USER GUIDE

IMPORT TOOL

Contents

Introduction

The purpose of the import tool is to allow users bulk create clients in DASH via a CSV import, or override/modify existing data.

This can be used as an alternative to a full data migration, for users not wanting to pay a fee for DASH to import data.

Note – This does not include Super/Pension/Investment Data aside from General assets. This also excludes Files notes.

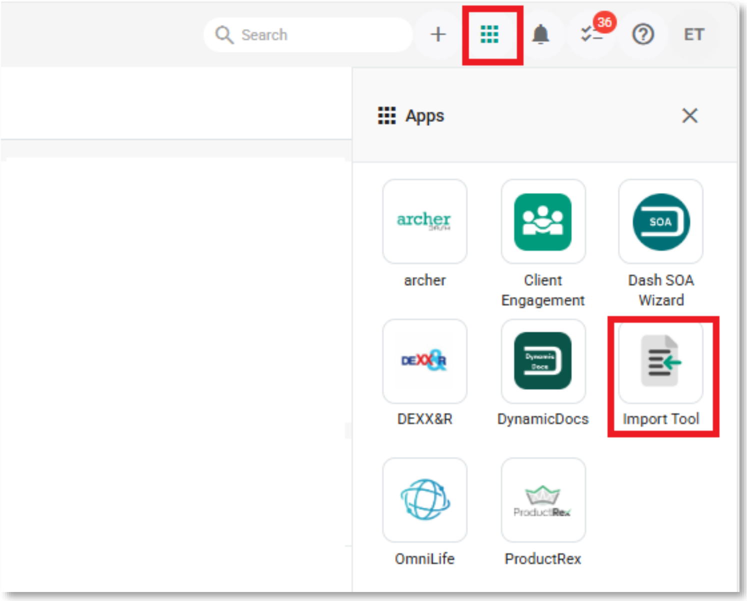
Before you get started

Visit the Store and Subscribe to the Import Tool App – its free.

Specific DASH import CSV templates must be used when importing data.

Launching the Import Tool

1. Select the Apps Panel – in the top right corner of the screen, select the Import Tool App

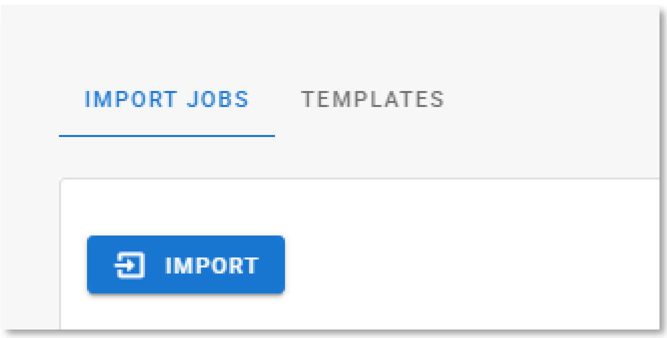


2. Select **Launch**

The Import Tool consists of two tabs

Import Jobs - Import Jobs is where you will be able to import data into DASH as well as view a history of import attempts.

Templates is where you can create and download import templates. We have created a suite of pre-saved import templates to make it easier.



