

## FABweb Batch Uploads—Updates

Use these steps to complete updates to existing equipment through a Batch Upload file.

**NOTE:** Parent/Child fixed assets can **only** be processed directly in **FABweb**. They cannot be updated using the Batch Upload process.

Step	Task
1.	Go to the OBFS Equipment Management > Forms > website: <a href="http://www.obfs.uillinois.edu/forms/equipment-management-surplus/">http://www.obfs.uillinois.edu/forms/equipment-management-surplus/</a>
2.	Click the <b>Updates to Existing Assets</b> link to download the template ( <b>Excel</b> format).
3.	Place your cursor in cell A2 to begin entering update data. Each asset should have its own row. <b>NOTE:</b> The header row is required in its original format and should not be edited.
4.	Enter data in these <b>required</b> columns for each update: <ul style="list-style-type: none"> <li>• TransNum</li> <li>• PTag</li> </ul> <b>NOTE:</b> See the <a href="#">FABweb Batch Uploads File Requirements</a> for examples and more information.
5.	Enter the appropriate update data for any other columns as needed.
6.	Select <b>File</b> and click <b>Save As</b> .
7.	Choose a location to save your file.
8.	In the <b>Save as type</b> list, select <i>CSV (Comma delimited)</i> . <b>NOTE:</b> On a Mac, select <i>Windows Comma Separated</i> instead.
9.	In the <b>File name</b> field, use this naming convention ( <b>required</b> ): <i>U_MMDDYYYY_XXX.csv</i> <i>MM</i> = 2-digit month <i>DD</i> = 2-digit day <i>YYYY</i> = 4-digit year <i>XXX</i> = any 1-3 digit combination
10.	Click the <b>Save</b> button.
11.	If a pop-up window appears to confirm saving your file in CSV format, click the <b>Yes</b> button.
12.	Login to <b>FABweb</b> at <a href="https://apps.obfs.uillinois.edu/fixedassets/index.cfm">https://apps.obfs.uillinois.edu/fixedassets/index.cfm</a> .
13.	Click <b>Update an existing Banner Fixed Asset</b> .
14.	Click the <b>Browse</b> button under <b>Upload a File</b> .
15.	Locate and select the file you saved in step 9.
16.	Click the <b>Open</b> button.
17.	In the <b>Asset File</b> field, confirm that the file name is correct and the file type is CSV.
18.	Click the <b>Upload</b> button. <b>NOTE:</b> A message displays: <i>"Your file has been uploaded. You will receive an email once processing is complete."</i>

Step	Task
19.	Review the email thoroughly when you get it. It will summarize the status of all the updates processed. This will be the only communication sent about the status. <b>NOTE:</b> If any updates failed to process, the email will have a spreadsheet attached, with details about the error(s). The error report might contain multiple tabs.
20.	Correct any processing errors, if needed. Check the <a href="#">FABweb Batch Uploads - Common Entry Errors</a> job aid for help.