



# Parker Tracking System

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## Using Import Replacements Template

Fast. Easy. Accurate.

Release 7.16 | Version 1

**Parker Hannifin Corporation**

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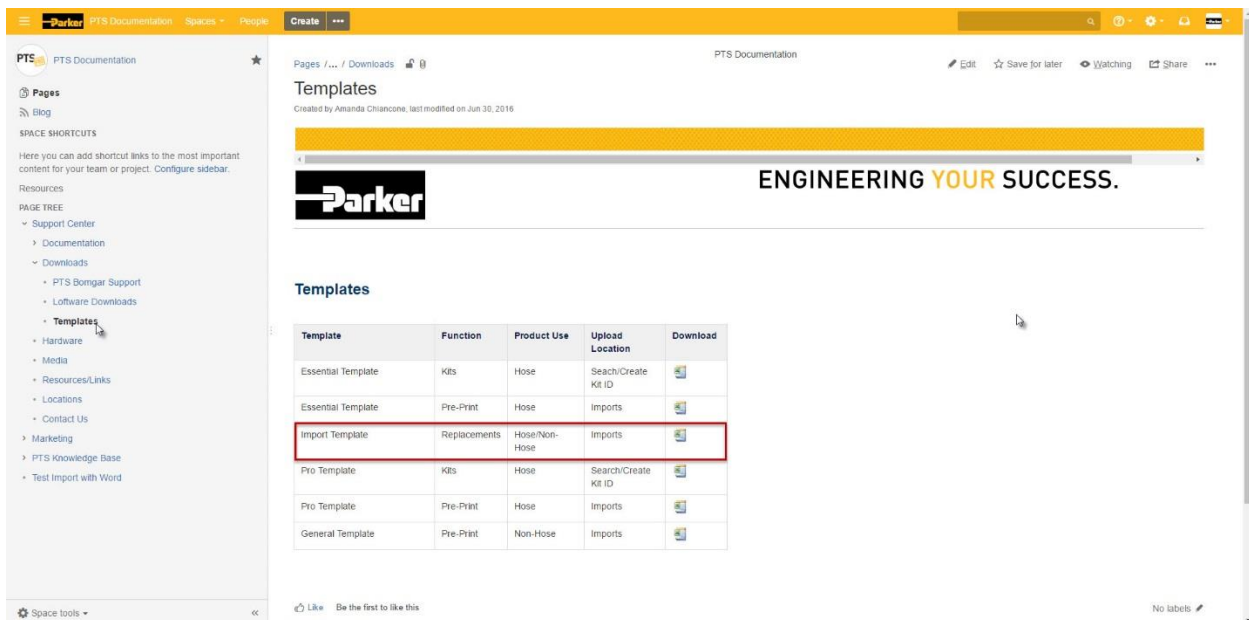
## Table of Contents

Using the Import Replacements Template.....	2
1: Navigation .....	2
2: Updating Excel .....	3
3: Import Updates.....	4







# Using the Import Replacements Template

## 1: Navigation

Using the navigation toolbar *select 'Support'*, *navigate to 'Downloads'* then **'Templates'** then *select the excel icon* in the 'Import Template' line.



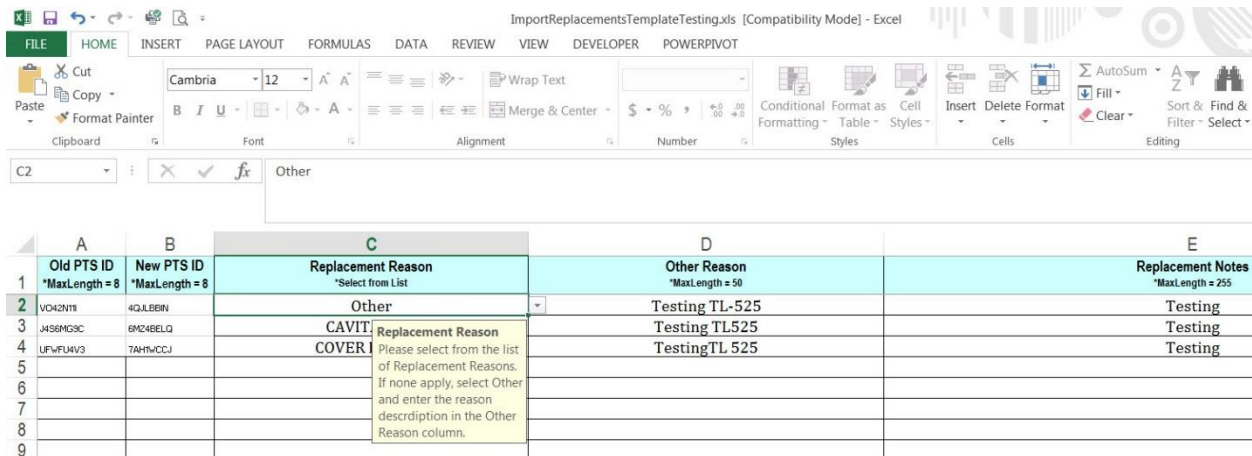
The screenshot shows the Parker PTS Documentation website. The navigation sidebar on the left includes 'Pages', 'Blog', 'SPACE SHORTCUTS', 'Resources', 'PAGE TREE', 'Support Center', 'Documentation', 'Downloads', 'Templates', 'Hardware', 'Media', 'Resources/Links', 'Locations', 'Contact Us', 'Marketing', 'PTS Knowledge Base', and 'Test Import with Word'. The main content area displays the 'Templates' page, which includes a header with the Parker logo and the slogan 'ENGINEERING YOUR SUCCESS.'. Below the header is a table of templates. The 'Import Template' row is highlighted with a red box.

Template	Function	Product Use	Upload Location	Download
Essential Template	Kits	Hose	Search/Create Kit ID	
Essential Template	Pre-Print	Hose	Imports	
Import Template	Replacements	Hose/Non-Hose	Imports	
Pro Template	Kits	Hose	Search/Create Kit ID	
Pro Template	Pre-Print	Hose	Imports	
General Template	Pre-Print	Non-Hose	Imports	

## 2: Updating Excel

From the opened excel spreadsheet enter the PTS ID that will be *replaced* in **Column 'A'** with its *replacement* ID listed in **Column 'B.'** Using the drop down options available select a '**Replacement Reason**'; if '**Other Reason**' or '**Replacement Notes**' are applicable users may use free form text to update these fields.

When edits have been completed save the file to a known location on your PC.



	A	B	C	D	E
1	Old PTS ID *MaxLength = 8	New PTS ID *MaxLength = 8	Replacement Reason *Select from List	Other Reason *MaxLength = 50	Replacement Notes *MaxLength = 255
2	VO42N11	4QJLEBR	Other	Testing TL-525	Testing
3	J456MG3C	6M24EELQ	CAVIT	Testing TL525	Testing
4	UFWFU4V3	7AHVCCJ	COVER	TestingTL 525	Testing
5					
6					
7					
8					
9					

### 3: Import Updates

Navigate to the **'Import'** screen from the PTS toolbar. Select the **'Import Replacements'** radio dial, *click 'Choose File'* to locate the saved excel template then *select 'Upload.'*

When a successful upload has completed a **green** message will appear confirming the changes.