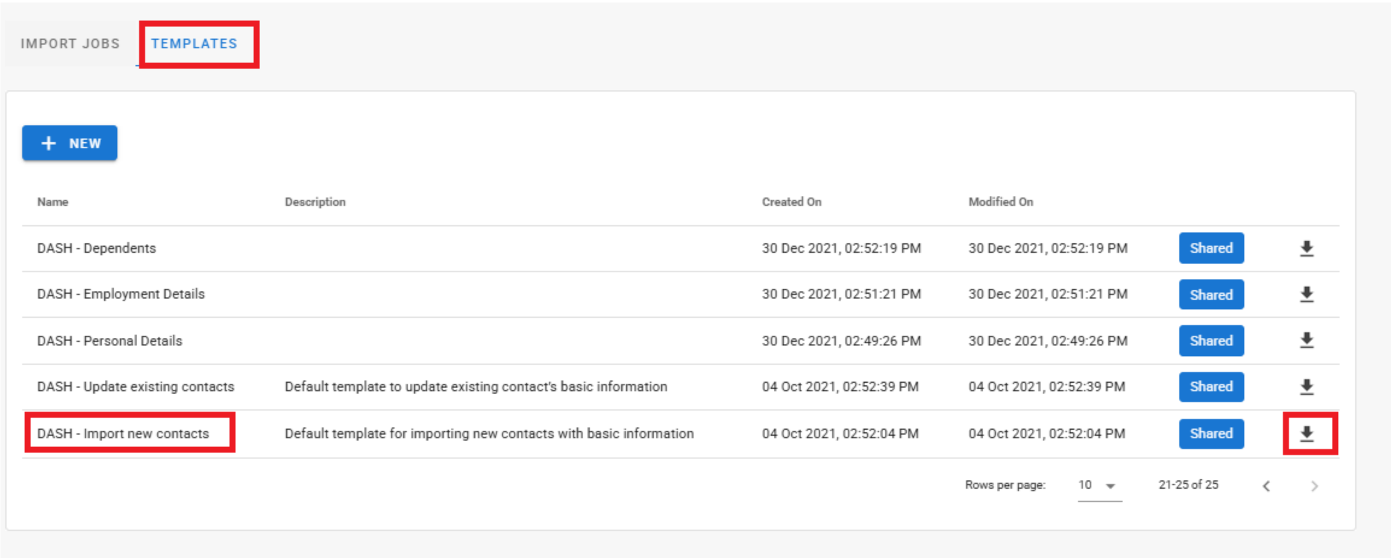
Getting new client data into DASH

This is the first step to get clients created in DASH with some basic information. Additional imports can then be done if you want to import more detailed fact find data for these clients.

You'll need to start with getting the clients into the system first with basic data.

1. Select **Templates** to download the **Import new contacts template** - You'll need to scroll to the final page of templates to find this

2. Select the downward arrow to download the template



When opening the .csv you will see a number of headers. These headers refer to the fields in DASH which the data will be passed to when importing the contact.

Not all fields will be relevant, so its fine to leave cells blank

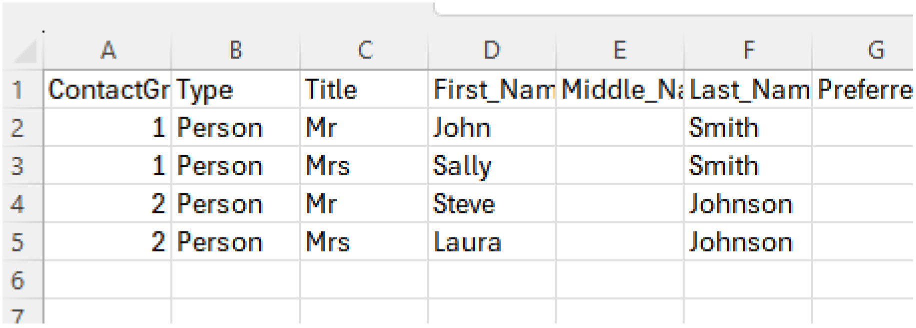
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ContactGrou	Type	Title	First_Name	Middle_Nam	Last_Name	Preferred_N	Gender	DOB	Entity_Name	Trading_Nan	Established_	Entity_Type
2													
3													

Each row represents a contact with each column in that row representing the information that will be transferred to DASH when importing.
Basically for each contact you will be working your way across and adding the relevant information in each cell with information you have on hand.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ContactGrou	Type	Title	First_Name	Middle_Nam	Last_Name	Preferred_N	Gender	DOB	Entity_Name	Trading_Nan	Established	Entity_Type
2			Mr	ROAR	Test	Support	ROAR	Male	8/09/2021				
3													
4													

<u>At the bare minimum, to import contacts into DASH you will need to specify:</u>

<table>
<tr><th>Column Header</th><th>What to enter</th></tr>
<tr><td>Contact Group ID</td><td>ContactGroupId is used when you want to import a contact with their partner. Assigning them both the same number/letter will link the two contacts when importing. What you enter in that cell should be unique to the couple.

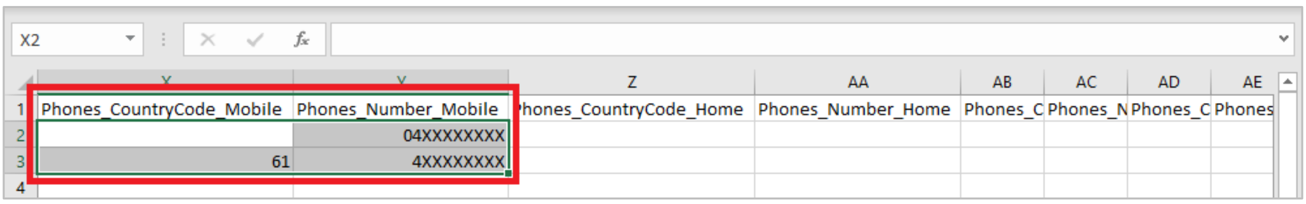
EG:

<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr>
<tr><td>1</td><td>ContactGr</td><td>Type</td><td>Title</td><td>First_Nam</td><td>Middle_Na</td><td>Last_Nam</td><td>Preferre</td></tr>
<tr><td>2</td><td>1</td><td>Person</td><td>Mr</td><td>John</td><td></td><td>Smith</td><td></td></tr>
<tr><td>3</td><td>1</td><td>Person</td><td>Mrs</td><td>Sally</td><td></td><td>Smith</td><td></td></tr>
<tr><td>4</td><td>2</td><td>Person</td><td>Mr</td><td>Steve</td><td></td><td>Johnson</td><td></td></tr>
<tr><td>5</td><td>2</td><td>Person</td><td>Mrs</td><td>Laura</td><td></td><td>Johnson</td><td></td></tr>
<tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>Type</td><td>Indicate what type of contact this is, either:

Person, Company, SMSF or Trust</td></tr>
<tr><td>First Name</td><td>Contact First Name
(Ensure there is no blank spaces before or after)</td></tr>
<tr><td>Last Name</td><td>Contact Surname
(Ensure there is no blank spaces before or after)</td></tr>
</table>

Other things to note

- **DOB** needs to be formatted as **dd/mm/yyyy**. If the date appears in another format, an error will be noted when attempting to use the csv file to import the contacts via the Import Tool.
- **Owner** field can be used to assign a DASH user to the contact. To assign an owner, enter the adviser email address associated with their DASH account into that cell. This can be left blank if you do not wish to assign an Owner, but this is a recommended step to include.

