at Site B	Success file –	Staff/Student from (Site #) is created at (Site #2) Tag imported will be reflected in both Sites A and B -Staff/Student If Tag imported from (Site #2), tag appears in (Site #) & no longer remains within (Site #2) If Tag imported from (Site #), tag remains within (Site #2)
Staff/Student common in two Sites A and B Staff/Student in both Site A and Site B, Tag from Site A or B	Success file -	Tag from Site A or B is displayed at common Staff/Student present at both Site A and B

Site ID (Required column in file)

Validation Type	File Type	Error Message
Blank/Missing	Error file –	Site ID is missing from file
Invalid	Error file –	Site ID does not exist
With Special Character “	Error file –	Location Import does not support double quotes for Site ID
Inactive – Site	Error file –	Site ID is not active

Inactive – Warehouse	Error file –	Warehouse ID is not active
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Location Type (Required column in file)

Validation Type	File Type	Error Message
Blank/Missing	Error file –	Location Type is missing from file
Invalid – Site/Warehouse	Error file – Site – Error file – Warehouse –	Location Type is not supported. Supported Location Types are "Room", "Staff" and "Student" Students cannot be assigned to a warehouse
With Special Character “	Error file –	Location Import does not support double quotes for Location Type

Status (Required column in file)

Validation Type	File Type	Error Message
Blank/Missing	Error file –	Status is missing from file
Invalid	Error file –	Tag Status is not supported. Supported Status are "In Use", "Available" and "In Repair"
With any Special Character 1. Case1: Available~"!@#%&*()_+{}:"_';,./<>?`[] 2. Case2: Avail"!@#%&*()_+{a b}:"_';,./<>?`!e[] 3. Case3: Availab~"!@#%&*()_+{}:"_';,./<>?`[]lee 4. Case4:InValidRemove~' "!@#%&*()_ +{}:"_';,./<>?`[]g	1, 2, & 3- Success File 4- Error File 1 & 2- Special characters will be removed first and if status is valid 3 - Record is processed 4- Tag Status is not supported. Supported Status are "In Use", "Available" and "In Repair"	

<p>Not Allowed Status for current location import scope</p> <p>Not allowed status -> Auctioned Not allowed status -> Disposed Not allowed status -> Lost Not allowed status -> Recycled Not allowed status -> Return to Vendor Not allowed status -> Sold Not allowed status -> Stolen Not allowed status -> Surplus Not allowed status -> Used for Parts</p> <p>Below status will never be part of Location import scope</p> <p>Not allowed status -> Pending Transfer Not allowed status -> In Transit Not allowed status -> Pending Lost Not allowed status -> Pending Stolen</p>	<p>Error file –</p>	<p>Same exception for all Tag Status is not supported. Supported Status are "In Use", "Available" and "In Repair"; Tag does not exist</p>
<p>Tag already in not allowed Status.</p> <p>Tags in status auctioned. Tags in status disposed. Tags in status lost. Tags in status Recycled. Tags in status Return to Vendor Tags in status Sold. Tags in status Stolen. Tag in status Surplus Tag in status Used for Parts Tags in Pending Transfer Tags in In Transit Tags in Pending Lost Tags in Pending Stolen</p>	<p>Error file –</p>	<p>Tag is in status of Auctioned Tag is in status of Disposed Tag is in status of Lost Tag is in status of Recycled Tag is in status of Returned to Vendor Tag is in status of Sold Tag is in status of Stolen Tag is in status of Surplus Tag is in status of Used for Parts Tag is in status of Pending Transfer Tag is in status of In Transit Tag is in status of Pending Lost Tag is in status of Pending Stolen</p>

Tag status to Available for Staff/Student Staff to Student Student to Staff Staff to Staff Student to Student	Error file –	Tag Status is not supported for Location Type of Staff Tag Status is not supported for Location Type of Student
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Over-all Record Validation

Validation Type	File Type	Error Messaging
All columns Blank/Missing	Error file –	Tag or Serial must be present; Site ID is missing from file; Location ID is missing from file; Location Type is missing from file; Status is missing from file
Invalid	Error file -	Location Type is not supported. Supported Location Types are "Room", "Staff" and "Student"; Tag Status is not supported. Supported Status are "In Use", "Available" and "In Repair"; Tag does not exist; Site ID does not exist
With Special Character “	Error file -	Location Import does not support double quotes for Tag; Location Import does not support double quotes for Serial; Location Import does not support double quotes for Site ID; Location Import does not support double quotes for Location ID; Location Import does not support double quotes for Location Type; Location Type is not supported. Supported Location Types are "Room", "Staff" and "Student"; Tag Status is not supported. Supported Status are "In Use", "Available" and "In Repair"; Tag does not exist; Site ID does not exist Note: [first quotes are removed from the columns and then exception is displayed within error file]

