ATS Import spreadsheet (xlsx) specifications

Note: Your file _must_ use an"XLSX" format., and have a header row indicator the items listed below.

Column	Description	Type	Length
A	**Vendor Name**	Text	20
B	**Item Name**	Text	20
C	**Type**	Text	20
D	**Units**	Text	20
E	**Status**	Text	20
F	Abbrev	Text	10
G	**Bid Item**	True, False	
H	Taxable	True, False	
I	**Start Qty**	Number (enter 0 if unknown)	
J	On Hand	Number (enter 0 if unknown)	
K	Reorder Qty	Number (enter 0 if unknown)	
L	Qty-to-Order	Number (enter 0 if unknown)	
M	Desired Level	Number (enter 0 if unknown)	
N	Equip Crosswalk	Drop Down	
O	Notes	Text	200

Note: You _must_ use the 1st row of the spreadsheet for headers as indicated in the column descriptions.

- **Items shown in RED are required**
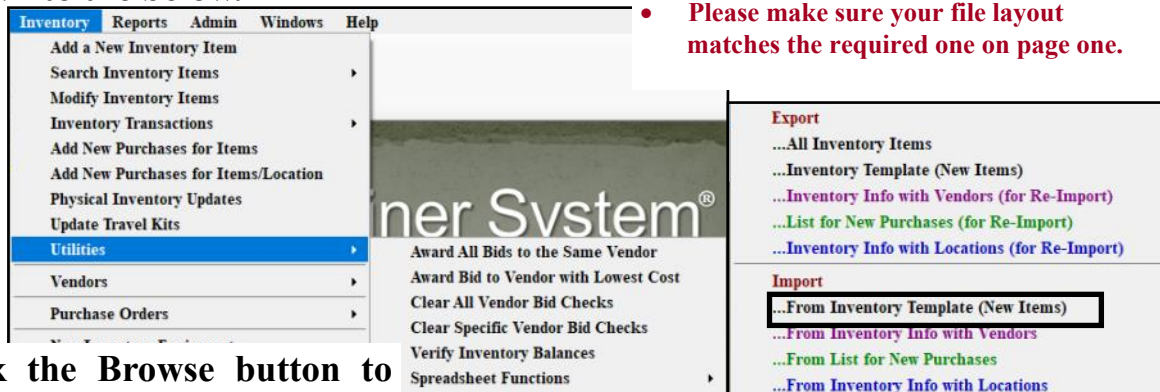- **Items shown in BLUE are recommended, used for a unique key, but not required.**

Below is a sample spreadsheet. A template is available.

Columns with the "*" indicate that these values will be cross-walked during the import process using the lists you defined in ATS

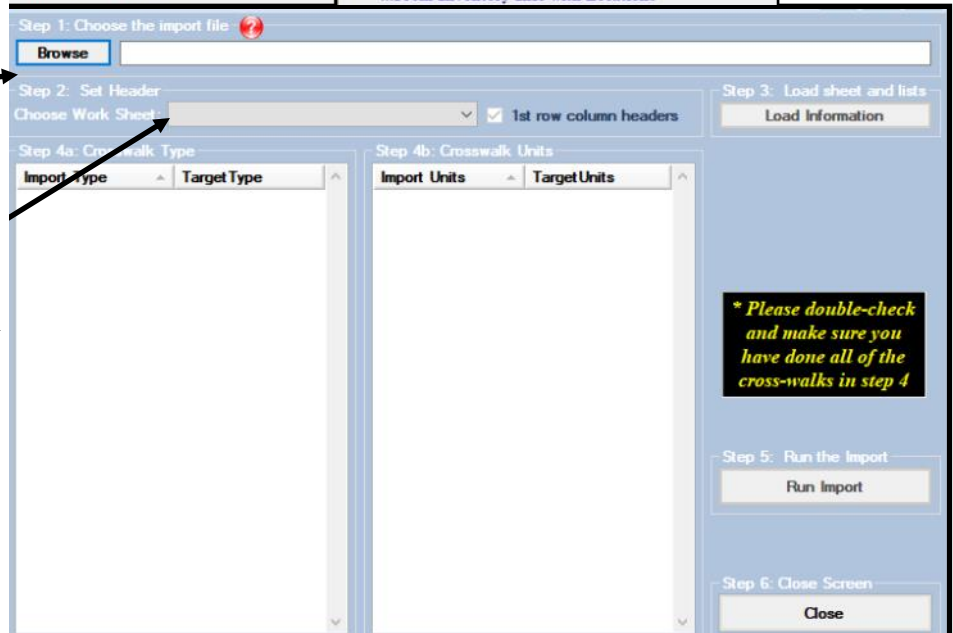**To begin the import process; click on the "Import Inventory List from Template" menu shown to the below.**

• **Please make sure your file layout matches the required one on page one.**

Click the Browse button to locate and select your import file. Only XLSX files can be imported.
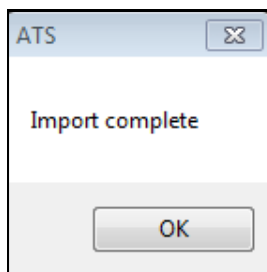
Select the worksheet if more than 1 exists for an Excel file and specify whether a header row exists. Then click the "Load Information" button.

Once the file has been loaded, you can match Types, Units & Statuses from your file to the listings existing in ATS.

Once cross-walking is done, click the Run Import button to complete the process.

Note: Type, Units & Statuses must be entered into ATS before importing athlete records for matching to occur.

Once the import process is complete you will see the message box shown here. Inventory records may be found using regular searching options.

More information on the day-to-day use of the inventory/bids area can be found in our help docs.

Should you encounter any errors, please note the message and contact Keffer Development at 1-888-328-2577