- For **Title** you have the option to select between **Mr**, **Mrs**, **Miss**, **Dr**, **Ms** or you can leave it blank/empty. Adding anything other than what was previously mentioned will result in the contact being flagged with an error.
- For **Phone Numbers**, please be mindful when copying data across from an exported list of contacts, as you may find that the zero at the beginning of mobile numbers may have been removed from the exported list. Additionally, if the number contains a country code, it should be separated added to the country code column. For instance, 61 4XX XXX XXX would be split into two. 61 would appear in the Phones_CounrtCode_Mobile column, while the remainder (4XX XXX XXX) would be entered in Phones_Number_Mobile column.


X2

	X	Y	Z	AA	AB	AC	AD	AE
1	Phones_CountryCode_Mobile	Phones_Number_Mobile	hones_CountryCode_Home	Phones_Number_Home	Phones_C	Phones_N	Phones_C	Phones
2		04XXXXXXXX						
3	61	4XXXXXXXX						
4								

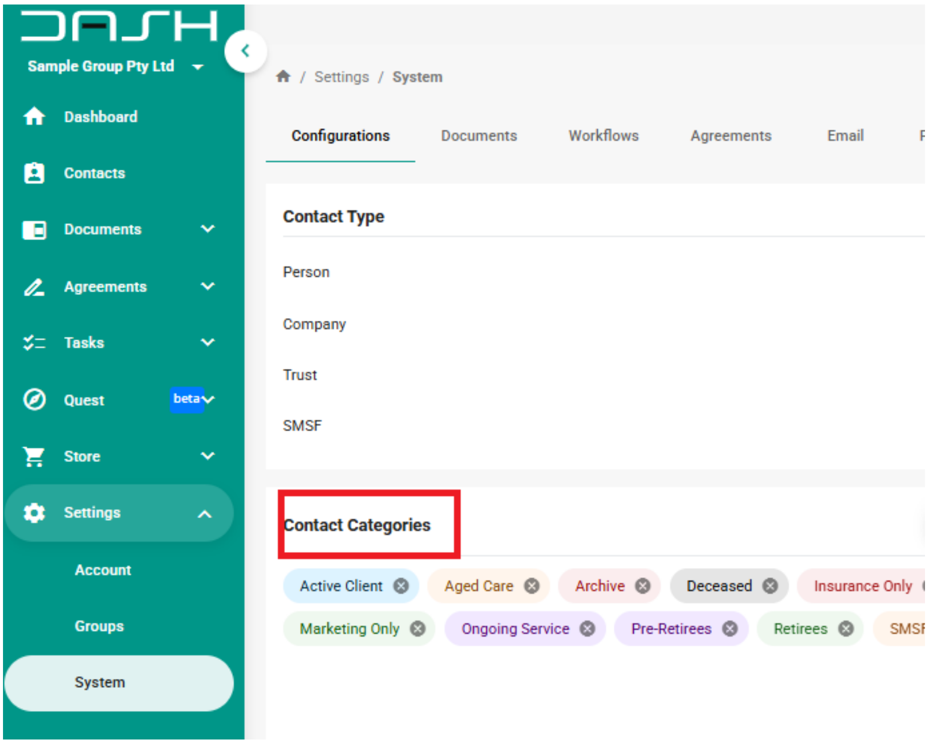
- **Gender** – The options must be either **Male, Female, Unspecified.** This can also be left blank, do not use abbreviations like M, F

For **SMSF, Company, Trusts,** the following fields can be used, for Person, these can be left blank.

J	K	L	M	N	O	P	Q	R
Entity_Name	Trading_Name	Established_Date	Entity_Type	Gst_Regist	ABN	ACN	TFN	DirectorId

- **Categories** – If you have already created Categories within Settings, try to match the name exactly (case sensitive). Otherwise, if a category appears in the spreadsheet that hasn't been created in Settings, a new category will be created.

