

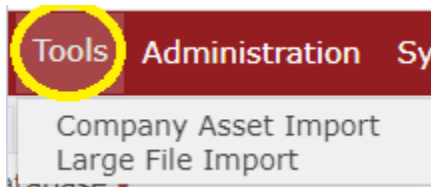


## NJUNS2018 Quick Reference Guide -

### Uploading Poles using the Company Asset Import Tool

Note\* This feature is not available from 10AM – 2PM EST (M-F) as these are peak hours.

1. Log into NJUNS.
2. Click on Tools, Company Asset Import or Large File Import

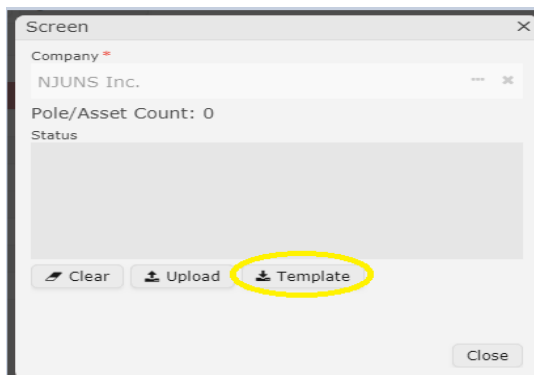


Company Asset Import is for approximately 65k poles. The Large File import is for over 65k poles.

The **Company Asset Import** option uploads the poles automatically. It appends to the existing upload and does not overwrite a previous upload. It will load duplicates if the same pole is loaded twice so deleting them first is recommended. Keep a master copy of the poles on a spreadsheet so they can be uploaded again if needed.

**The Large File import** option submits a batch job that is executed overnight on the server. It overwrites previous uploads so make sure to keep a master copy of the template containing all poles.

3. The box below will appear. Click the template icon to download the template to the PC.



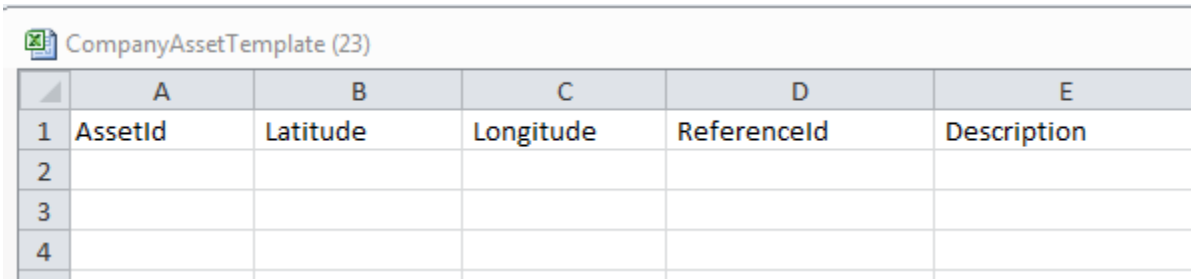
4. The template is shown below. Required fields are:

Column A - the pole number (AssetID),

Column B – Latitude

Column C - Longitude

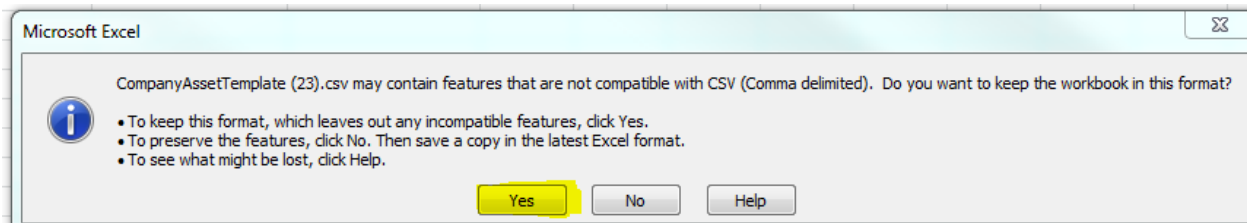
ReferenceID and Description are not required.



