

# elecworks™ Tips & Tricks

## Importing Item Information into elecworks™

You can reuse information that has been produced in another software. As an example, your client may give you a list of the P&ID tags and descriptions that should be adopted for the associated components in your schematics; your estimating department may give you a list of components that you wish to adopt for your design.

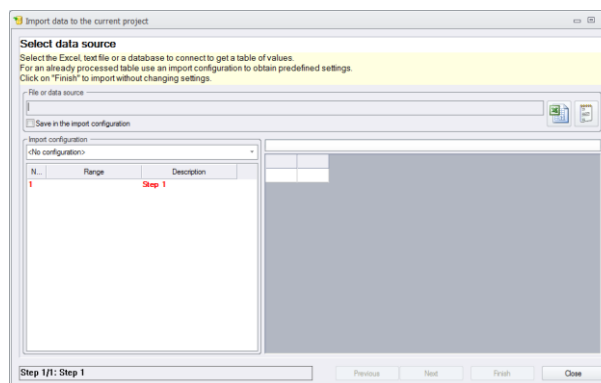
This document shows you how a P&ID tag list can be reused.

Further information for bills of materials import can be found at [Bill of Material Import](#)

Select the *Import/Export* ribbon tab



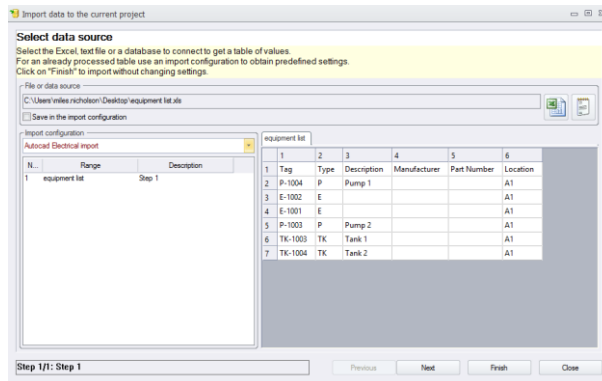
The following dialogue will be shown:



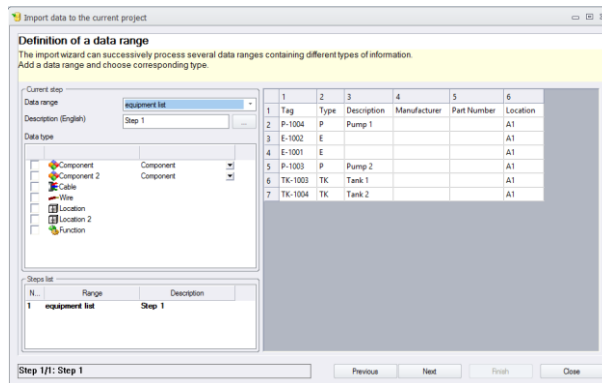
Select and browse to your xls file

In our example the excel file contains the following information

	A	B	C	D	E	F
1	Tag	Type	Descriptio	Manufact	Part Number	Location
2	P-1004	P	Pump 1			A1
3	E-1002	E				A1
4	E-1001	E				A1
5	P-1003	P	Pump 2			A1
6	TK-1003	TK	Tank 1			A1
7	TK-1004	TK	Tank 2			A1



Select

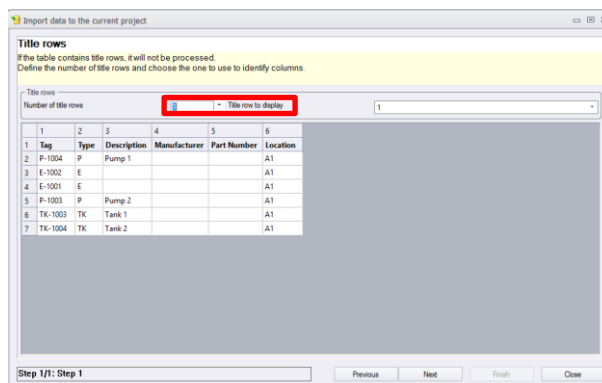


The above screen allows the user to map the fields of the data to the equivalent field within elecworks

