

KPI Actual's import template Rules and Sample

Rules. (*Required fields are marked with a Red background colour*)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
Any Cell from Column B upwards and in row 1	This is the unique KPI code associated to the KPI. Each KPI will have a KPI code associated to it.	The KPI code must be the same as the KPI code. This is how the KPI and the KPI tracking information will be linked to each other. The KPI code will consist of a choice of up to 10 alphanumeric characters.	If the KPI code is not captured within the import sheet, the record will not be imported. It is imperative that the KPI code is captured.	N/A	N/A	Variable Character (10)
Any Cell In column A from row 2	This is the date (and time if applicable) of the KPI value captured.	This field will be captured in a Date and Time format.	If the date is not captured the KPI record will not be imported. It is important that the date is captured for the KPI. If the date is not attached to the date, the system will default the entry to midnight. If a KPI tracking value has two dates but does not have two times associated with it, the system will still import the data.	2013-11-14 15:43:30	Date and time of import	Date time (YYYY-MM-DD HH:MM:SS)
Any Cell from column B upwards and from row 2	This is the values of the KPI and will contain the data captured for the KPI.	This field will be numeric.	Only numeric fields will be accepted. Non numeric characters will cause the record to not be uploaded.	Any numeric number	N/A	N/A

Sample.

	WAT-1	PCE-2	WHO-3
2013-11-14	112,09	112,1	112,11
2013-11-15	99,23	99,23	99,23
2013-11-16	56,43	56,43	56,43
2013-11-17	32,9	32,9	32,9
2013-11-18	998,34	998,34	998,34
2013-11-19	12,44	12,44	12,44
2013-11-20	347	347	347
2013-11-21	85,89	85,89	85,89
2013-11-22	68,44	68,44	68,44