	U	V
er	Categories	Owner



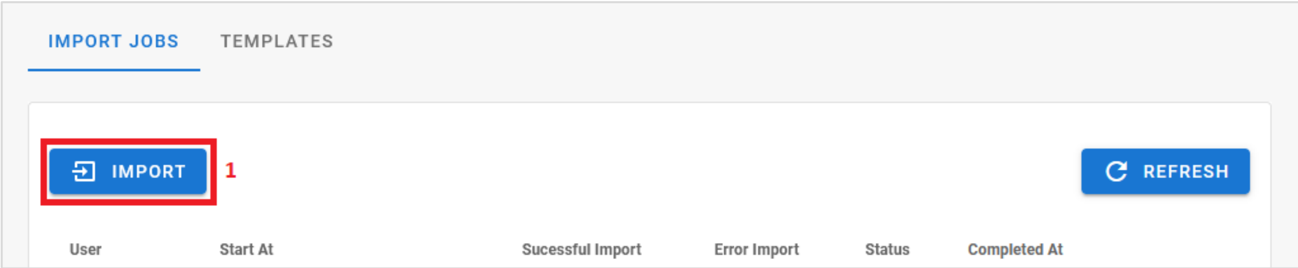
Once you have filled out the import.csv with the relevant information you can then proceed to importing the file via the import tool. For steps on how you can do that, please refer to the **Importing** section in this guide.

Importing the files

Note: It is recommended that you import contacts in smaller batches (under 1000 per import)

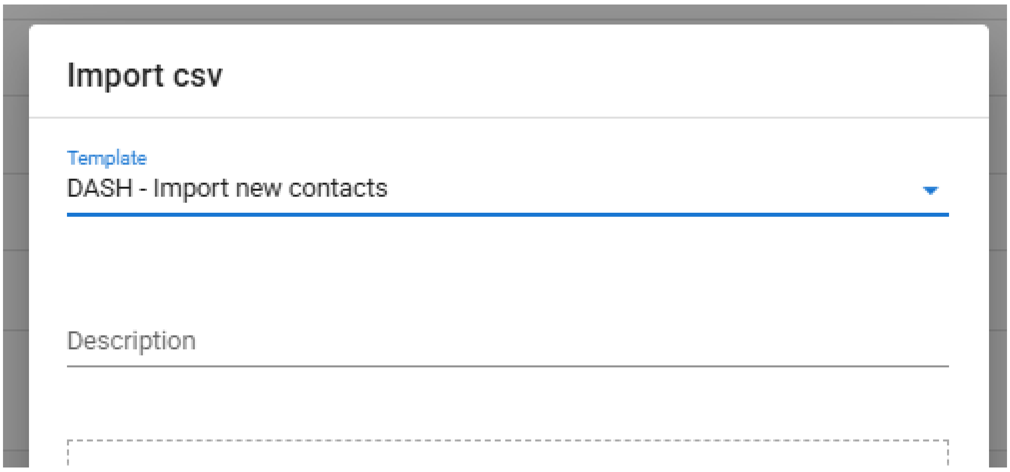
Once the template has been completed. It can be imported into DASH to create the clients/contacts.

