

# Excel Import - Container Table

Select Excel file by clicking on the right of the Excel File field

Select the required excel sheet by clicking on the right of the Sheet field and then clicking on the drop box arrow and selecting from the presented options.

Set **Reset Containers** to true if you want container allocation purged before assigning volumes in the spreadsheet to their respective containers.

Select orientation of data in the excel sheet:

- **Horizontal** : Containers listed in columns and assigned volumes in rows
- **Vertical** : Containers listed in rows and assigned volumes in columns

Set Customer and media defaults for the volumes if they are not listed in the spreadsheet as fully qualified barcodes.

Click **Load** to load data from the spreadsheet, checking volume quantities assigned to each container are correct. If required, you can view each container's listed assigned volumes by clicking the + on the left of each container.

Click **Apply** to upload data to the TapeTrack Server Database and **Yes** to commit the data upload.

When finished uploading, the **\*Failed Operations\*** window will be displayed with any errors encountered. Close this window by either clicking **OK** or the **X** at the top right.

Close the import utility window by clicking **Cancel** or or the **X** at the top right.

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