

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.



Add Record 🗋 Show Inactive Please select Product Catalog Report 🔻 🧟 Refre									og Report 👻	2 Refr
		Product Number	Product Name	Manufacturer	Model		Product Type	Other #1	Total Inventory	F
					•		COMPUTERS - LAPTC -			
	/ 🗈 🗞	2008304	12.9 inch iPad Pro	Apple			COMPUTERS - LAPTOPS		908	1499
	Details	Inventory	Accessories							
	Product: 1	2.9 inch iPad Pro	,							
	Product Nu	mber: 2008304		Model End Of Life:		Total Invento	ory: 908			
	Product N	Name: 12.9 inch i	Pad Pro	Projected Life:		Total Availab	ble: 419			0
	Manufac	cturer: Apple		Other #1:		Total Val	ue: \$1,361,092.00			
	Ν	Nodel:		Other #2:					IN.	AGE
	Product	Type: COMPUTE	RS - LAPTOPS	Other #3:					SEL	
	Product	Type: COMPUTE Area: None	RS - LAPTOPS	Other #3: Suggested Price: \$1,499.	00				SEL	
	Product	Type: COMPUTE Area: None SKU:	RS - LAPTOPS	Other #3: Suggested Price: \$1,499. Serial Required: False	00				SEL	
	Product	Type: COMPUTE Area: None SKU: Notes:	RS - LAPTOPS	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False	00				SEL	
	Product	Type: COMPUTE Area: None SKU: Notes: 2008193	RS - LAPTOPS 16-inch MacBook	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False Apple	00		COMPUTERS - LAPTOPS		SEL	ECTED 218
	Product	Type: COMPUTE Area: None SKU: Notes: 2008193 2006552	RS - LAPTOPS 16-inch MacBook 2GOPC Atom Netbool	Other #3: Suggested Price: \$1,499 Serial Required: False Allow Untagged: False Apple & 2GOPC	00 Atom	Netbook	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3	218 25
	Product	Type: COMPUTE Area: None SKU: Votes: 2008193 2006552 2002123	RS - LAPTOPS 16-inch MacBook 2GOPC Atom Netbool Acer Laptop Aspire	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False Apple 2GOPC Acer Inc	00 Atom Aspir	Netbook	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3 6	218 25 32
	Product	Type: COMPUTE Area: None SKU: Notes: 2008193 2006552 2002123 2005510	16-inch MacBook 2GOPC Atom Netbool Acer Laptop Aspire Acer Laptop Aspire 3	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False Apple COPC Acer Inc Acer Inc	00 Atom Aspir Aspir	Netbook e e 3	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3 6 1	218 25 32
	Product	Type: COMPUTE Area: None SKU: Notes: 2008193 2006552 2002123 2002123 2005510 2001788	16-inch MacBook 2GOPC Atom Netbool Acer Laptop Aspire Acer Laptop Aspire 55 Acer Laptop Aspire 55	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False Apple & 2GOPC Acer Inc 32 Acer Inc	00 Atom Aspir Aspir	Netbook e e 3 e 5532	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3 6 1 4	218 25 32
	Product	Type: COMPUTE Area: None SKU: Notes: 2008193 2006552 2002123 2005510 2001788 2001887	16-inch MacBook 2GOPC Atom Netbool Acer Laptop Aspire Acer Laptop Aspire 3 Acer Laptop Chromeb Acer Laptop Chromeb	Other #3: Suggested Price: \$1,499. Sorial Required: False Allow Untagged: False Allow Untagged: False Acer Inc Acer Inc 32 Acer Inc 32 Acer Inc 34 Acer Inc	00 Atom Aspir Aspir Chro	Netbook e e 3 e 5532 mebook 11	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3 6 1 4 2521	218 25 32 13 17
	Product	Type: COMPUTE Area: None SKU: 2008193 2006552 2002123 2005510 2001788 2001887 2007844	16-inch MacBook 26OPC Atom Netbool Acer Laptop Aspire 3 Acer Laptop Aspire 3 Acer Laptop Chromeb Acer Laptop Chromeb Acer Laptop Chromeb	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False Apple & 2GOPC Acer Inc 32 Acer Inc 32 Acer Inc ook 11 Acer Inc	00 Atom Aspir Aspir Chro C732	Netbook e e 3 e 5532 mebook 11 T NXGULAA001	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3 6 1 4 2521 13	218 25 32 13 17 30
	Product	Type: COMPUTE Area: None SKU: 2008193 2006552 2002123 2005510 2001788 2001887 2007844 2005421	16-inch MacBook 2GOPC Atom Netbook Acer Laptop Aspire Acer Laptop Aspire 35 Acer Laptop Chromeb Acer Laptop Northoneb Acer Laptop N3450	Other #3: Suggested Price: \$1,499. Serial Required: False Allow Untagged: False Allow Untagged: False & 2GOPC Acer Inc Acer Inc 32 Acer Inc 32 Acer Inc ook G732T Acer Inc Acer Inc	00 Atom Aspir Aspir Chro C773 N345	Netbook e e 3 s 5532 mebook 11 T NXGULAA001 0	COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS COMPUTERS - LAPTOPS		37 3 6 1 4 2521 13 12	218 25 32 13 17 30

