



## Web TimeSheet Quick Start Guide Importing Data into Self-Hosted Implementations

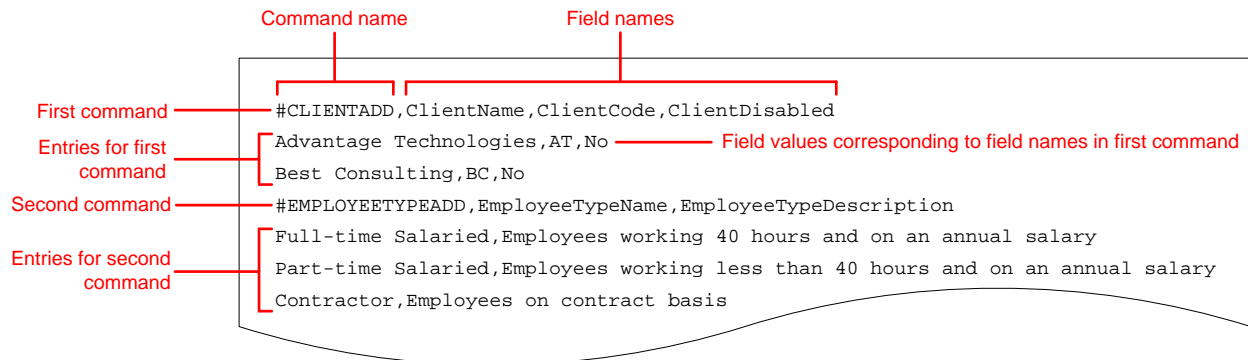
Use Web TimeSheet's data import utility to add, modify, or delete large amounts of Web TimeSheet data.

To import data:

1. Unzip the import utility file, `ImportEnginexx.zip` (where `xx` is the version number).  
By default, the files will be extracted to a folder labeled `ImportWTSxx`.
2. Copy (but do not remove) the `Web.config` file from the `APP` sub-folder of the Web TimeSheet installation folder (typically located at `C:\Program Files\Replicon Inc\Web TimeSheet`).
3. Paste the `Web.config` file into the folder where the executable (`ImportWTS.exe`) is located.
4. Specify the date format you would like the import utility to use for date fields.

You can change the date format in the `rtserver.ini` file that is included in the import folder. By default, the import utility uses the format: `dd/mm/yyyy`. For information on other valid date formats, refer the instructions given under **Specifying the Date Format** in the *Web TimeSheet Data Import Utility Guide*.

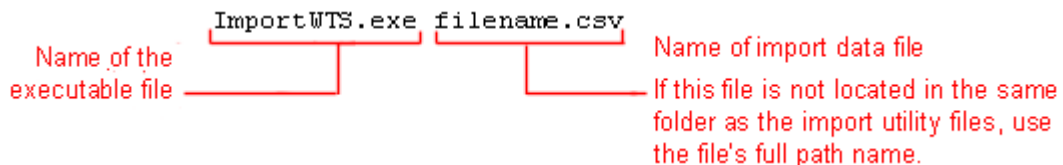
5. Create a CSV file (saved using the extension `.csv`) that contains the data you want to import, formatted as illustrated in the following example:



Refer to the *Web TimeSheet Data Import Utility Guide* for information on available command and field names, how to format data, and in what order to import data. You can use any spreadsheet program or text editor (such as Microsoft® Notepad®) to create the CSV file. However, if you use Microsoft® Excel®, issues involving the comma delimiter may prevent successful data import. Refer to the *Web TimeSheet Data Import Utility Guide* for information on resolving these issues.

6. Import the data file:

Use the DOS command line to navigate to the folder where the import executable (`ImportWTS.exe`) is located, and then enter:





Data that was successfully imported will now be available in Web TimeSheet. If any errors or warnings occurred during import, the number encountered will display at the command prompt. You can review details of any errors in the import log file, located in the `ImportWTSxx` folder.

### Additional Resources

For further information on this topic, refer to the *Web TimeSheet Data Import Utility Guide*, or contact Replicon Customer Support using one of the following methods:

<b>Direct Phone:</b>	403-262-6519 ext 3
<b>Toll-Free Phone:</b>	
North America:	1-877-862-2519
Europe/New Zealand:	00-800-8622-5192
Australia:	0011-800-8622-5192
<b>E-mail:</b>	<a href="mailto:support@replicon.com">support@replicon.com</a>
<b>Web-Based Form:</b>	<a href="http://www.replicon.com/Support/RequestHelp.aspx">www.replicon.com/Support/RequestHelp.aspx</a>
<b>Fax:</b>	403-233-8046