



TANKLOGIX PORTAL

MANUAL TICKETS CSV FILE UPLOADS



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DESCRIPTION

This page assists in loading a Ticket CSV file into the TankLogix Portal Grid. Version 1.0 is for a 13-column CSV file (the original file spec).

NAVIGATION

Disposals > Transaction Tickets CSV File Upload 1.0

PAGE FEATURES

MANUAL CSV TICKET UPLOADS 1.0 [?](#) [👁](#)

COMPANY <input type="text" value="TankLogix Oil Company"/>	SITES <input type="text" value="Select a Site / 99999"/>	TIME ZONE <input type="text" value="TX-Texas (GMT-6)"/>	TICKET BATCH TAG (OPTIONAL) <input type="text"/>
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.CSV FILE SELECTION

- Select File button allows one (1) .CSV file selection at a time
- CSV is the only allowed file type
- Automatic upload begins as soon as you select a file

ALLOW DUPLICATE .CSV ROWS?

(selecting YES may adversely affect certain reporting)

ADD ZERO-PADDING ON CUSTOMER ID AND DRIVER ID?

UPLOAD SUCCESS MESSAGES [Clear Messages](#)

UPLOAD ERROR MESSAGES [Clear Messages](#)

FROM TO [↻](#)

MANUAL CSV TICKET UPLOAD LOG												
File Submitter User Name	File Submitter First Name	File Submitter Last Name	Site Name	Box ID	Uploaded File Name	Ticket Batch Tag	Loading Status	Tickets Qty	Volume BBL	Time Zone	Duplicate Tickets Allowed	Load Date Local Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SITES

Any site is eligible for CSV uploads. Select proper site for Transaction Tickets to be saved to.

TIME ZONE

Select time zone for your personal profile. UTC offsets will be applied per your profile time zone, so that the time appears in your local time.

TICKET BATCH TAG

A 5-digit text field that will be saved to each ticket data row, display on the ticket grid. You may do search, sort, or bulk DELETES using this field in the grid on the Ticket Management page.

.CSV FILE SELECTION

Click on the rectangular box to bring up a file dialog window, where you may select 1 file at a time. CSV is the only allowed file type; automatic upload begins as soon as you select a file.

This selection is placed into a file upload queue to be parsed and uploaded.

ALLOW DUPLICATE .CSV ROWS?

There are use cases where customers want to enter duplicate ticket data. This is based a match among several fields (see CSV File Upload Specs doc for details).

ADD ZERO-PADDING ON CUSTOMER ID AND DRIVER ID?

If either the 4-digit Customer ID or the 4-digit Driver ID comes in with fewer than 4 characters, a load error will be thrown. Unless you select YES to this box. The Portal will then add the leading zeros to values fewer than 4 characters long.

UPLOAD SUCCESS AND ERROR MESSAGES

Shows brief status of files being uploaded and confirmation they are being uploaded.

GRID INFORMATION

SEARCH DATE RANGE

Self-explanatory.

INDIVIDUAL GRID COLUMNS



Most columns are searchable with filters and sortable. No fields are editable in this grid.

NOTIFICATIONS

FILE UPLOAD ERRORS

You will receive email notices to your email on record in the Portal in the event there is an error found in the .CSV file you submit. It will contain a detailed description of Row and Cell of any error found, per the requirements in the CSV document specs.

ICONS AND SYMBOLS

Toggling the  icon will show/hide certain information. Clicking the  icon will send you to the TankLogix blog where tutorials and other helps can be found for this page.

OTHER INFORMATION

	Documentation Version / Author / Revision Date
1	1.0 / Greg Bagley / July 25, 2017
2	1.5 / Greg Bagley / August 28, 2017
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