

## E Team Import Utility

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 [supportcenter.nc4.com/hc/en-us/articles/218364117-E-Team-Import-Utility](https://supportcenter.nc4.com/hc/en-us/articles/218364117-E-Team-Import-Utility)

NC4 provides an Import Utility to assist organizations in importing pre-existing data (i.e Hospitals, Critical Assets, etc.) into the E Team system. This utility will batch import reports to E Team via Web Services. The import utility can be run from any computer running java, using a valid E Team user ID that is a member of the ETeam System Admin group. You must run separately to populate report instances in E Team Operations and Training.

The Import Utility includes detailed instructions along with Templates for guiding you through this process.

This release of E Team requires use of EteamReportImporter-R9.6T\_2015\_10\_30.

The following E Team Forms are supported. The fields that are supported for each form are defined in each available template.

- Case Management and Dependant sub-form
- Corporate Facility
- Critical Asset
- Donation
- Emergency Event
- HazMat T-II Facility and Chemical sub-form
- Hospital
- Housing Loss
- Incident
- Non-User Profile
- Personnel
- Planned Event
- Public Facility
- Resource Request
- Shelter
- Site
- Special Needs
- User
- Vendor
- Volunteer

### Client Implementation

1. Download EteamReportImporter-R9.6T\_2015\_10\_30.zip below.
2. Unzip to location of choice.
3. Note the URL to the target E Team system where reports will be imported.
4. Note the E Team user id/password to be used for import.

### Preparation

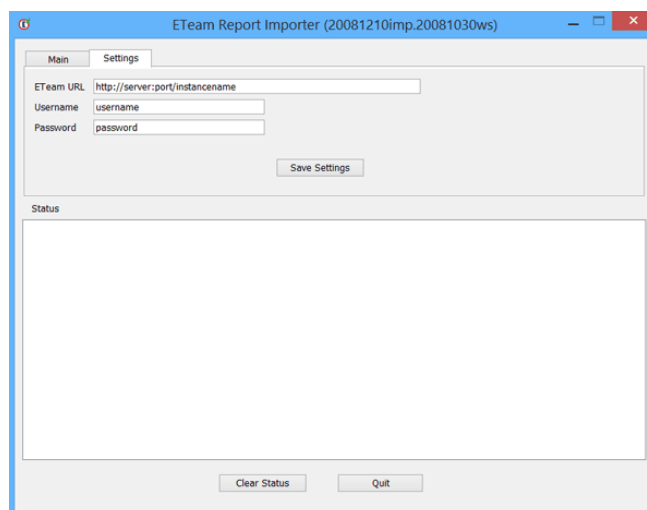
Before you can import, you will need to complete the Excel template(s) for the form(s) to be imported

1. Browse to the /templates and /samples directories under the main installation directory to locate the report templates and samples.
2. Select the template to be populated and perform a *save as* to be used while retaining the delivered template for future use. Save the new document to a location of your choice.
3. All data should be entered in the applicable report template. Specific instructions are included on a secondary tab on the individual Excel template document. Each template document should be reviewed closely, as the instructions can be different for each report type.
4. You can enter as many rows of data as you wish. Do not change the column headings (row 1) or delete any columns. If you do not have data for a column, leave the data cells blank. You must place data in all required fields as indicated in instructions, and generally on template tab with red label.
5. Every Report format contains a "FILLER" column at the end used to indicate end of record. You must enter like data at the end of each row in this column. Please enter "abc" in each row of data.
6. When you have finished entering all data:
  - Delete rows 2 and 3 (field label and helpful hints)
  - Highlight and delete at least 5 columns beyond the filler column AND at least 5 rows below your data. This will ensure no mismatch error during import
  - Delete the Instruction tab at the bottom of the Excel template.

7. Save your completed template.

### Importing

1. Browse to the E Team Report Importer directory.
2. Double click the ETeam\_Report\_Importer.jar to launch the importer utility.
3. Select the *Settings* tab.

