



## Web Navigator User Manual

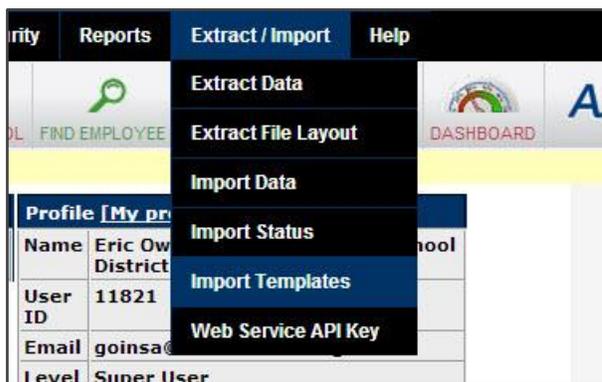
### *Data Extracts and Imports*

## Data Extract

Aesop allows you to extract absence data so that you can import it into your payroll software. Report Writer can be used to create these extract files. For more information on how to setup an extract file specific to your payroll system please contact Aesop Client Services.

**Note:** Importing Aesop data into another system may require additional programming to your other system. Contact your payroll vendor for more information.

## Data Import



You can update existing records or create new records by using the Data Import feature. This may help you save time by enabling you to upload new Data in batch process rather than one record at a time. The file must match the pre-defined format in order to be properly uploaded into the system.

There are pre-defined templates that are to be used for Data Imports. To get to these templates go to **Extract Import > Import Templates**.

Here you will find links to the Excel Template and the User Guide for the import type you would like to do. The User Guide will walk you through how to setup the template and how to import the data.

**Data Import Templates** [General Data Import Guide](#)

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**Employee Load**

[Template](#) [View user guide](#)

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**Vacancy Profile Load**

[Template](#) [View user guide](#)



### Template

AT1		Skill Expires						
	AO	AP	AQ	AR	AS	AT	AU	AV
1	Language Description	Gender	Ethnicity Description	Skill Code	Skill Type	Skill Expires	Remove Skill	Absence Reason External ID
2								
3								
4								
5								
6								
7								

### View User Guide



EMPLOYEE LOAD TEMPLATE GUIDE | PAGE 2 of 5

This guide will walk through the available fields in the **Employee Import Template** and what they mean. The Import Template is broken down in highlighted sections based on what type of information you are trying to import. They are broken down as follows...

- Blue** – Employee general info and permissions
- Highlighted Blue** – Required fields for importing new employees
- Orange** – Preferred substitute information
- Pink** – Skill information
- Green** – Absence balance information

**Tips**

Every employee import will require the **Identifier** column so Aesop knows which employee to make the changes to.

To keep things simple you may want to delete any columns that are not being used from the Excel template before submitting for import.

Field Name	Description
<b>Identifier</b>	District unique Id number. May be alphanumeric and up to 30 characters . <b>**Recommend an Employee number that matches the employee’s ID from your payroll/hr system.</b> <b>This field will be required in all data imports to identify the employee you want to update</b>
<b>Last Name</b>	Employee’s last name. Up to 30 characters
<b>First Name</b>	Employee’s first name. Up to 30 characters
<b>Middle Name</b>	Employee’s middle name. Up to 10 characters
<b>Title</b>	Employee’s specific title like “Second Grade” or “Nurse”
<b>Phone</b>	Employee’s phone number. This will also be their login id. Don’t