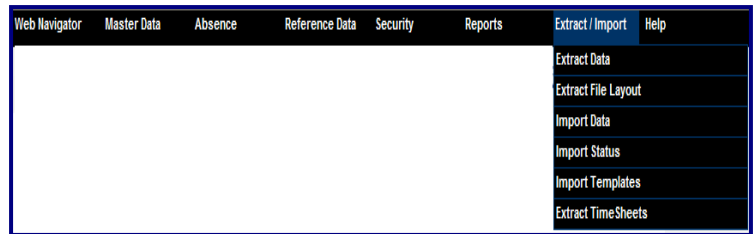# Web Navigator Topical Guide Data Import: Vacancy Profile

Posted: January 2010

Data Import

Aesop allows you to import your own data. Use one of the standard templates and input the required information into Aesop.

From the Menu Bar select:
Extract/Import > Import Templates.
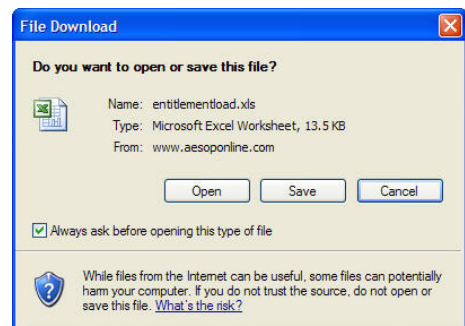

Menu Bar

Select a Template

The **Vacancy Profile Load** allows you to load multiple vacancy profiles into the system at once.

Simply select the template from the list by clicking the [Standard Excel](#) link. Once you have made your selection Internet Explorer will automatically open the template.

<div style="background-color:green; color:white;">

Save the file before advancing

Please save the template that you will be working on. This is a temporary file and you will lose all data once you hit the **Back** button. Now open the file in Excel.

</div>

Vacancy Profile Load

Field Name	Description	Max Length	Required
VacancyProfileID	Aesop Identifier from the Vacancy Profile General Info – this is left blank when adding new profiles.	30	**Required**
Vacancy Name	Name of the Vacancy Profile. ** This field is only require when adding a new position profile.	80	**Required**
School_ExternalID	External ID for the school(s) with which this vacancy profile should be associated. You can add one ID, or you can add multiple IDs by separating each with a comma within the cell. You may also type the word "All" to associate that position profile with every school.	n/a	**Required**
ClearPreviousSchools	**Y** or **N** in order to clear schools previously attached to profile	1	
EmployeeTypeDescription	Name of the employee type this profile should be associated with from the Reference Data > Employee Type template.	n/a	**Required**
Room	The room where the substitute should report to report when taking a vacancy under this profile (e.g. Main Office)	20	
ExternalPosID	User-defined alpha-numeric value to associate with vacancy profile	20	
ExternalPosID2	User-defined alpha-numeric value to associate with vacancy profile	20	
ExternalPosID3	User-defined alpha-numeric value to associate with vacancy profile	20	
Active	**Y** or **N** to activate or inactivate position profile	1	
Notes	Free form text field	50	
Budget_ExternalID	External ID from Budget Code reference data	30	

Steps for loading Vacancy Profile Load

PLEASE SAVE THE TEMPLATE THAT YOU WILL BE WORKING ON. THIS IS A TEMPORARY FILE AND YOU WILL LOSE ALL DATA IF YOU HIT THE 'BACK' BUTTON.

1. Fill in **required** fields for new load(all other fields a
    a. VacancyProfileID
    b. VacancyName
    c. School_ExternalID
    d. EmployeeTypeDescription

2. Format your worksheet for import:
    a. Press **<Ctrl> A** to select entire worksheet.
    b. On the **Format** menu, click **Cells.**
    c. Click the **Number** tab.
    d. In the **Category** box, click **General.**
    e. Click **OK.**

3. Save your file.
4. Click the **Back** button to return to the **Web Navigator.**
5. On the **Main Menu** bar, click **Extract/Import.**
6. Click **Import Data.**
7. In the **Import Type** drop-down window, click **Vacancy Profile Load**.
8. In the **Source File** box, click the **Browse** button and select your file.
9. In the **Confirmation Email Address** box, input your email address.
10. **Test Only**
    a. **Checked** - rows are validated but no records are added or changed.
    b. **Un-checked** - all valid rows will be added or changed.
11. **Change Existing Records**
    a. **Checked** - adds new vacancy profiles and updates any current vacancy profiles
    b. **Un-checked** - only adds new vacancy profiles.
12. **Use Default Pin for New Records**
    a. **None** – you will not use the Default Pin feature
    b. **Random –** 4 or 5-digit Pin would be automatically assigned to all new records
    c. **Specified** – enter a 4/5 digit Pin that would be assigned to profiles

