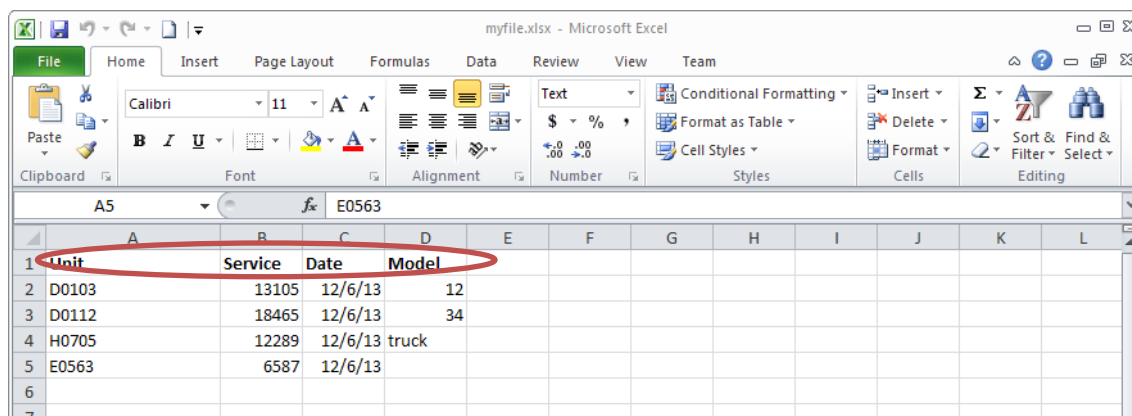


Importing Meter Readings

MyLab will use and forecast from service meter readings. This makes entering samples faster and will also be used for scheduling.

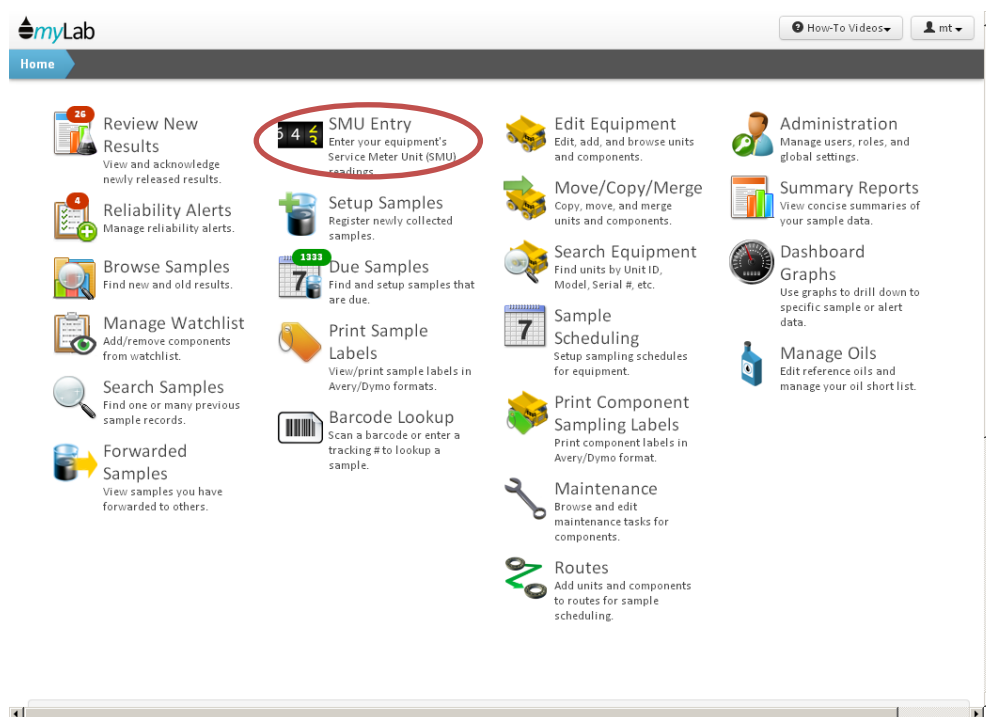
Recording readings this way is optional, but recommended if you collect your meter readings daily anyway.

The meter readings to be imported are in an Excel spreadsheet. Note the first row of this spreadsheet contains column header information.