1. Select **Import Jobs** tab > Import

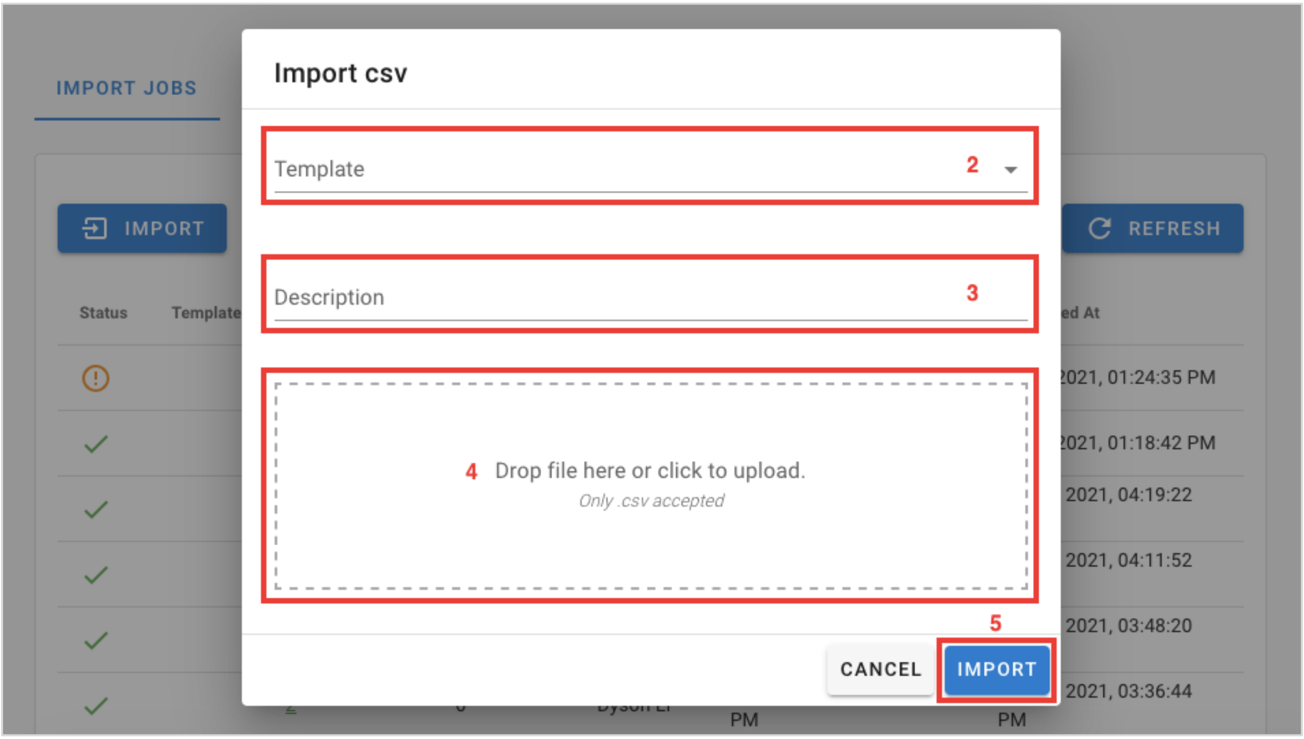


You need to indicate which template was used, so the import tool knows which fields to map to.

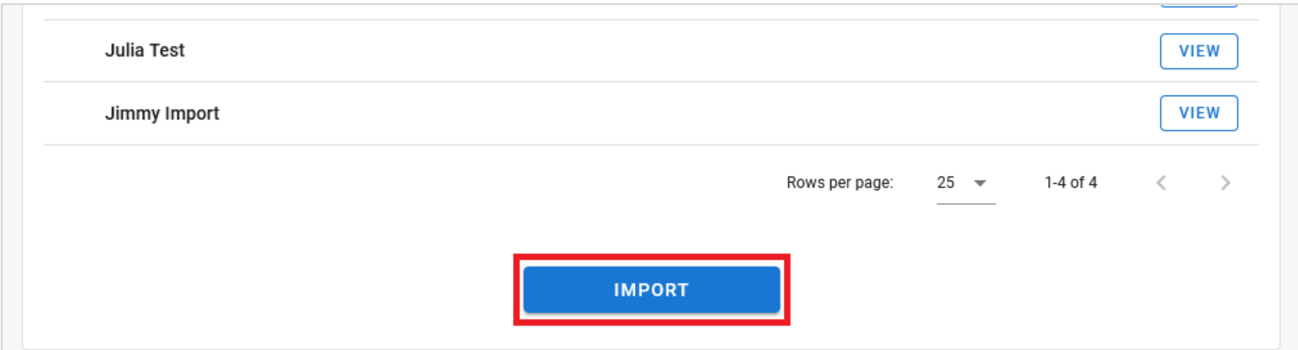
2. Select the import template that you are using from the **Template dropdown.** In the case of creating new contacts, choose the **Import New Contacts** option



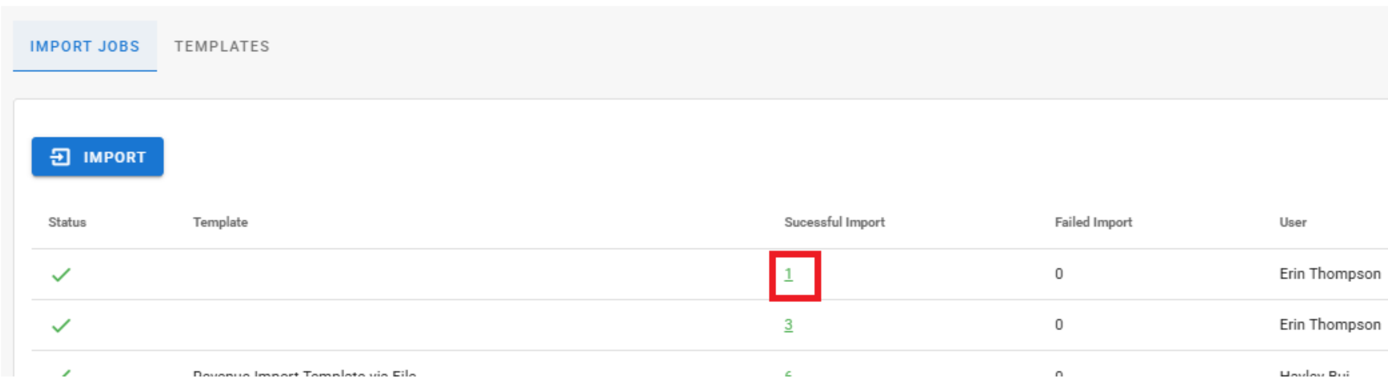
3. Upload the CSV you have been working on, Select **Import**
   - You will be taken to a screen where the contacts/table items will be displayed



4. If there aren't any errors, click on **Import** to start the importing process
   - You click on the 'Refresh' button after some time to refresh the status of the import.



If the import was successful, the number of clients that were created will appear in green.



If an error occurs, go back and review the entries, making sure you have followed the correct naming conventions mentioned in the above section. The data needs to be in the exact format as directed.