• 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.

	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	nasing 🈙 <u>S</u> ites 🏢 <u>T</u> ags	Audits Tag / Serial • 5	Search Tag or Serial Numbe Q		0	Help 🔒 AnnaMaria Gallozzi 🗸
🔾 Add F	🗘 Add Record 😸 Save Changes 😮 Cancel Changes						
Pa	art Number	Part Name	Part Type	Part Area	Quantity	Cost	Minimum Stock
a1	100		•	•			
> a1	1006	Battery	Chromebook	Technology	28	100.00	10
> a1	1005	Bus Tires	Bus	Transportation	24	200.00	4
> a1	1004	Condenser Pad	HVAC	Maint	10	100.00	5
> a1	1003	Copper Line	HVAC	Maint	0	400.00	5
> a1	1001	Screen 13in	Chromebook	Technology	0	25.00	100
> a1	1002	Screen 15in	Chromebook	Technology	0	25.00	100
к	6 items in 1 pages						
						© 2011-2023	Haves Software Systems. All rights reserved.

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.

🚱 Add Record 😸 Save Changes 💲 Cancel Changes								
	Part Number	Part Name	Part Type	Part Area	Quantity	Cost	Minimum Stock	
			•	•				
>	0P13YF	AC Power Adapter (Dell 11)	Chromebook	Technology	63	34.99	20	
>	M1WCF	AC Power Adapter (Dell 13)	Chromebook	Technology	19	29.99	20	
>	R-134a	AC Refrigerant 12 oz 301CA	HVAC	Maintenance	22	0.00	0	
>	PP99H	Back Cover (Dell 11)	Chromebook	Technology	52	44.99	10	
>	LAC220	Battery (Acer)	Chromebook	Technology	32	25.99	30	
>	07GDY	Battery (Dell)	Chromebook	Technology	62	58.00	100	

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.

AC Power Adapter (Dell 11) Chromebook Technology 64 34.99 21		Part Number	Part Name	Part Type	Part Area	Quantity	Cost	Minimum Stock
OP13YF AC Power Adapter (Dell 1) Chromebook Technology 64 34.99 21				•	•			
	,	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"

🚮 <u>H</u> ome	딣 Catalog	🌉 Purchasing	😚 Sites	IIII <u>T</u> ags	📋 <u>A</u> udits	Tag / Serial 👻 Search Tag or Serial Number	Q) <u>Help</u> 🚨 Anna Maxin 🗸
								Profile Settings
								🌀 Log Off

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.

	Profile Settings	×
	Profile Details	1
Full Name:	AnnaMaria Gallozzi	
Username:	agallozzi	
View:	Admin	- 11
User Role:	Administrator	
Driver Permissions:	Enabled	
Phone:		- 11
E-Mail:	agallozzi@frontlineed.com	
	Seset Password	
Parts Management	 Email Notification Settings 	
Send District Low S	Stock Consolidated Daily Email	- 11
		- 11

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.