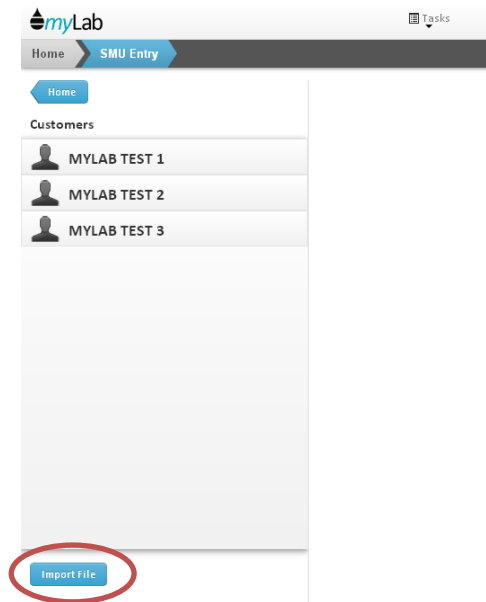


Unit	Service	Date	Model
D0103	13105	12/6/13	12
D0112	18465	12/6/13	34
H0705	12289	12/6/13	truck
E0563	6587	12/6/13	

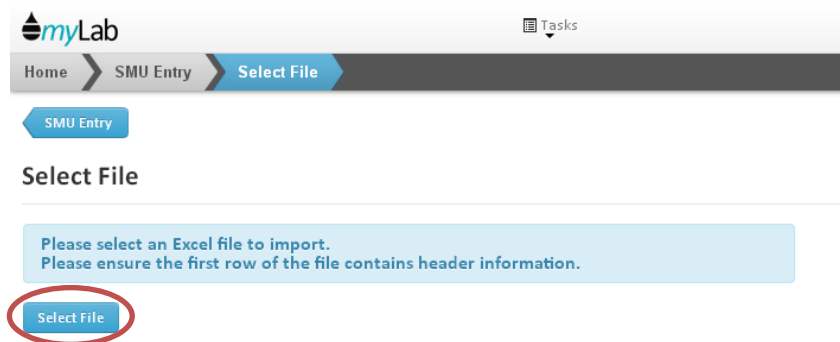
To import this file in myLab, click on the SMU entry task.



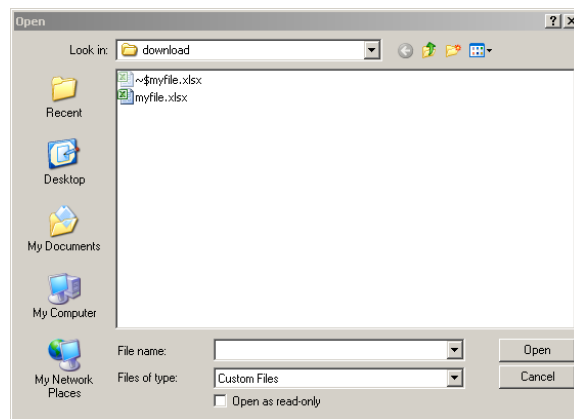
Next, click the Import File button down here.



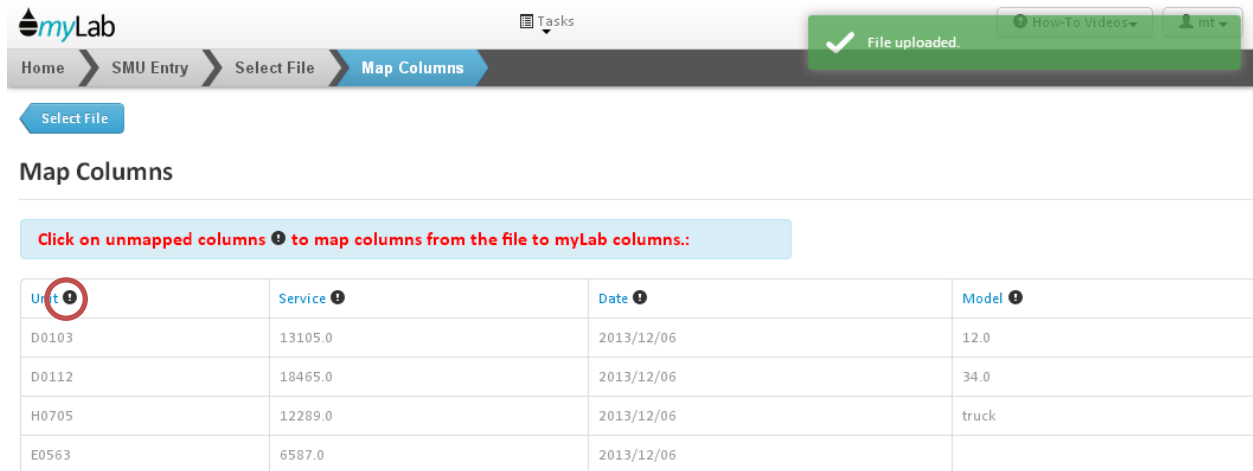
Now press Select File.