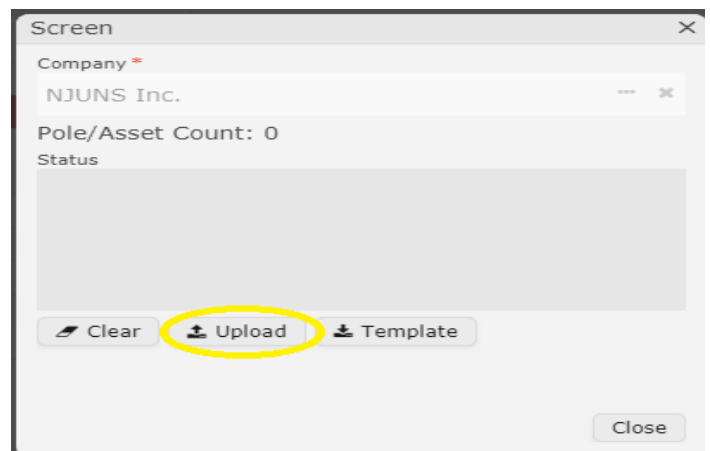
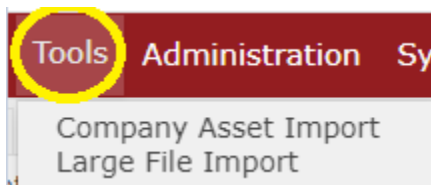
	A	B	C	D	E
1	AssetId	Latitude	Longitude	ReferenceId	Description
2					
3					
4					

5. Once all poles have been entered, save the template.

If asked, click Yes to the question below:



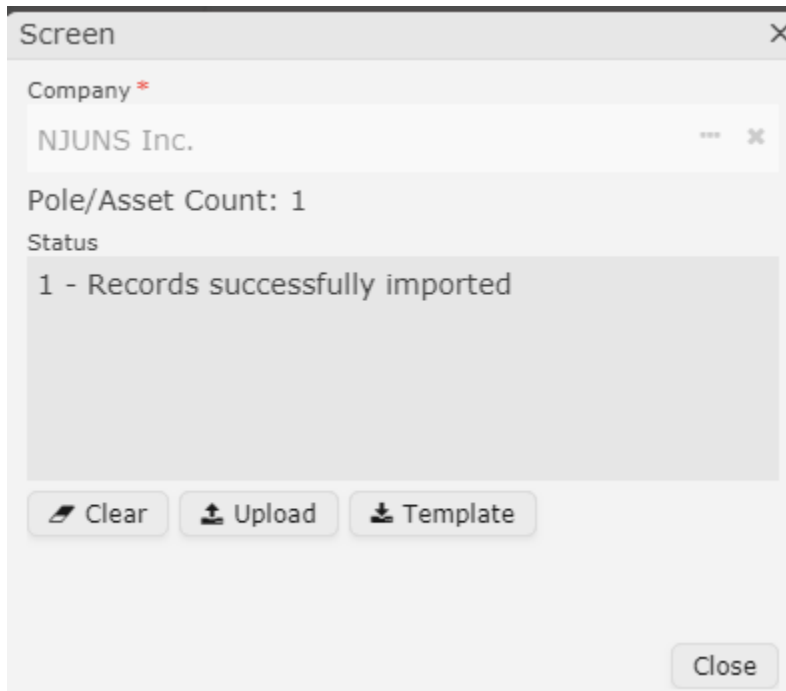
6. Go back into the application and click on Tools, Company Asset Import or Large File Import.



7. Click Upload and locate the saved file on the PC.



This will start the upload process.



## Adding or Clearing Poles

If using the Company Asset Import and new poles need to be added, upload a new spreadsheet. If the pole numbers in the new spreadsheet match any existing pole numbers, it will load another pole with the same number causing duplicates when using the Add Poles feature. Clearing the existing poles will alleviate the problem of duplicate pole numbers.

If using the Large File import, all previous poles are deleted and the poles listed on the new template are uploaded.

With either method, it does not affect existing tickets referencing the poles that were previously uploaded. They stay the same unless manually changed.

