



# TANKLOGIX PORTAL

MANUAL TICKETS CSV FILE UPLOADS



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## DESCRIPTION

This page is for loading a Ticket CSV file into the TankLogix Portal Grid. Version 1.2 is for a 15-column CSV file. Two new columns have been added to this version:

- Notes (25-character text/string field for comments)
- Water Type (integer list/enumeration representing various water types:
  - 0=Unidentified (default)
  - 1=Pit
  - 2=Flow Back
  - 3=Produced
  - 4=Other
  - 5=Dirty Water
  - 6=Fresh Water
  - 7=Mud
  - 8=Pipeline
  - 9=Scavenger
- Ability to have your Customer ID and Driver ID coded as two separate columns, or as one combined column.

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## NAVIGATION

[Disposals > Transaction Tickets CSV File Upload 1.2](#)

## PAGE FEATURES

### MANUAL CSV TICKET UPLOADS 1.2

<b>COMPANY</b> TankLogix Oil Company	<b>SITES</b> TL Demo Site 1 / 12001	<b>TIME ZONE</b> UT-Utah (GMT-7)	<b>TICKET BATCH TAG (OPTIONAL)</b> aaa
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**.CSV FILE SELECTION** ● Select yes/no to duplicate rows ● Select one-column or two-column Customer Driver IDs ● Select .CSV file

NO : DO NOT ALLOW DUPLICATE ROWS IN CSV FILE


ONE COMBINED COLUMN FOR CUSTOMER ID AND DRIVER ID

- 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

Select File

**UPLOAD SUCCESS MESSAGES** [Clear Messages](#)

**UPLOAD ERROR MESSAGES** [Clear Messages](#)

FROM 05/31/2017 TO 05/03/2017 

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	
	x	x	x	x	x	x	x	x	x	x	x	x	

## 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).

## CUSTOMER ID AND DRIVER ID IN TWO SEPARATE COLUMNS OR IN ONE COMBINED COLUMN?

More information is found in the File Specifications document for how to prepare these two pieces of data in the .CSV file.

## UPLOAD SUCCESS AND ERROR MESSAGES

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

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## 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.

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## 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.

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## 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.

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## OTHER INFORMATION

	Documentation Version / Author / Revision Date / Portal Page
1	1.0 / Greg Bagley / July 25, 2017
2	2.0 / Greg Bagley / August 28, 2017
3	3.0 / Greg Bagley / September 8, 2017 / Manual CSV Ticket Uploads 1.2

	Documentation Version / Author / Revision Date / Portal Page
4	3.1 / Greg Bagley / September 19, 2017 /
5	
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