Choose  Component  Component (to match the type of data that you are importing)

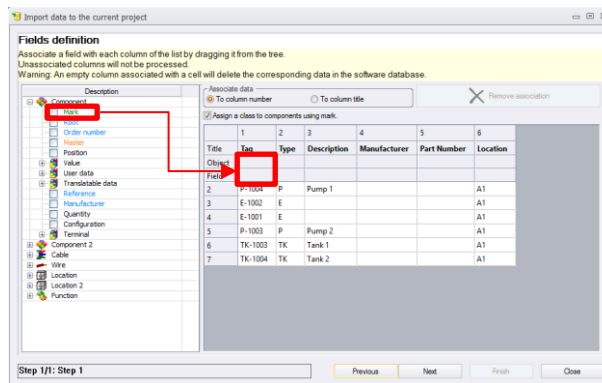
Select

Ensure the correct number of title rows are defined

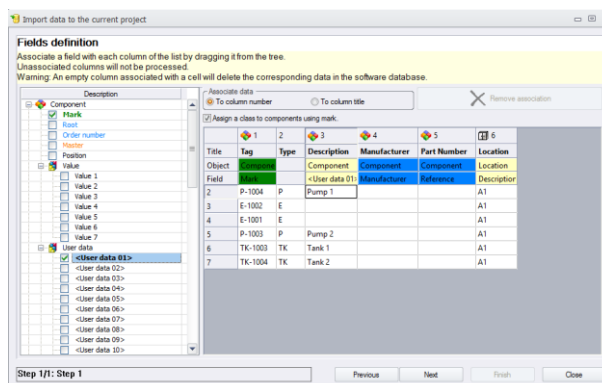


Select

Now each column of the data has to be mapped!

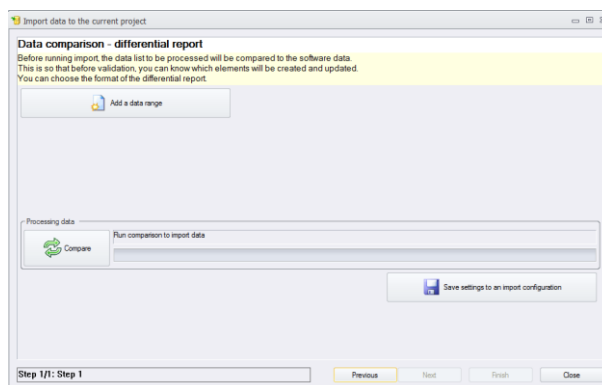


In our example highlight mark shown in the red box in the left of the dialogue and drag and drop to the 1<sup>st</sup> column header of the right hand side of the dialogue. Repeat until all of the columns you wish to import have been selected.



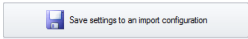
Select

You can choose to limit the data that you are importing



Select 

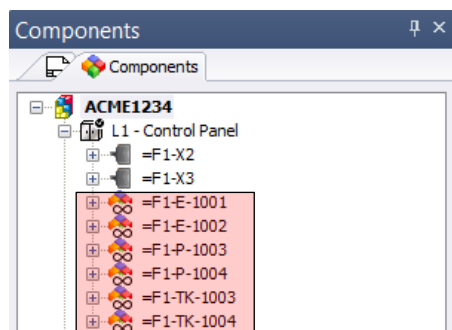
This will provide a report advising what it is going to import.

You can save the settings so that you can reuse again 

Select 

Select 

The imported components will not be in your component tree



To place these components down in a schematic, right click over the tag in the *component tree* and select *Insert Symbol*

Choose the appropriate symbol and place. The symbol annotation will be as per the data file imported (xls, csv, txt)