An Open file window appears allowing you to browse and pick any Excel file.



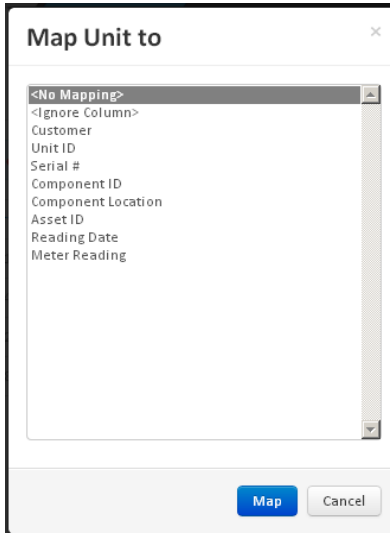
When you choose your file, it is uploaded to myLab and a preview of the first 10 lines are shown. The exclamation mark symbol indicates this column needs to be mapped to a myLab field.



Unit !	Service !	Date !	Model !
D0103	13105.0	2013/12/06	12.0
D0112	18465.0	2013/12/06	34.0
H0705	12289.0	2013/12/06	truck
E0563	6587.0	2013/12/06	

Click on the header titled Unit.

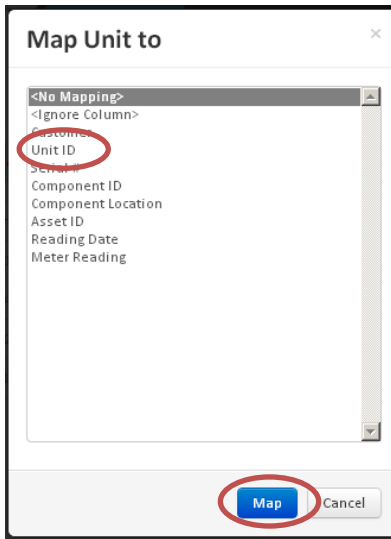
This window shows you the available myLab fields you can map to.



Note you can map columns to either the Unit ID or Serial # of a unit to identify which units these meter readings are for.

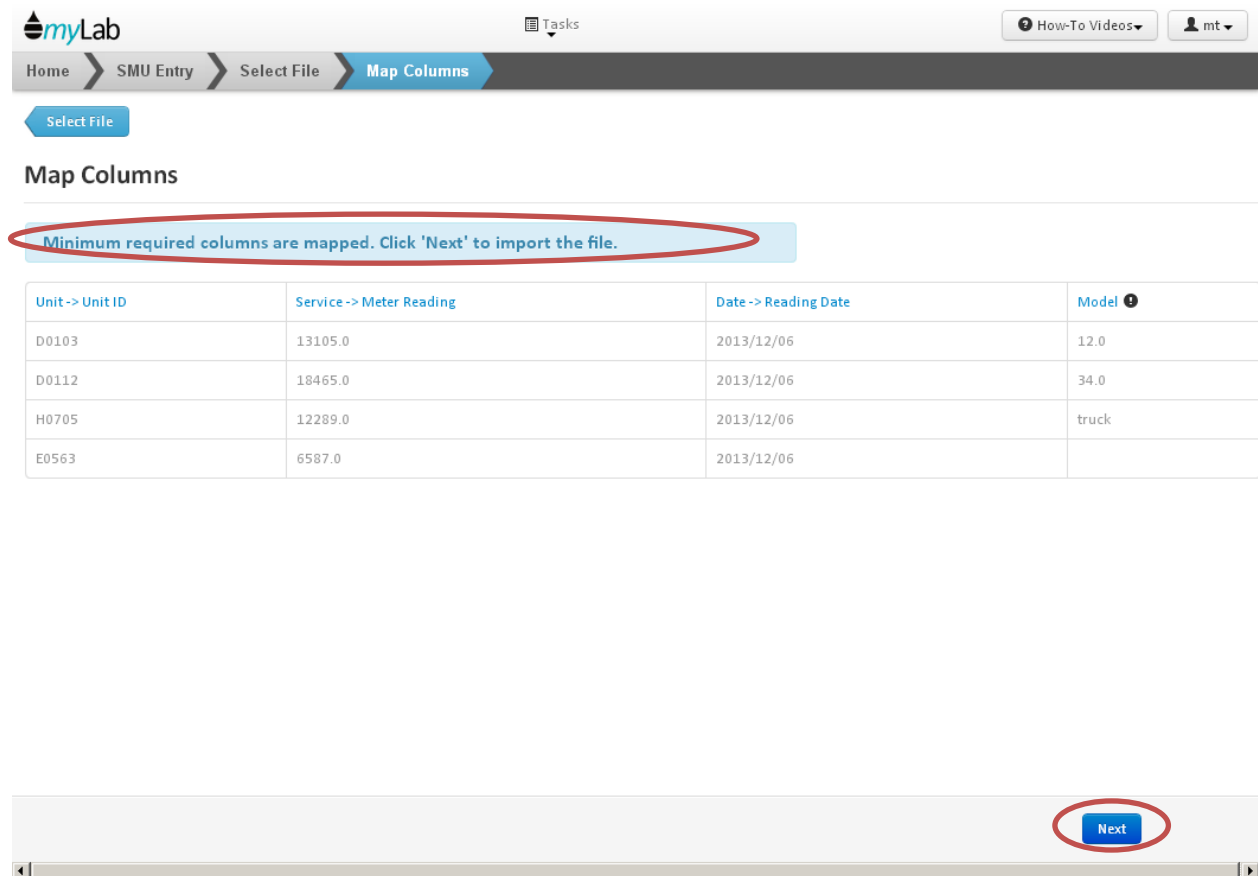
In addition to unit fields, you can also map columns to component specific fields such as Component ID and Component Location, or simply the Asset ID if your meter readings are for components rather than units.