From: Do Not Reply etipwebmaintoffications@hayessoft.com> Sent: Tuesday, June 6, 2023 12:43 PM Tic: Prasharthumar Bussa epibuss@frontlineed.com> Subject: TIPWeb-IT: Parts are Below Minimum Stock The Parts Catalog needs your attention. The items below have failen under the designated minimum requirement set forth by the district. If the minimum requirement is not met you will receive a daily email reminder. Part Number Part Name Quantity Pi37F (Dell 11) Pi37F (Dell 12) R-124a QOICA Ac220 Battery (Acer) Ac1200 Defrost Control Board 5 Click here to view the parts: Login to TIPWeb-IT using your credentials. Navigate to Parts catalog under Catalog. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sert Via TIPWeb-IT on 66(06/2023 3:00AM by DALLAS ISD. 									
Sent: Tuesday, June 6, 2023 12:43 PM To: Prashanthumar Bussa <pbussa@frontlineed.com> Subject: TIPWeb; T: Parts are Below Minimum Stock The Parts Catalog needs your attention. The items below have fallen under the designated minimum requirement set forth by the district. If the minimum requirement is not met you will receive a daily email reminder. Image: transform of the parts is a product of the parts is a product of the parts is a product of Haves Software Systems. Click here to view the parts: 1. login to TIPWeb-IT using your credentials. 2. Avaigate to Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated outfield now sent via TIPWeb-IT on 06/06/2023 3:00MM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. @ 2011 - 2023 All rights reserved.</pbussa@frontlineed.com>	From: Do Not Reply <tipwebmail< th=""><th>notifications@hayessoft.co</th><th>om></th><th></th><th></th></tipwebmail<>	notifications@hayessoft.co	om>						
To: Prashanthkumar Bussa copbussa@frontlineed.com> Subject: TIPWeb; TI: Parts are Below Minimum Stock The Parts Catalog needs your attention. The items below have fallen under the designated minimum requirement set forth by the district. If the minimum requirement is not met you will receive a daily email reminder. Part Number Part Number Part Number Quantity Part Number AC Power Adapter Quantity R:124a AC Refrigerant 1202 AC Refrigerant 1202 AC Refrigerant 1202 AC 200 Battery (Accer) Accer) Click here to view the parts: Login to TIPWeb-IT using your credentials. New the Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. @ 2011 - 2023 All rights reserved.	Sent: Tuesday, June 6, 2023 12:4	3 PM							
Subject: TIPWeb-IT: Parts are Below Minimum Stock The Parts Catalog needs your attention. The Items below have fallen under the designated minimum requirement set forth by the district. If the minimum requirement is not met you will receive a daily email reminder. Part Number AC Power Adapter 2 (Dell 11) AC Power Adapter 2 R :124a 301CA AC Refrigerant 1202 Battery (Acer) 1 4/10209006 Defrost Control Board 5 Click here to view the parts: 1. Opin to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. @ 2011 - 2023 All rights reserved.	To: Prashanthkumar Bussa <pbus< th=""><th colspan="8">To: Prashanthkumar Bussa <pbussa@frontlineed.com></pbussa@frontlineed.com></th></pbus<>	To: Prashanthkumar Bussa <pbussa@frontlineed.com></pbussa@frontlineed.com>							
The Parts Catalog needs your attention. The items below have fallen under the designated minimum requirement set forth by the district. If the minimum requirement is not met you will receive a daily email reminder. <u>Part Number</u> <u>Ac Power Adapter</u> 2 <u>Part 200</u> <u>R-124a</u> <u>Alc Refrigerant 1202</u> 0 <u>Di Ac 2200</u> <u>Battery (Acer)</u> 1 <u>LAC220</u> <u>Battery (Acer)</u> 1 <u>Jagne to Parts</u> <u>Control Board 5 Click here to view the <u>parts</u> <u>Daries</u> <u>Control Board 5 <u>Daries</u> to Parts catalog under Catalog. <u>Devent to prion Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00M by DALLAS ISD. <u>IPWeb-IT is a product of Haves Software Systems, @ 2011 - 2023 All rights reserved. </u></u></u></u>	Subject: TIPWeb-IT: Parts are Below Minimum Stock								
