

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	Location	Text	20
B	Item Name	Text	20
C	Start QTY	Text	20

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

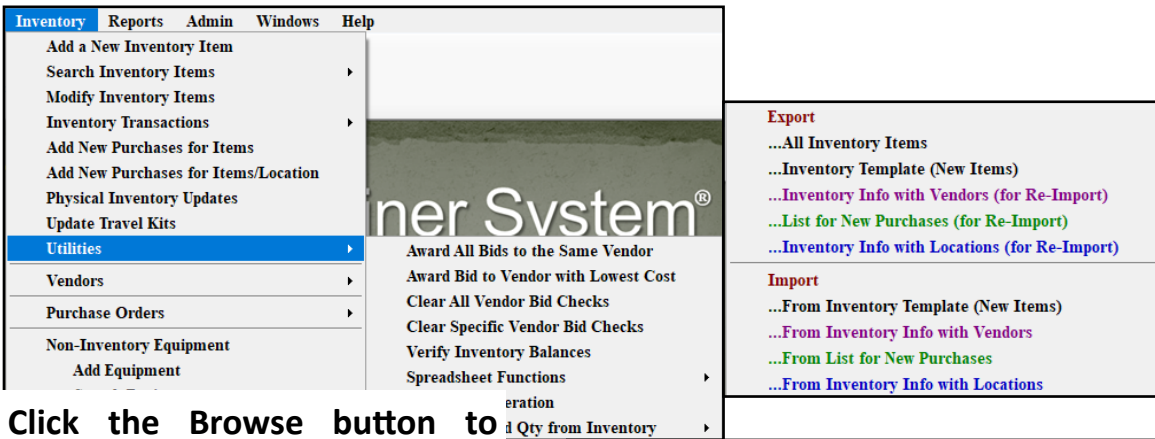
- Items shown in **RED** are required

Below is a sample spreadsheet. A template is available. Use the export function to get the template.

	A	B	C
1	Location	Item Name	Start Qty
2	Athletic Training Room	1" moleskin	4
3	Athletic Training Room	1x3 strip	15
4	Athletic Training Room	2" moleskin	2
5	Field House ATR	2" moleskin	2
6	Athletic Training Room	2nd Skin Circle	3
7			

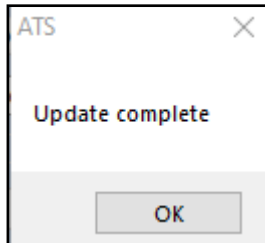
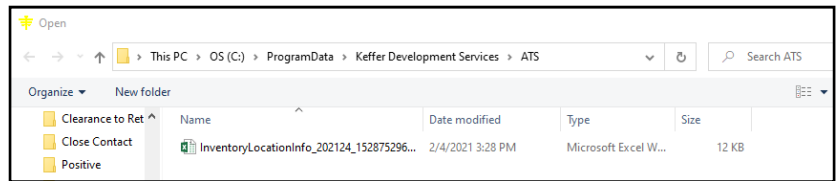
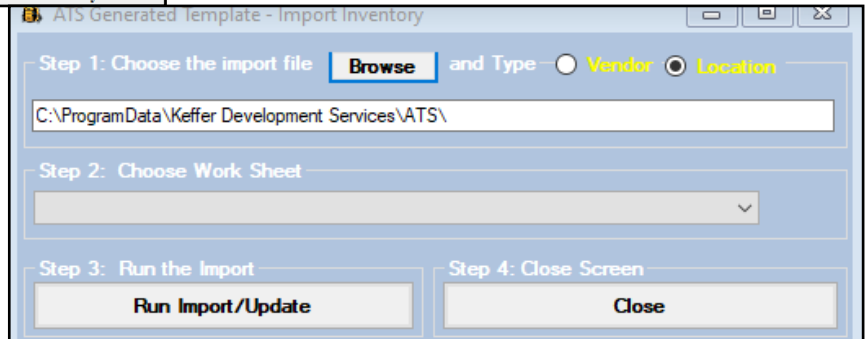
ATS - Importing inventory items from a spreadsheet– Blue (Locations)

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



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.



Select the appropriate spreadsheet from your file explorer menu. Choose worksheet if needed. Run the import. This will import new items, and update existing supplies.

Search your inventory records in your preferred fashion. If any problems arise, please reach out to ATS for assistance.