XML Import Document
For End Users

Department of Commerce

Opening doors to a better life

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What is XML Import?

XML stores data in plain text format, the storage is independent of your platform and your data can be exported, imported, or simply moved much easier. The XML Data import in the WBARS is where you can import the data’s of Table 1 into the system.

Who can do the XML Import?

The WBARS system has organizations and contacts. Contacts are the members associated with only one organization. In order to be able to import, the contact must be a Non-Funder User of the project associated organization and only the stage level users can import the table details.

For Example – If the report stage is at Property Manager level then only, they can import.

How to do the XML Import?

To Import the table 1 details you will click on the “Projects” icon under the “Menu” where you can see the “Import Table 1” icon. The Location of the “Import Table 1” is highlighted and shown in the image below. Just click on that icon to get started with your XML import.

Once you click on the “Import Table 1” icon the “XML DATA IMPORT” Page will be show as in the image below.
The “XML DATA IMPORT” Page has the following fields,

- User
- Organization
- Import Date
- Import Year
- Documentation
- Select XML File to upload
- Import
- Cancel

**User**

User

EHA Property Manager

The User details will be shown here, and this is a non-editable field where your user name will be shown in this field.

**Organization**

Organization

Everett Housing Authority
The Organization name to which the user belongs will be shown here and this is a non-editable field.

**Import Date**

Import Date
4/23/2019

The date when you are performing the import will be shown here

**Import Year**

Import Year
2018

The Import year is a dropdown field where you will select the year of the data which you will import.

Once you click on the field the field gets highlighted where you will show with the list of years where you can choose the required year.

The screenshot of the dropdown when you click on the import year is shown below,

![Dropdown screenshot](image)

Only last three year will be shown to select from the dropdown list as shown in the image above.

**Documentation**

**Documentation**

- [WBARS - XML Import Documentation - For End Users](www.wshfc.org/managers/wbars)
- [WBARS - XML Import Documentation - For Software Developers](www.wshfc.org/managers/wbars)
The Documentation field shows the links of the XML import documents for both users and the developers where you can click on the link to view the document.

Select XML File to upload

Once you click on the field “Select XML File to upload” it opens your pc storage from where you can browse and select the XML file that needs to be uploaded.

Validation 1

If you select any other file format other than XML you will be shown with a validation message as shown in the image below,

Please select a valid XML file.

Validation 2

The “Import Year” which you select should match the XML file report year. In case if you select a different Import year and XML report year you will shown with a validation message as shown in the Image below,
Once you choose the “Import Year” and selected the XML File to upload you can click on the “IMPORT” button to import the XML file.

In case if you want to exit the process, you can click on “CANCEL” button where you will be taken back to “ALL PROJECTS” page.

Import Failure
If the import is a failure you will be shown with the error records and the error type details. For the above scenario the error type is “The logged-on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project”

If there are errors on the import you may need to work with your vendor or a funding organization to find out how to get the issue fixed.

**Import Success**

![Import Success Image](image)

Once the import is successful a message will be shown as in the image above and you will sent an Email once all the records get inserted successfully.