In this example the meter readings are for units so map the Unit column to the Unit ID field and press Map.



Also map the Service column to the Meter Reading field. And the Date column to the Reading Date field.

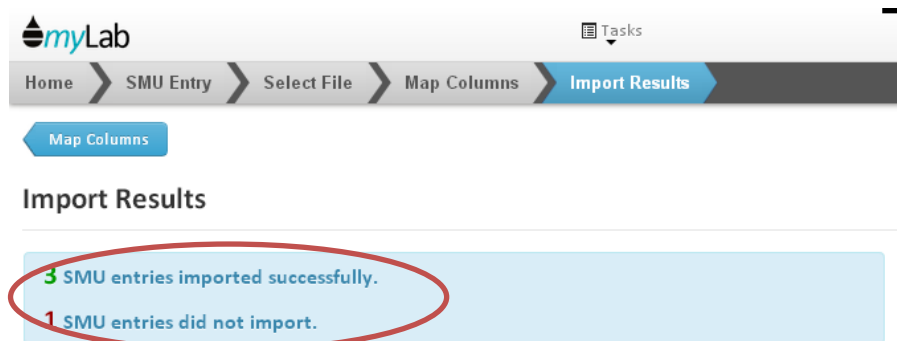
Notice it now says that the “Minimum required columns are mapped.” This means myLab has enough mapped fields to do the import. When you are satisfied with the mapped columns click on Next to begin the import.



The screenshot shows the myLab interface at the 'Map Columns' step. The breadcrumb trail is Home > SMU Entry > Select File > Map Columns. A 'Select File' button is visible. A message box states: 'Minimum required columns are mapped. Click 'Next' to import the file.' Below this is a table with 4 columns: Unit -> Unit ID, Service -> Meter Reading, Date -> Reading Date, and Model. The table contains 4 rows of data. At the bottom right, a 'Next' button is circled in red.