Part Number Part Name Quantity 0P13YF AC Power Adapter (Dell 11) 2 R.124a AC Refrigerant 12oz 301CA 0 LAC220 Battery (Acer) 1 4710209006 Defrost Control Board 5	The Parts Catalog needs your attention. The items below have fallen under the designated minimum requirement set forth by the district. If the minimum requirement is not met you will receive a daily email remind								
OP13YF AC Power Adapter (Dell 11) 2 R-124a AC Refrigerant 12oz 301CA 0 LAC220 Battery (Acer) 1 4710209006 Defrost Control Board 5 Click here to view the parts: 1. login to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. @ 2011 - 2023 All rights reserved.		Part Number	Part Name	Quantity					
Or 131* (Del 11) 2 R-124a AC Refrigerant 12cz 0 JOLCA JOLCA 0 LAC220 Battery (Acer) 1 4710209006 Defrost Control Board 5		OD12VE	AC Power Adapter	2					
R-124a AC Refrigerant 12oz 301CA 0 LAC220 Battery (Acer) 1 4710209006 Defrost Control Board 5 Click here to view the parts: 1. Login to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.		0F13TF	(Dell 11)	2					
SolicA 0 LAC220 Battery (Acer) 1 4710209006 Defrost Control Board 5 Click here to view the parts To view the parts: 1. Login to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. @ 2011 - 2023 All rights reserved.		R-124a	AC Refrigerant 12oz	0					
LAC220 Battery (Acer) 1 4710209006 Defrost Control Board 5 Click here to view the parts: 1. login to TiPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD.		1-12-10	301CA	Ŭ					
4710209006 Defrost Control Board [5] Click here to view the parts:		LAC220	Battery (Acer)	1					
Click here to view the parts To view the parts: 1. Login to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock . Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.		4710209006	Defrost Control Board	5					
Click here to view the parts: 1. Login to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock . Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.]									
Click here to view the parts: 1. Login to TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.									
To view the parts: 1. Login to TIPWeb-IT using your credentials. 2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock . Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	Click here to view the parts								
I. Login to TiPWeb-IT using your credentials. I. Navigate to Parts catalog under Catalog. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	To view the parts								
2. Navigate to Parts catalog under Catalog. 3. Check the option Show Parts Below Minimum Stock. Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	1 Login to TIPWeb-IT using your	credentials							
3. Check the option Show Parts Below Minimum Stock . Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	2. Navigate to Parts catalog unde	er Catalog.							
Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	3. Check the option Show Parts I	Below Minimum Stock.							
Please do not respond to this message. This email was sent from an unattended mailbox. This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.									
This automated notification was sent via TIPWeb-IT on 06/06/2023 3:00AM by DALLAS ISD. TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	Please do not respond to this me	essage. This email was sent	from an unattended m	nailbox.					
TIPWeb-IT is a product of Haves Software Systems. © 2011 - 2023 All rights reserved.	This automated notification was	sent via TIPWeb-IT on 06/0	06/2023 3:00AM by DA	LLAS ISD.					
	TIPWeb-IT is a product of Haves	Software Systems @ 2011	- 2023 All rights reserv	ha					
	in web in is a product of mayes.	5011Ware 545temb, @ 2011	2023 Fill rights reserv	cu.j					

