

Idea Forecasts import template Rules and Samples

Rules. (*Required fields are marked with a Red background colour*)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
Any Cell from Column B upwards and in row 1	This is the unique Idea code associated to the Idea. Each Idea will have a Idea code associated to it.	The Idea code must be the same as the Idea code. This is how the Idea and the Idea tracking information will be linked to each other. The Idea code will consist of a choice of up to 10 alphanumeric characters.	If the Idea code is not captured within the import sheet, the record will not be imported. It is imperative that the Idea code is captured.	N/A	N/A	Variable Character (10)
Any Cell In column A from row 2	This is the date (and time if applicable) of the Idea value captured.	This field will be captured in a Date and Time format.	If the date is not captured the Idea record will not be imported. It is important that the date is captured for the Idea. If the date is not attached to the date, the system will default the entry to midnight. If a Idea tracking value has two dates but does not have two times associated with it, the system will still import the data.	2013-11-14 15:43:30	Date and time of import	Date time (YYYY-MM-DD HH:MM:SS)
Any Cell from column B upwards and from row 2	This is the forecast percentages that will be added against the specified forecast date.	This should be numeric as it is a percentage. Any numeric number, with 5 digits before the comma i.e. 12345.1233	Only numeric fields will be accepted. Non numeric characters will cause the record to not be uploaded.	Any numeric number, with 5 digits before the comma i.e. 12345.1233	N/A	N/A

Sample.

	1008	A5039	2007
2019-03-01	90	99,9	52,2456
2019-06-01	99,23	99,23	99,23
2019-09-01	56,43	56,43	56,43
2019-12-01	32,9	32,9	32,9