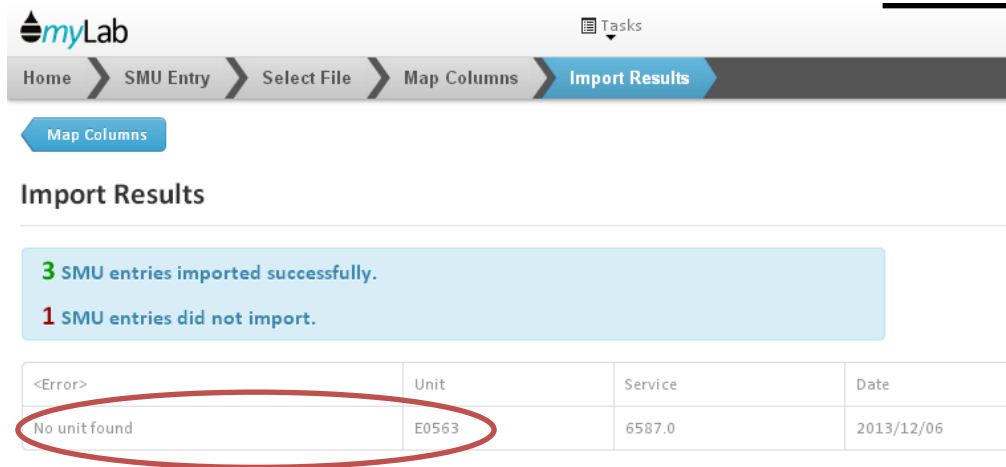
Unit -> Unit ID	Service -> Meter Reading	Date -> Reading Date	Model
D0103	13105.0	2013/12/06	12.0
D0112	18465.0	2013/12/06	34.0
H0705	12289.0	2013/12/06	truck
E0563	6587.0	2013/12/06	

This screen shows that myLab successfully imported 3 meter readings. It also shows 1 meter reading it could not import.



The screenshot shows the myLab interface at the 'Import Results' step. The breadcrumb trail is Home > SMU Entry > Select File > Map Columns > Import Results. A 'Map Columns' button is visible. The 'Import Results' section contains two lines of status: '3 SMU entries imported successfully.' and '1 SMU entries did not import.' Both lines are circled in red.

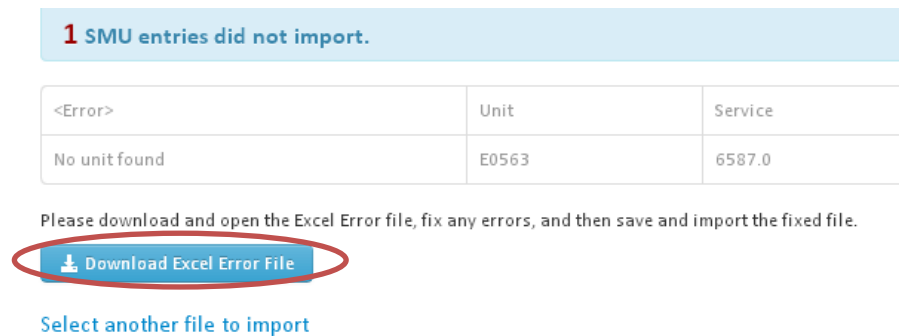
A preview of the lines that could not be imported is shown here along with the reason why. This one could not be imported because myLab could not find a matching unit.



The screenshot shows the myLab interface with the 'Import Results' tab selected. A summary box indicates '3 SMU entries imported successfully' and '1 SMU entries did not import.' Below this, a table lists the failed entry. The first column, labeled '<Error>', contains the text 'No unit found', which is circled in red. The other columns are 'Unit' (E0563), 'Service' (6587.0), and 'Date' (2013/12/06).

<Error>	Unit	Service	Date
No unit found	E0563	6587.0	2013/12/06

Looks like there is a typo in the spreadsheet. Click on Download Excel Error File and open the file for editing.



The screenshot shows the 'Download Excel Error File' button, which is circled in red. Above the button, a summary box states '1 SMU entries did not import.' Below the button, there is a link that says 'Select another file to import'.

1 SMU entries did not import.

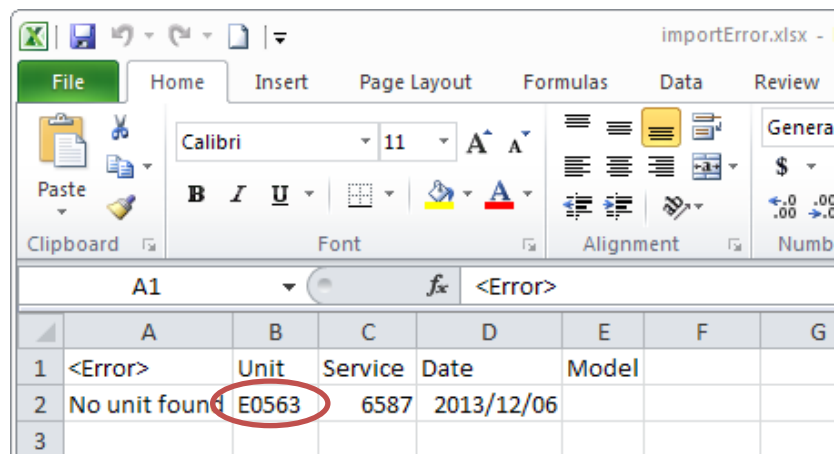
<Error>	Unit	Service
No unit found	E0563	6587.0

Please download and open the Excel Error file, fix any errors, and then save and import the fixed file.

