



EQUIPMENT IMPORT QUICK REFERENCE GUIDE

Version 2.0

1 IMPORT CHECKLIST

To help ensure that the import process runs smoothly, make sure you can check off each of the items below:

- Does the organization you're importing to exist in SalamanderLive?
- Does all the parent equipment you're importing children to exist in SalamanderLive?
- Are the import file's column headings correct?
- Do you have the minimum requirements for all records (Item Name and Organization Name)?
- Did you include an ID? (If not, an ID will be auto-generated.)
- Did you delete empty columns?

2 FORMAT REQUIREMENTS

The compatible file for this import is .CSV or .CSV UTF-8. Column headers are specifically named (see the chart) and must be used for a successful import (they are not case-sensitive). If importing parent / child groupings for equipment, perform one import of all the parent equipment first, followed by a second import of the children as the parent equipment must exist in SalamanderLive™. The organization is matched by name so if the import finds multiple matches, the record will be skipped. The equipment is matched by ID and Organization name so if the import find multiple matches, the record update will be skipped.

The following columns are supported (required fields are marked with an asterisk (*)):

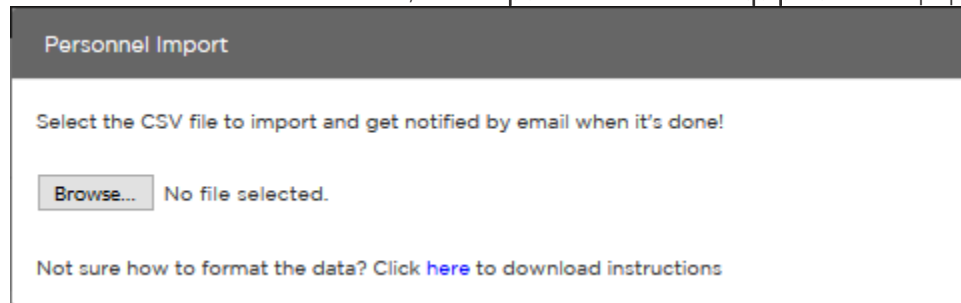
COLUMN HEADER	LENGTH MAX	TYPE	ACCEPTED FORMATS/VALUES	EXAMPLE	NOTES
*Organization Name	50	Text		Anywhere Fire Department	The organization must exist in SalamanderLive or the record will not import.
*ID	15	Text		967411009	Equipment ID must be a unique value.
*Item Name	25	Text		Engine 1804	
Description	200	Text		AUSA Engine 1804	
Station	50	Text/Number		6	
Deployable	1	Text	Y or N	Y	
Parent Equipment ID	15	Text/Number		1234567890	
Parent Equipment Organization Name	50	Text		Anywhere, USA	The field will be skipped if the import cannot recognize the organization name.
Category	65	Text		Pumper	
Other ID	50	Text/Number			

Notes	512	Text		Rated to transport a 4-man crew including the engineer
Mfg Make	25	Text		Rosenbauer
Model	25	Text		6500
Mfg Year	4	Number	Year Only	2016
In Service Date		Date	MM/DD/YYYY, M/D/YY, YYYY-MM-DD	01/01/1980
VIN	20	Text/Number		1G61345ZC6845CW
Serial #	150	Text/Number		R999999999
Size	150	Text/Number		2000 GPM
NIMS Type		Pick List	Type I, Type II, Type III, Type IV, Type V, Type VI, Type VII, Type VIII, Other	Type I
Cost	10	Number	999999.99	48000.00
Cost Code	4	Number		8693
Rate	10	Currency	999999.99	81.40
Unit		Pick List	Miles, Pounds, Tons, Hour, Day, Week, Month, Year, Sq. Yard, Sq. Foot, Load, Other	Hour
PO #	50	Text/Number		PO13457
Funding Source	40	Text		General Budget
Vendor	150	Text		Rosenbauer
Purchase Date		Date	MM/DD/YYYY, M/D/YY, YYYY-MM-DD	1/1/80
Receipt Date		Date	MM/DD/YYYY, M/D/YY, YYYY-MM-DD	1980-01-01
Consumable	1	Text	Y or N	Y
Quantity	4	Number	9999	1
Max In Stock	4	Number	9999	10
Reorder Qty	4	Number	9999	2
Qty in Unit	4	Number	9999	1
Sold As	20	Text		Unit
Address Line 1	150	Text		122 W. State St.
Address Line 2	30	Text		Suite 300
City	30	Text		Traverse City
State	2	Text		MI
Country	2	Text		US
Postal Code	10	Number		49684
Latitude	10	Number	Between 90 and -90	44.75999
Longitude	10	Number	Between 90 and -90	-85.61584
Contact 1 First Name	25	Text		John
Contact 1 Last Name	25	Text		Smith
Contact 1 Phone	10	Number		(800) 888-8888, 888-8888, 8008888888
Contact 1 Email	50	Text		jsmith@gmail.com
Contact 2 First Name	25	Text		Jane
Contact 2 Last Name	25	Text		Jones

Contact 2 Phone	10	Number	(800) 888-8888, 888-888-8888, 8008888888	
Contact 2 Email	50	Text	jjones@gmail.com	
Fair Market Value (FMV)		Number	160.00	
Cost Center	20	Text	Service	
Asset Class	15	Text	Power Tool	
Subclass	15	Text	Corded	
Cap Date		Date	MM/DD/YYYY, M/D/YY, YYYY-MM-DD	01/01/1980
Acquired Price	10	Number	9999999.99	5000.00 Numeric with decimals up to 1 million dollars
Accumulated	10	Number	9999999.99	1000000.00 Numeric with decimals up to 1 million dollars
Net Book Value	10	Number	9999999.99	75000.00 Numeric with decimals up to 1 million dollars
Part Number	30	Number	HSC0424PP	

3 IMPORT INSTRUCTIONS

- From the SalamanderLive dashboard side bar menu, click **Import** and then click **Equipment**. This popup will appear:



- Click **Browse** to find the import file and select it for import.
- Click the **Upload File** button. The message will state, "Upload Complete. You will receive an email within 15 minutes with the results".
- Click the **Done** button to exit and close the Personnel Import window.
- Check email. One of two emails will appear, starting with the subject, "Import complete" or "Import failed".
 - The "Import complete" email will look similar to the example below.

Salamander Trainer,

Your import of Equipment_Sample_Import.csv is complete.

Total equipment processed: 10

equipment added: 10

equipment updated: 0

Warnings (1)

Row Number	Description
11	The value provided for field "Country Code" is too long.

- When critical data is incorrect (such as when the ID data is too long or the organization can't be found), an error will appear in the email describing the error. If a record contains an error, the record will not import.
 - When the data is too long for the field or when the data is invalid for a field (i.e. no digits in the telephone field or the country code is too long), a warning will appear in the email describing the issue. The record will import but the field in question will be either truncated or empty.
- o The "Import failed" email will look similar to the example below. A failed import mainly occurs when the header information is incorrect or missing.

Salamander Trainer,

Your import of "Equipment_Sample_Import.csv" has failed.

Errors (1)

Row Number	Description
header	The required field Identity Code is missing from the header.

- Records are created or updated using the ID field as the unique identifier. If the ID is not found within the account for the user performing the import, a new record is created. If the ID is found within the account, the existing record with that ID is updated. All fields, including the organization, can be updated.

4 CONTACT US

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