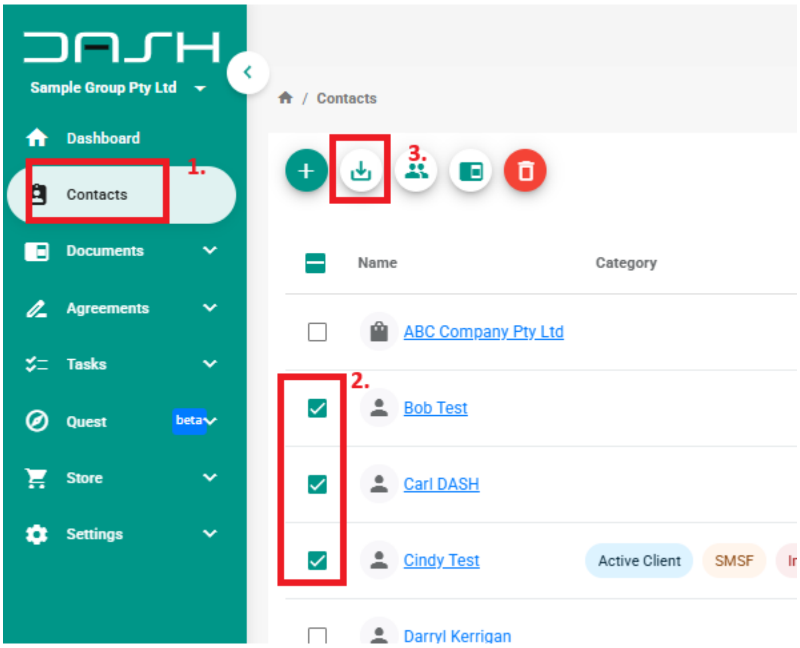
Once to contact has been created in DASH, you can consider importing more data like Income, Expenses, General Accounts.

To do this, you can utilize some of the other templates.

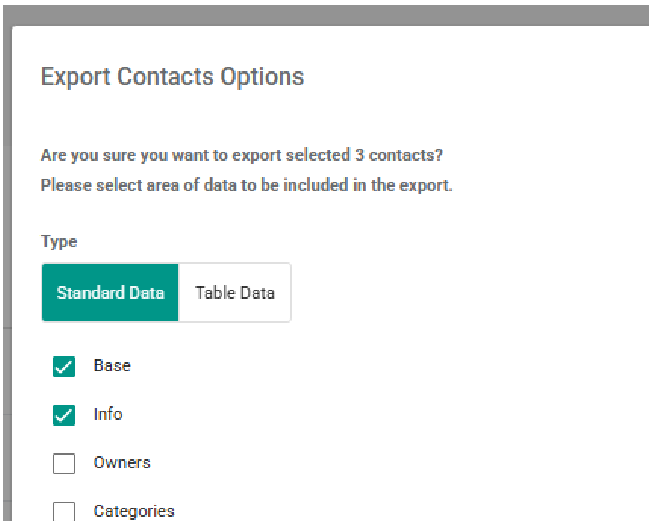
The key difference is, you'll need to include your clients unique DASH ID in the other spreadsheets so the import tool knows which dtaa belongs to while client.

To obtain the clients unique ID, you can perform an export.

