

Importing POIs

REQUIRED INFORMATION TO IMPORT

In order to import your POIs, you will need to create an Excel spreadsheet with the necessary information and save it as a .CSV (Comma Separated Value) document to your computer.

The following columns must be included in your spreadsheet:

- Description (i.e. the name of the POI)
- Street
- City/Town
- Province/State
- Postal/Zip Code
- Country
- ****Note - If you are using *Latitude and Longitude* to plot the POI's position, ensure these columns are included**

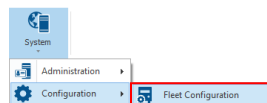
Format your .CSV document in Microsoft Excel as shown here:

	A	B	C	D	E	F	G
1	POI TYPE	DESCRIPTION	STREET	CITY	PROVINCE/STATE	POSTAL/ZIP CODE	COUNTRY
2	CLIENT	SEACOAST MOTORS	1148 S DUPONT HWY	FELTON	DE	19943	USA
3	CLIENT	WJ STONE AUTO SALES	3980 N DUPONT HWY	DOVER	DE	19901	USA
4	CLIENT	WALTERS FOREIGN CAR SALES&SERV	920 PEMBROKE RD&STEFKO BLVD	BETHLEHEM	PA	18011	USA
5	CLIENT	CHAARS AUTO SALES	1139 UNION	ALLENTOWN	PA	18109	USA

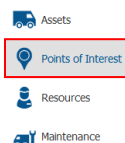
IMPORTING MULTIPLE POIs

It is recommended that you import a maximum of 100 POIs at a time in order to avoid unnecessary delays or incomplete importing. Too many entries at a time or a poor internet connection may be contributing factors for slow or unsuccessful importing.

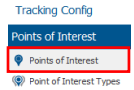
1. To import multiple POIs from your spreadsheet, click **System** -> **Configuration** -> **Fleet Configuration**



2. Click on **Points of Interest** at the bottom left of the screen.



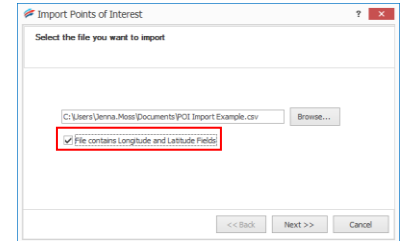
3. Select the **Points of Interests** sub-tab.



4. Click the **Import** button.

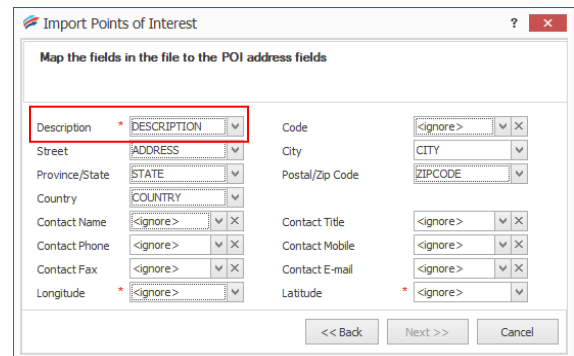


5. Select the .CSV document from your computer that you want to import using the **Browse** button –If you are using longitude and latitude coordinates, select the “File contains Longitude and Latitude Fields” checkbox.



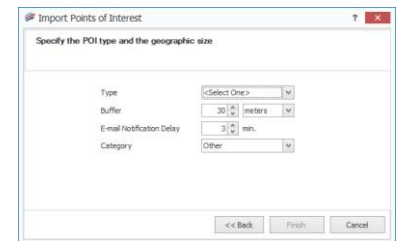
6. Click **Next**.

7. Match the column headers from your .CSV document to the fields in the text box using the drop-down arrows next to each field.



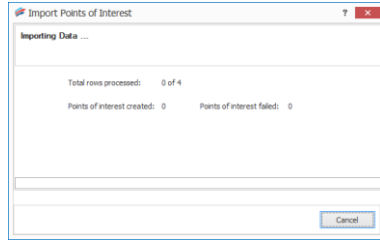
8. Click **Next**.

9. Specify the POI Type and Geographic size.

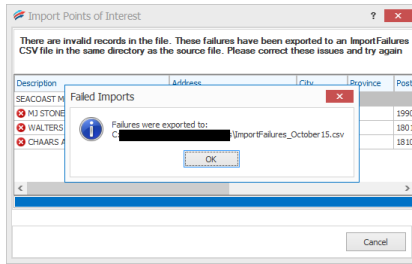


****Note – if you are going to separate your POIs into different Types, we recommend creating individual .CSV documents for each Type ahead of time to make the importing process easier and faster.**

10. Click Finish.
The importing process will then commence.



11. If any entries are unable to be imported, you will receive a pop-up error message indicating which POIs were unable to be imported.



An *Import Failure* report will also be saved to your computer in the same location as your .CSV document.


You will need to correct the errors and try importing the entries again.

CONFIGURING YOUR POIs

Once your POIs have been imported, you will need to double check the configuration of each one to ensure they are covering the proper surface area.

To check the configuration of your new POIs and make any necessary changes and updates, please refer to the [Working with POIs](#) Quick Reference Card.

LEARN MORE ABOUT IMPORTING POIs

To learn more about **Importing POIs**, click the  button from the Quick Access toolbar located in the top left hand corner of the application and perform a keyword search.