

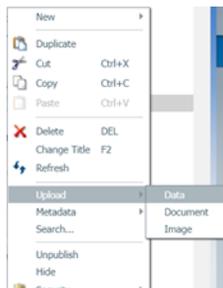
Uploading Data with WebFOCUS Version 8.2.06

The purpose of this document is to outline the process for uploading data (specifically Excel and Text files) in WebFOCUS version 8.2.06. In addition to interface changes in this version, the data within these files is now loaded into a binary file format (.ftm) rather than remaining in the original excel (.xlsx) or text (.txt,.csv) formats.

This document, additional information, and resources will be available on DataAndReporting.its.uconn.edu

Upload / Data

- Navigate to the Content Folder within which you plan to use your data. Right click on the on the folder and select *Upload / Data*. You will be able to choose the location where the data will be stored in a later step.



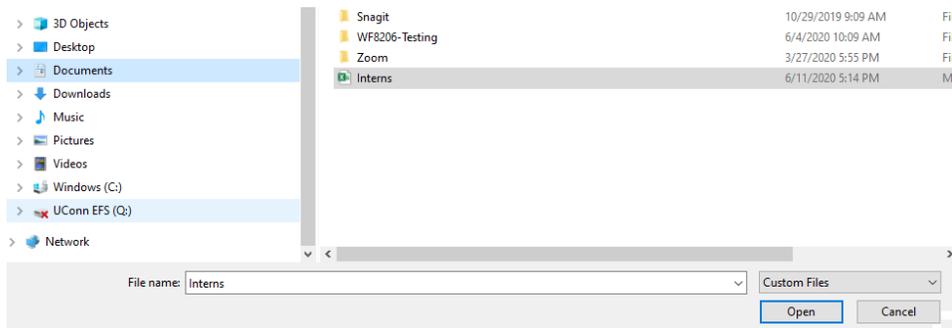
- The following dialog box will open and prompt you to select the file type to be uploaded. Either double click on your selection or right click and select *Upload Data*.

Note: in WebFOCUS 8.206, if you have a .txt file, use the *Delimited files* selection.

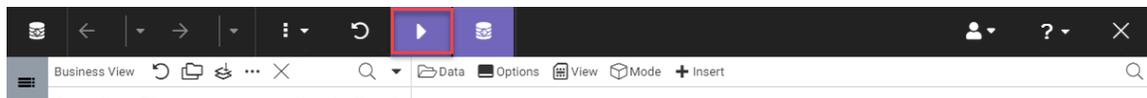


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- The following dialog box displaying your local PC File Explorer will open and you can browse for the file to upload; highlight the filename and select *Open*.



- From the ribbon menu at the top, select the purple arrow.



- The Load Options dialog box will appear. The options will be slightly different, depending on the type of file that you are uploading.

For Excel Files: Change *Adapter* to *DATREC - fast binary* from the drop-down list. Make sure the *Synonym Application* and *Data File Location* are the same. The default is *myhome* (similar concept to My Content) but for a published report, you will need to change these values to the appropriate folder. Note: as you select the destination folder, a list of files appears on the right and is sorted by Type. Scroll down to file type *.xlsx* if you want to see other Excel files in that folder.

Load Options ✕

? Load Option	New/Replace
? Adapter	DATREC - fast binary
? Synonym Application	its_reporting_analytics
? Synonym	interns
? Data File Location	its_reporting_analytics
? Data File	interns.ftm
? Apply Filters	<input checked="" type="checkbox"/>

Proceed to Load Cancel

Uploading Data with WebFOCUS Version 8.2.06

For Text Files: Make sure the *Synonym Application* and *Data File Location* are the same. The default is *myhome* (similar concept to My Content) but for a published report, you will need to change these values to the appropriate folder. Note: as you select the destination folder, a list of files appears on the right and is sorted by Type. Scroll down to file type *.txt* if you want to see other Text files in that folder. Confirm the *File Delimiter*, *Header row*, and *Field Enclosure* settings are appropriate for the text file you are uploading.