1. Go to Contacts
2. Highlight the contacts you'd like to export
3. Select the Export button



At the very least, choose to export just the Base and Info fields

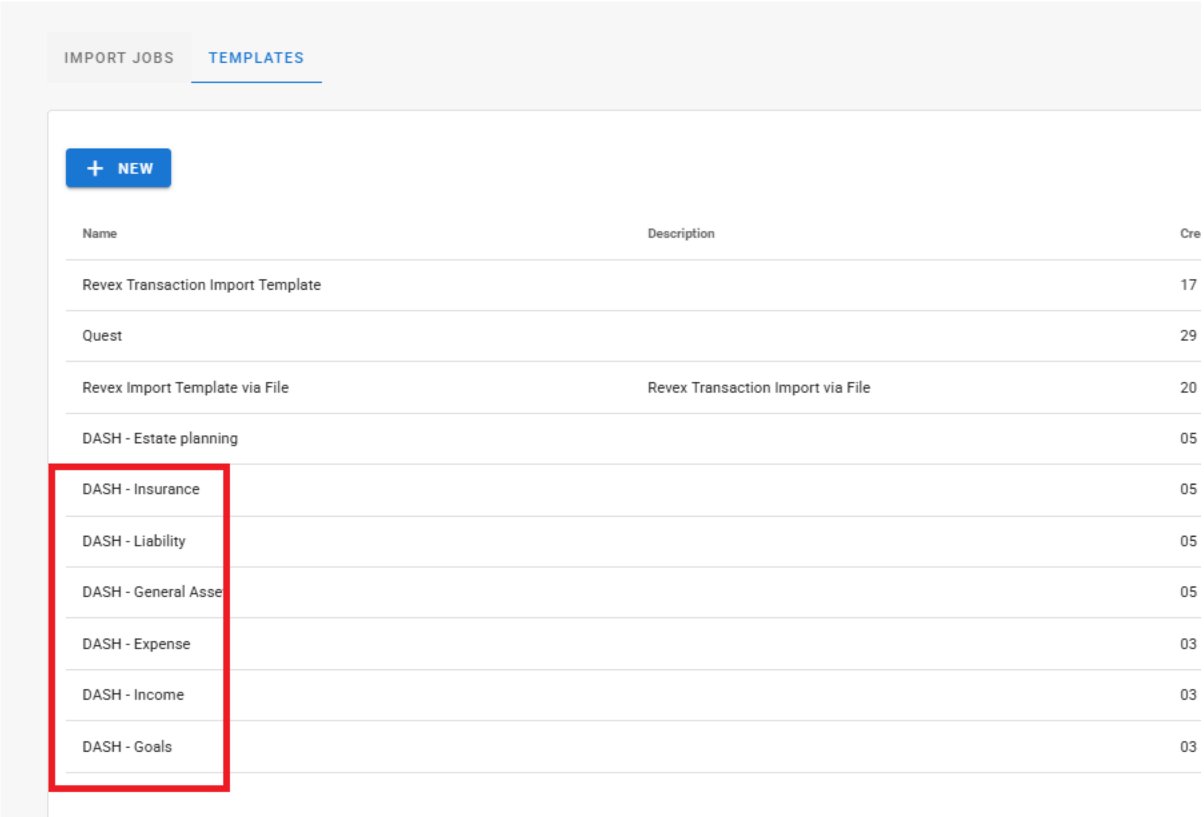


A file will appear in the notification bell to download. The unique ID can be found in Column A. This is what you'll need to include on any further import files.

Importing data to existing clients

Ensure you have your existing contacts unique DASH ID (see above for steps on this).

Follow the same steps as creating new contacts, instead select one of the other templates such as :



Ensure to include the contacts DASH ID in column A

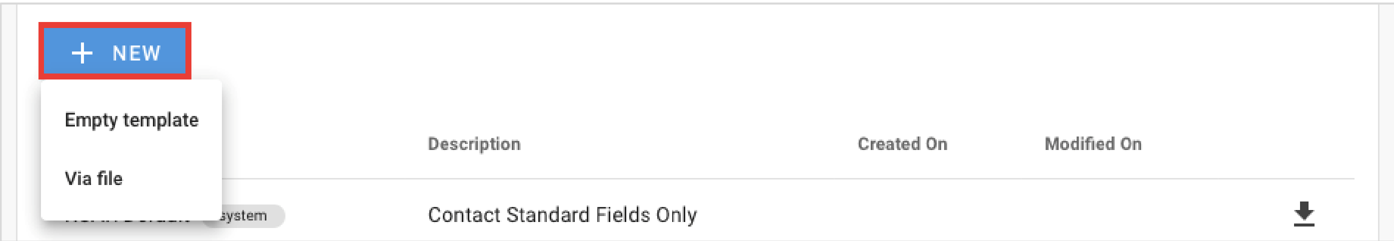
Creating Custom Import Templates

This section will cover how you can create and download custom import templates in the Import Tool. Custom templates are what you need to create and use if you want to import contact table information or agreement payment information.

Overview

In addition to the default template, you may opt to create an import template. You will typically only need to create custom import templates if you are looking to import **Contact - Tables** or **Agreement - Payments** data to DASH.

You can create a new template via the **Templates** tab in the Import Tool. You will then need to click on **+ NEW** which then display the two options; **Empty template** and **Via file**.



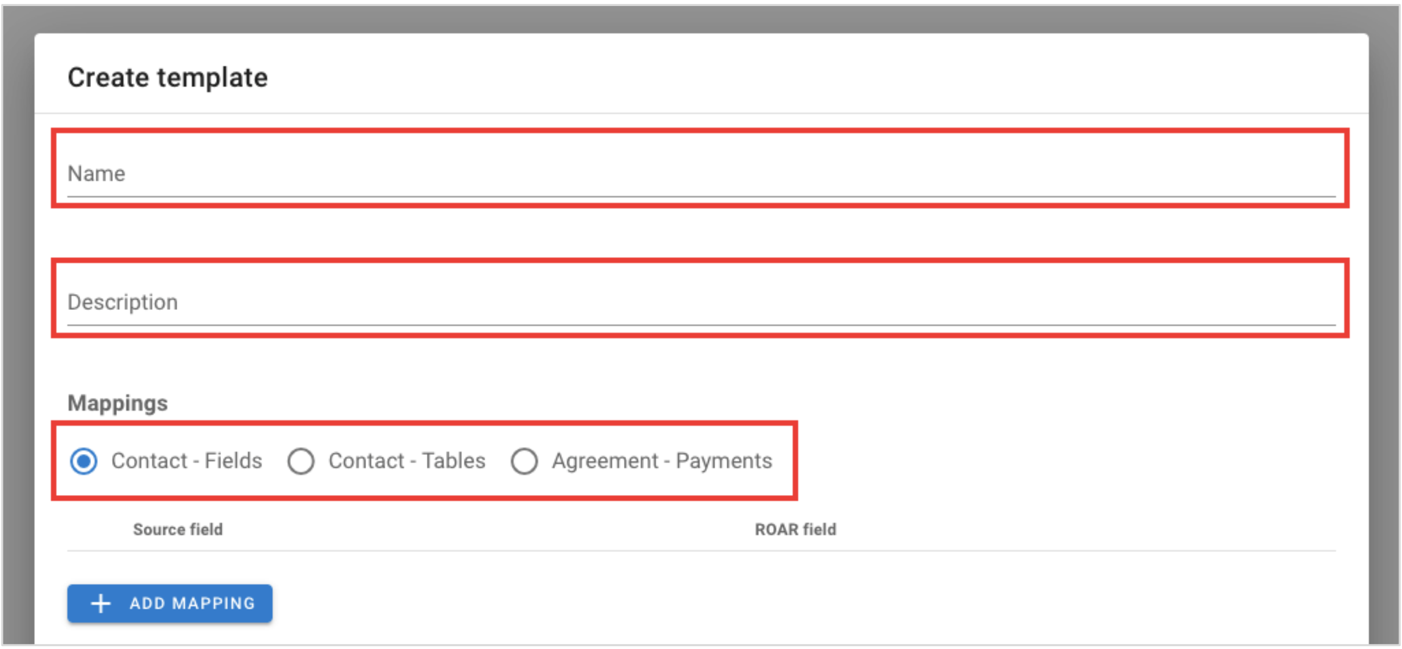
If you wish to create an import template from scratch, please refer to the **Creating from an Empty Template** section. If you would like to create a template via an existing csv, please refer to the **Creating Via File**.