13. Click **Submit.**

14. Click **Yes** to submit your file for processing.

Do not change the Header names nor the Sheet1 tab name
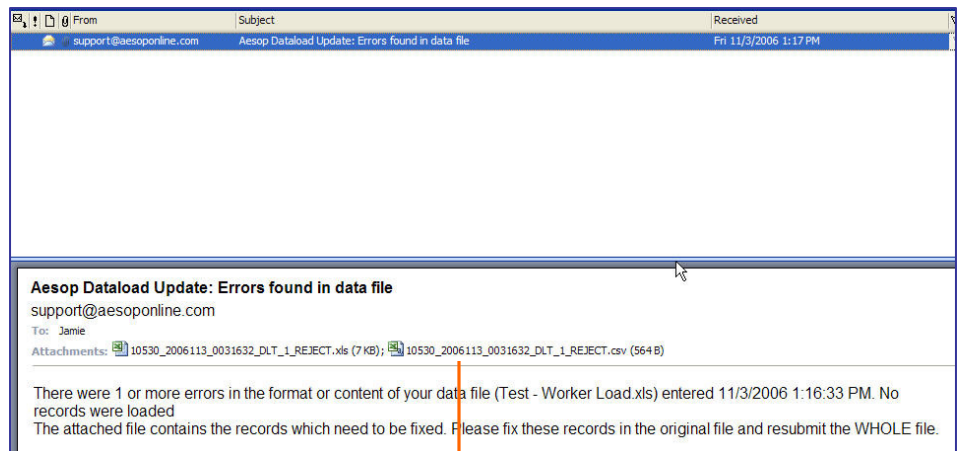
Syntactical Validation of Data

Aesop will validate your data. If Aesop identifies any data not meeting it's criteria the data will be rejected. (For example: phone number is 10-digits). If all data is *syntactically* correct then Aesop will allow you to run the data load.
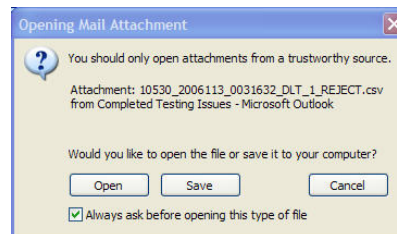
Your file fails the test.

> There were syntactical errors in your file. An email has been sent to jcrilley@aesoponline.com with more details.
>
> Try Again

This is the e-mail you will receive. Click the **last attachment** to view the record(s) that failed the syntactical verification.

⊠ ! □ 🖉	From	Subject	Received
	support@aesoponline.com	Aesop Dataload Update: Errors found in data file	Fri 11/3/2006 1:17 PM

Aesop Dataload Update: Errors found in data file
support@aesoponline.com
To: Jamie
Attachments: 📄 10530_2006113_0031632_DLT_1_REJECT.xls (7 KB); 📄 10530_2006113_0031632_DLT_1_REJECT.csv (564 B)

There were 1 or more errors in the format or content of your data file (Test - Worker Load.xls) entered 11/3/2006 1:16:33 PM. No records were loaded
The attached file contains the records which need to be fixed. Please fix these records in the original file and resubmit the WHOLE file.

Click **Open**

Opening Mail Attachment

You should only open attachments from a trustworthy source.

Attachment: 10530_2006113_0031632_DLT_1_REJECT.csv from Completed Testing Issues - Microsoft Outlook

Would you like to open the file or save it to your computer?

Open   Save   Cancel

☑ Always ask before opening this type of file

Microsoft Excel - 10530_2006113_0031632_DLT_1_REJECT [Read-Only]

	A	B	C	D	E
1	Row #	SSNum	Last Name	First Name	Reason
2	1	1E+10	Doe	Jane	Invalid SSN. Must be 9 numeric digits. (9998877801)
3					
4					
5					

Aesop will tell you the **Row #** (note: Row 1 = Row 2 on your Excel file – the Header row is not counted) and the **Reason** why the record failed. Open the Excel file and make the required changes and then re-submit.

Syntactical Validation of Data continued

Your file passes the test.

Click **Yes** to process.

> Your file was successfully validated.
> Would you like to submit for processing?
>
> [Yes] [No]
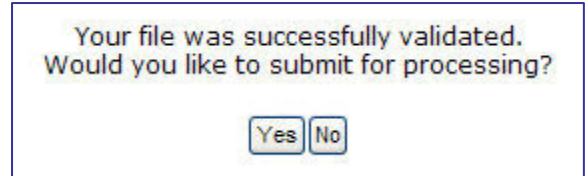
Data Load Status screen.
When the data is first
submitted it's *Status* is
Queued.

It may take a number of minutes to
run the report depending on how
many requests have been made.

Load

File Name	Created ☑▲	By ☑	Status ☑▲	Test	Completed	#Recs	#Proc	#Add	#Chg	#Err	
10530 - Absence Balance Load.xls	2006-11-07 10:00	Self	Completed successfully	No	2006-11-07 10:00	1	1	0	1	0	Show Details

Data Load **Completed**.
Aesop will break down how
many Records were submitted,
Processed, Added, Changed,
and Error.

Click the **Show Details** link.
Aesop will show you every
record; whether they were
successfully processed, and
the comments.

If you have errors – make the
appropriate changes in your Excel
spreadsheet and re-submit.

DataLoad Status (Detail)

Return to Summary

Load

File Name	Created	By	Status	Test	Completed	#Recs	#Proc	#Add	#Chg	#Err
10530 - Absence Balance Load.xls	2006-11-07 10:00	Self	Completed successfully	No	2006-11-07 10:00	1	1	0	1	0

Record # ☑	External ID	Name ☑▲	Add/Change ☑	Succeeded ☑	Comments
1	927001050 : sick test	Crager,Bob : Sick	Change	Yes	Update Successful. Entitlement ID = 105044

Re-submitting your file

After you make your changes you can re-submit the *entire* file again. You do not need to "pull out" the failed data and put it into a separate Excel spreadsheet. Simply – make your changes, Save, and then re-submit.