[Download Excel Error File](#)

[Select another file to import](#)

Correct the typo in the Unit column here, and save the spreadsheet.



The screenshot shows an Excel spreadsheet titled 'importError.xlsx'. The 'Unit' column (B) contains the text 'E0563', which is circled in red. The 'Service' column (C) contains '6587' and the 'Date' column (D) contains '2013/12/06'. The first row (A1) contains the headers '<Error>', 'Unit', 'Service', 'Date', and 'Model'.

	A	B	C	D	E	F	G
1	<Error>	Unit	Service	Date	Model		
2	No unit found	E0563	6587	2013/12/06			
3							

Click on “Select another file to import”.

1 SMU entries did not import.

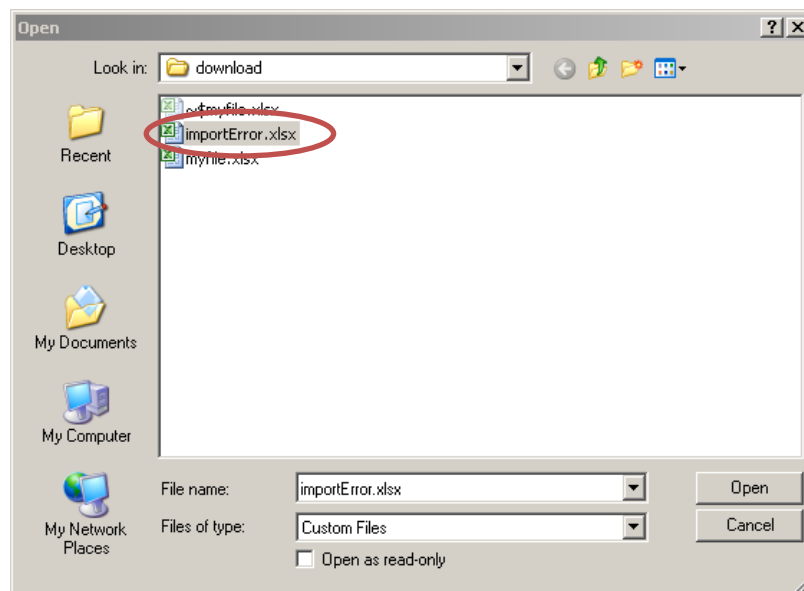
<Error>	Unit	Service
No unit found	E0563	6587.0

Please download and open the Excel Error file, fix any errors, and then save and import the fixed file.

[Download Excel Error File](#)

[Select another file to import](#)

Select the error file that was just saved to import the change.



Note that myLab has remembered the previous mappings so you do not have to map them again.

Tasks

Home > SMU Entry > Select File > **Map Columns**

[Select File](#)

Map Columns

Minimum required columns are mapped. Click 'Next' to import the file.

<Error> ⓘ	Unit-> Unit ID	Service-> Meter Reading	Date-> Reading Date	Model ⓘ
No unit found	E0503	6587.0	2013/12/06	

Click on next to import the change. There are no longer any errors.

The image shows the 'myLab' web interface. At the top, there is a navigation bar with the 'myLab' logo on the left and a 'Tasks' icon on the right. Below the navigation bar is a breadcrumb trail: 'Home' > 'SMU Entry' > 'Select File' > 'Map Columns' > 'Import Results'. The 'Import Results' step is highlighted in blue. To the right of the breadcrumb trail, there is a green notification box with a checkmark and the text 'File imported.' Next to it are two buttons: 'How-To Videos' and a user profile icon labeled 'mt'. Below the breadcrumb trail, there is a blue button labeled 'Map Columns'. The main content area is titled 'Import Results'. Below this title, there is a light blue box containing the text '1 SMU entries imported successfully.' This text is circled in red. Below the light blue box, there is a link that says 'Select another file to import'.

myLab

Tasks

Home > SMU Entry > Select File > Map Columns > Import Results

File imported.

How-To Videos

mt

Map Columns

Import Results

1 SMU entries imported successfully.

[Select another file to import](#)