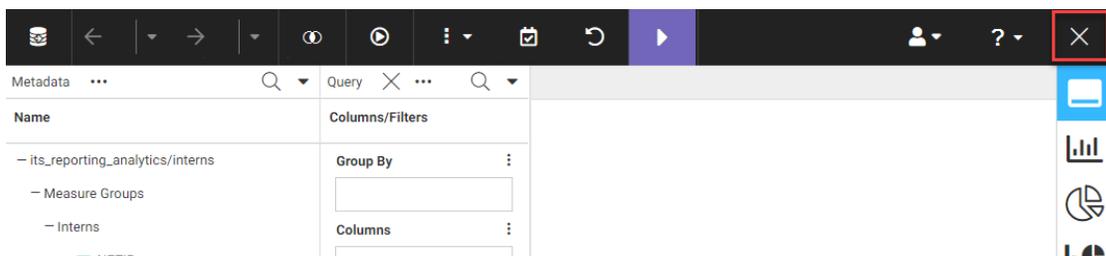
Load Options ✕

? Load Option	New/Replace
? Adapter	Delimited Files (CSV/TAB)
? Connection	<local>
? Synonym Application	its_reporting_analytics
? Synonym	corefmg_ppe010220_t
? Data File Location	its_reporting_analytics
? Data File	corefmg_ppe010220_t.ftm
? Field Delimiter	, (comma)
? Header row	<input checked="" type="checkbox"/>
? Field Enclosure	' (single quote)
? Apply Filters	<input checked="" type="checkbox"/>

[Proceed to Load](#) [Cancel](#)

- After entering the recommended options above, select the *Proceed to Load* button. If the file already exists in the selected folder, there will be a warning that one already exists and it will give you the option to replace it. Click *Ok* to replace file or *No* cancel.

The system will launch you into a query development page. The upload of the file has been completed (the master file, the *.acx* file, and the *.ftm* file have been created) and you can now simply exit the process by clicking the “X” in the upper right corner of the window.



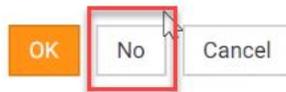
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- The system will return a warning message that there are pending changes in the report, “*.fex”, and asks if you want to save them? Select the *No* button because your upload was completed and we do not want to create one at this time.

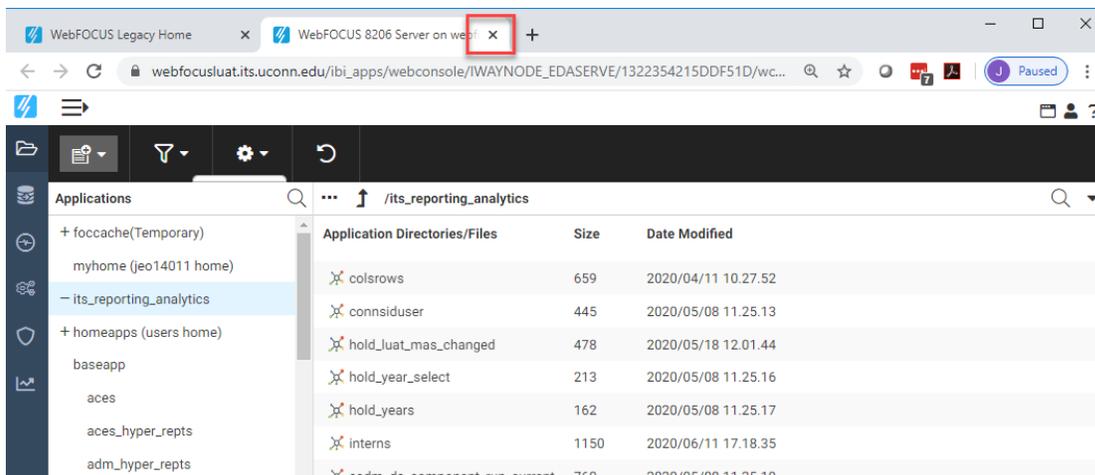
Warning



There are pending changes in
its_reporting_analytics/rat_intern_data_rpt.fex.
Save them?



- The system will display a list of the files in the application folder. You can close this tab on your browser and return to the WebFOCUS home page. Your data is now ready to be used in a report.



Note: For updates to Excel files: If your spreadsheet has the same name and the same worksheet name, any updates to the master file can be achieved by simply uploading the Excel file again.