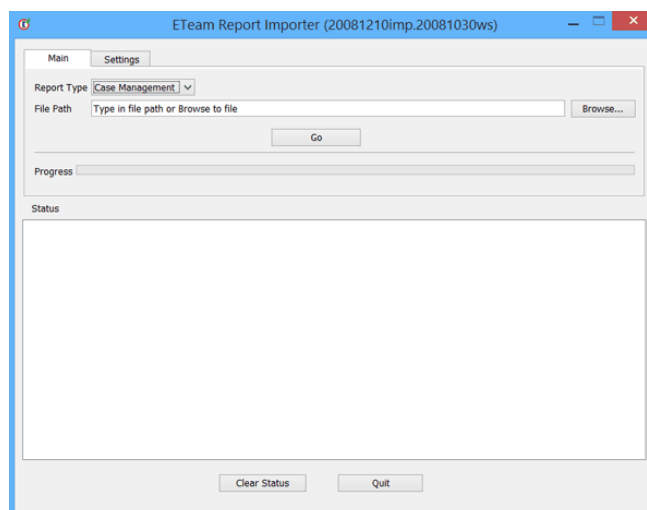


- Enter the URL of the E Team server where the reports are to be imported.  
**http://servername:port/customername** **Servername:** The name of your server.  
**Port:** The port number from where E Team can be accessed.  
**Customername:** The customername that was specified for the E Team application during installation.
- Enter the username and password of the E Team user account that will be used to import the data.

*If you have previously run the importer and saved your settings, simply verify the settings for the E Team URL, username and password that will be used to insert reports into E Team.*

- Click **Save Settings** if you want to save the settings for the next time you open the application.

4. Select the Main tab.

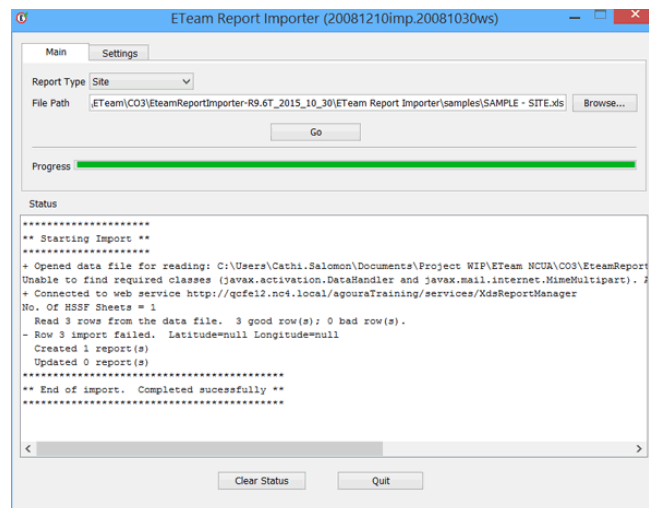


5. Select the report type that you will be importing in the Report Type drop down selection box.
6. In the File Path input box, select the **Browse** button and locate the excel template file populated for this purpose. The selected file's full file path will appear in the File Path input box.
7. Click the **Go** button to proceed with the import.
8. When the import is complete, review the status messages under the progress bar.  
 Results below indicate:

Total of 3 rows (1 header row, 2 data rows)

1 report created

1 report failed due to missing value in Latitude and Longitude. If you review the excel you likely would see Y in SHOW\_ON\_MAP column with no data in the corresponding LATITUDE AND LONGITUDE columns.



9. Click **Quit**, select Close by clicking on the E Team logo in the upper left, or click *Clear Status* and continue importing additional data by selecting proper *Report Type* and *File Path* for next import.

#### Additional Error Handling Information

The following are 2 common status messages that do not negatively impact the performance of the program:

1. *Unable to find required classes (javax.activation.DataHandler and javax.mail.internet.MimeMultipart). Attachment support is disabled.*
  - It is safe to ignore this message.
2. *Problem on line # - The namemapper array and the value list must match in size. Number of columns mismatch number of entries for your map.*
  - This error appears when there is a blank data line either in the Excel file. It is safe to ignore this message, but best to make sure that all of the data was processed (check the first and last records in your data and in the E Team application).
  - This error also appears when your data row is not terminated with text and the last column contains no data. Please always enter some miscellaneous data into the last column labeled "FILLER". See the "Preparation" section for more detail.

#### Checking Results

##### Review Imported Reports

1. Login into the E Team application that was the target of the import.
2. Browse to the imported report type and verify that the imported reports are present.

##### Review Import Status Logs

1. Browse to the E Team Report Importer directory.
2. Review import status logs under the /logs directory.