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.

😋 Add Record 🚽 Save Changes 😮 Cancel Changes 🗹 Show Parts Below Minimum Stock 😂 Re								
	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.

() A	🔂 Add Record 📙 Save Changes 😮 Cancel Changes 🗹 Show Parts Below Minimum Stock 😂 Refresh								
	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		
	Inventory Prod	ucts Inventory Histo Save Changes 🔇 Cance	ry I Changes		Quantity	Minimum Stock	2 Refresh		
	S 105 Special Education	-			0				
		0	1 items in 1 pages						
>	keypad	keypad	Chromebook	Technology	0	2.00	2		

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.

	Site Name	Quantity
~	003 New Tech at B.F. Darrell	
	Bigtown High	0
	005 Molinas High	0
	T007 Jefferson High (Pre Tornado)	0
	008 Kimber High	0
	012 Pinkston High	0
	013 Roosevelt High	0
	014 Samuell High	0
	021 WT White High	0
	022 Woodrow Wilson High	0

• 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 ite	em(s) selected	😂 Refresh						
~	Site Name	Quantity						
	high							
	Bigtown High	10						
	005 Molinas High	5						
	T007 Jefferson High (Pre Tornado)	0						
	008 Kimber High	0						
	012 Pinkston High	0						
	013 Roosevelt High	0						
	014 Samuell High	0						
	021 WT White High	0						
	022 Woodrow Wilson High	0						
	023 Carter High	0						
К	< 1 2 3 >>>> Page size: 10 ▼	30 items in 3 pages						
		5						

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

Inventory Products Inventory History							
🔾 Add Inventory 📙 Save Changes 🔇 Cancel Changes 😂 Refresh							
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					
K < 1 2 3 4 > > Page size: 10 -		32 items in 4 pages					

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.

	Part Number	Part Name	.9	Part Type		Part Area	Quant	tity	Cost		Minimum Stoc	k
	a100				1	•						
~	a1006	Battery		Chromebook	-	Technology	28		100.00		10	
	Inventory Products	Inventor	y History									
	🕏 Refresh											
	Date		User		Site N	ame		Quantity Adjustment		Final Quantity		
												
	03/20/2023		AnnaMaria Gallo	zzi	High	School		-2		3		
	03/20/2023		AnnaMaria Gallo	zzi	S Mo	Allen High School	5			5		_
	03/20/2023		AnnaMaria Gallo	zzi	S Me	morial High School		5		5		
	03/20/2023		AnnaMaria Gallo	zzi	S Rowe High School		5		5			
	03/20/2023		AnnaMaria Gallo	zzi	S Early College High School			5		5		
	03/20/2023		AnnaMaria Gallo	zzi	High	School		5		5		
	03/20/2023		AnnaMaria Gallo	zzi	Sugu	I High school		5		5		
	K<1>>> Page	size: 10 👻									7	items in 1 pages
	a1005	Rue Tiree		Rue		Transportation	0		200.00		А	

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.

Location Im	port X
Upload File Select file to import (.xls, .xlsx) Download import file template here Browse	Import Details Import Type: Location Import Required Fields: Tag and/or Serial Number, Location ID, Site ID, Location Type, Status
Import	Supported Status Changes: In Repair, In Use, Available

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
Тад	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.
SiteID	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.

	А	В	С	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	Error message –
[includes file name + file extension]	File name maximum length is 100 characters long
E.g .95 character file length + .xlsx = 100 characters	
File length <= 100 characters	File is processed
File with only columns and no records	Error message –
Tag Serial Number Location ID Site ID Location Type Status	No data found in the "SY Location" sheet.
File with columns and no record with format	Error message –
Tag Serial Number Location ID Site ID Location Type Status	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	Error message –
.txt,.ppt,.docx,.jpg,.pdf,.csv,.png,.doc	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							
					ኛ Refresh		
File Name	Imported By	Date Imported	Status	Date Expired	Action		
			All items checked -				
common case3 2023.06.06_08.14.58.xlsx	NKDistAdmin	06/06/2023	Complete	07/06/2023	5		
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	ß		
TIH-1422 issue observed 2023.06.06_07.34.20.xlsx	SYDistAdmin	06/06/2023	Complete	07/06/2023	5		
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 commaseparated in the error message. For example: "Location ID does not exist, Tag does not exist, Site ID is not active."

C	● ● AutoSave ● off ☆ 🛱 🌮 ♡ ~ Ċ … 🔹 Error - TIH-1422 final set 2023.06.06_05.41.47 ~									
н	ome Insert	Draw Pag	ge Layout Formulas	Data	Review	View	Automate 🛛 🖓 Tell r	ne		
	$ \begin{array}{c c} & & \\ \hline \hline & & \\ \hline & & \\ \hline & & \\ \hline & & \\ \hline \hline & & \\ \hline \hline & & \\ \hline \hline \\ \hline & & \\ \hline \hline \\ \hline & & \\ \hline \hline \\ \hline \\$									
	Paste 🗳	B I <u>U</u> ✓		= =	≣ ⊒ 3	+= →=	⊡ • \$ • % !	0. 0.→ . 00. →	0 Condi 0 Forma	tional Forma atting as Tab
C1	15 🌲 🗙	$\checkmark f_x$								
	A	В	С	D	E	F	G H	I	J	К
1	Тад	Serial Number	Location ID	Site ID	Location Typ	Status	Exception Reason(s)			
2	12345	937rufji835u	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 warehou	se "10005"

• <u>Correction and Re-upload</u>: 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.