Duplicate entire record in file	Error file –	Record is duplicated
Record already exists in DB (or) already imported earlier [i.e., A Tag or Serial already exists within AM application within same status, location ID, site id, location type]	Success File -	Record is skipped for validation and appears in success file

Tag and Serial Validations: Tags and Serials must be linked to a single active asset. At least one of the Tag and Serial columns must contain a value, although both can contain values. If Tag is null and Serial is specified, the row must be marked as an exception if that Serial is linked to multiple assets.

Note: Serial numbers for assets are allowed to be duplicated and there is no validation requiring them to be unique. If only the serial number is used in the Location Import file and there are multiple matching assets in your data, the error message will indicate ...

Duplicate Detection: If a Tag or Serial is present multiple times in the import file, all occurrences of those records will be marked as duplicates. However, if the entire row is identical, only the first occurrence will be retained, and the subsequent fully identical rows will be marked as duplicates.

Parent Tag and Component Tag Handling: When the location of a parent tag is changed, the component tags will be assigned accordingly. However, the location of a component tag cannot be changed in the bulk upload, and the error message will indicate "Tag is a component of Parent Tag (###)."

Location and Site Validations: The Location ID and Site ID must be linked to each other in the database and must be active. Additionally, the Status specified must be valid for the Location Type (e.g., "Room," "Staff," or "Student").

Status Change Error Handling: If the asset's current status is "Pending Transfer," "In Transit," "Pending Lost," or "Pending Stolen," the status change error will display as "Unable to change status for tag in status of [status name]. Row [Row Number]."

Warehouse Location Handling: The bulk location change feature is not applicable to warehouse containers. Warehouse locations can only be assigned to staff and rooms, not to students. Untagged inventory management is not included in this import process.

Department Tag Assignment: Admin Admin users, who have access to all departments and tags, can assign department tags without any restrictions.

Component & Parent Tags:

Parent Tag: When the location of a parent tag is changed, the system will automatically assign the new location to all associated component tags. This streamlined process eliminates the need for manual adjustments, allowing for efficient management of parent and component tags.

Component Tag: In the bulk upload process, the location of a component tag cannot be changed directly. If an attempt is made to change the location of a component tag, an error message will be displayed to the client. The error message will read: "Tag is a component of Parent Tag (###)," indicating that the location change should be performed on the parent tag instead.

Restricted Funding Validations:

When performing the bulk location import, if a tag has a restricted funding source that prohibits its movement to a particular site, the system will generate an error.

The error message displayed for such case will read "Tag has restricted funding source." To validate the tags against the funding source and site, this matches how Quick Transfers works today.

This validation enhancement helps maintain data accuracy and adherence to funding restrictions while performing bulk location changes. By preventing tags with restricted funding from being moved to incompatible sites, you can ensure compliance and avoid potential complications.

NOTE: Missing leading zeros will cause an error. When working with Excel files, it is important to note that leading zeros may be dropped by Excel. This behavior is not specific to our software but rather an inherent characteristic of Excel. To ensure the preservation of leading zeros in your Tag, Serial, or ID fields, we recommend following the appropriate steps outlined below:

- 1) Using Custom Number Format: Excel provides a custom number format feature that allows you to display leading zeros. You can apply this format to the specific cells or columns where leading zeros are required. Microsoft provides detailed instructions on using a custom number format to display leading zeros in Excel, which can be found in their support documentation: [Using a Custom Number Format to Display Leading Zeros.](#)

- 2) Opening Files with Leading Zeros: If you need to open a file that contains leading zeros, such as a downloaded file from our software, you can follow these steps:
 - a) Save the downloaded file as a .txt file format.
 - b) Open Excel and choose the File menu.
 - c) Select Open and navigate to the location where you saved the .txt file.
 - d) In the Open dialog, select the file and choose the Open button.
 - e) The Text Import Wizard will appear. Select the appropriate options, ensuring that you choose Tab as the delimiter if the file is tab delimited.
 - f) Click Finish to import the file into Excel. This process will help retain the leading zeros.

Please keep in mind that whether you export data from our software into an Excel or CSV file, the leading zeros may no longer be present due to Excel's default behavior. To preserve the leading zeros, it is crucial to follow the steps outlined above.