•	● ● AutoSave ● OFF ⋒ ₽ ₽ У ~ C ··· ▲ Success							
н	ome Insert	Draw P	age Layout For	mulas Data	Review V	iew Aut	omate <table-cell> 🏾</table-cell>	
		Calibri (Body)	~ 12 ~	A^ A Ξ	= = 🗞	✓ ab	Wrap Text 🗸	
	Paste \checkmark B $I \cup \checkmark$ $\square \checkmark$ $\bigtriangleup \land \bigtriangleup \checkmark$ $\blacksquare \equiv \equiv = \leftarrow \equiv \rightarrow \equiv \blacksquare$ Merge & Center							
H:	11 🌲 🗙	✓ fx						
	А	В	С	D	E	F	G	
1	Tag	Serial Number	Location ID	Site ID	Location Type	Status		
2	SY_SA7_TAG13	SY_SA7_TAG13	SY_SA7_IStd6	SY_SiteAudit7	Student	In Use		
3	SY_SA7_TAG27	SY_SA7_TAG27	SY_SA7_IStaff6	SY_SiteAudit7	Staff	In repair		
4	SY_SA7_TAG15	SY_SA7_TAG15	SY_SA7_IR6	SY_SiteAudit7	Room	Available		
5	SY_SA7W2_TAG10	SY_SA7W2_TA	SY_SA7_IStd7	SY_SiteAudit7	Student	In Repair		
6	SY_SA7W2_TAG26	SY_SA7W2_TA	SY_SA7_IStaff7	SY_SiteAudit7	Staff	In Use		
7	SY_SA7W2_TAG12	SY_SA7W2_TA	SY_SA7_IR7	SY_SiteAudit7	Room	In Use		
8	SY_SA7W2_TAG14	SY_SA7W2_TA	SY_SA7_IStaff7	SY_SiteAudit7	Staff	In Use		
9	SY_SA7_TAG17	SY_SA7_TAG17	SY_SA7_IStaff8	SY_SiteAudit7	Staff	In Use		

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	Error file –	Tag does not exist
Tag invalid and serial valid Tag invalid and serial invalid		
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

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	е Туре	Error Message
Blank/Missing Erro	or file –	Status is missing from file
Invalid Erro	or file –	Tag Status is not supported. Supported Status are "In Use", "Available" and "In Repair"
With any Special Character 1, 2, 1. Case1: Available~'''!@#\$%^&* ()_+{}:"_j',./<>?`[] 2. Case2: Avail"!@#\$%^&*()_+{a b}:"_j',./<>?`le[] 3. Case3: Availab~'''!@#\$%^&*() _+{}:"_j',./<>?`[]lee 4. Case4:InValidRemove~'	2, & 3- Success File Error File	 & 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"

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

Tag status to Available for Staff/Student	Error file –	Tag Status is not supported for Location Type of Staff
Staff to Student		Tag Status is not supported for Location Type of Student
Student to Staff		
Staff to Staff		
Student to Student		

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

<u>Tag and Serial Validations</u>: 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 ...

<u>Duplicate Detection</u>: 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.

<u>Parent Tag and Component Tag Handling</u>: 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 (###)."

<u>Location and Site Validations</u>: 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").

<u>Status Change Error Handling</u>: 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]."

<u>Warehouse Location Handling</u>: 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.

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

Component & Parent Tags:

<u>Parent Tag:</u> 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.

<u>Component Tag</u>: 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:

 <u>Using Custom Number Format</u>: 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: <u>Using a Custom Number Format to Display Leading Zeros</u>.

- 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.