Creating from an Empty Template

When creating a new template, you will need to specify the **Name** for the template, the **Description** and whether template mapping will be **Contacts - Fields, Contacts - Table** or **Agreements - Payments**.

When creating custom template it will likely be for either **Contacts - Table** or **Agreements - Payments** as the ROAR Default import template should be sufficient to import contacts into ROAR.

For table templates, the template will only be able to handle one table. If you have data for different tables, you will need separate table templates for each table.



If you are creating an Empty Template, you will need to provide a **Name**, **Description** and specify the **Mappings** for the template.

Mappings

There are three Mappings to choose from:

- **Contact - Fields** (general contact information to import contacts into ROAR)
- **Contact - Tables** (information such as income, expenses, assets etc. that appear in tables in ROAR)
- **Agreement - Payments** (to import payments against the agreement period and account number)

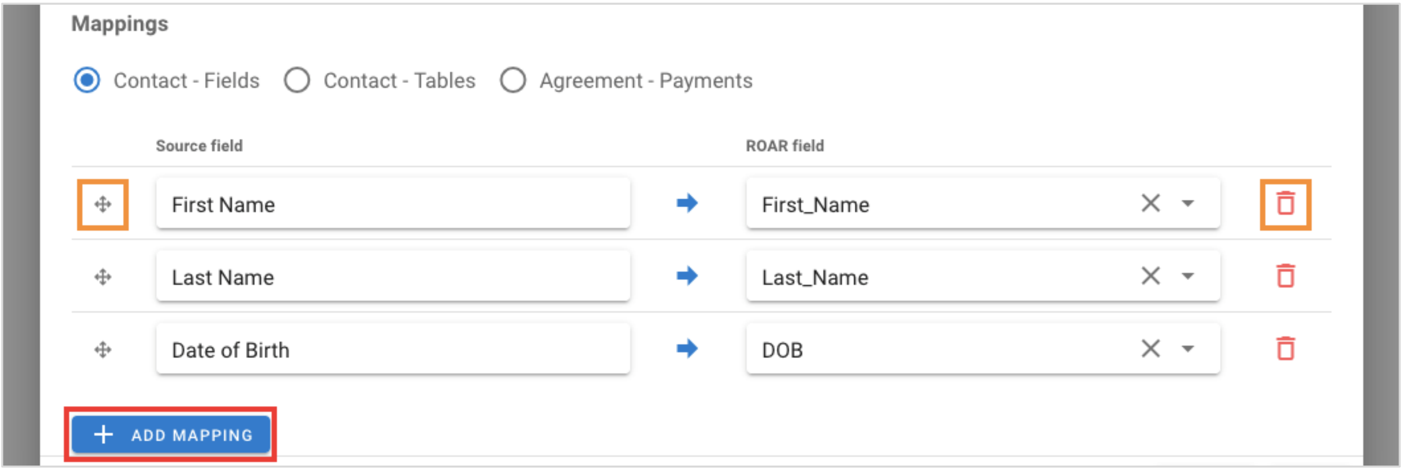
As the ROAR Default Template covers the fields Contact - Fields you would typically be creating your own templates for **Contact - Tables** or for **Agreement - Payments**.

Note: You cannot create a template to import both the income and expense table in the same template, you would have one table template for income and have to create another table template for expenses.

Contact - Fields Mapping

This is the mapping type to pick if you are looking to import contacts into ROAR. On the left side, the **Source Field** is what will appear in the import template as the column header, while on the right is the **Target Field** which is essentially tells us where the imported information should go.

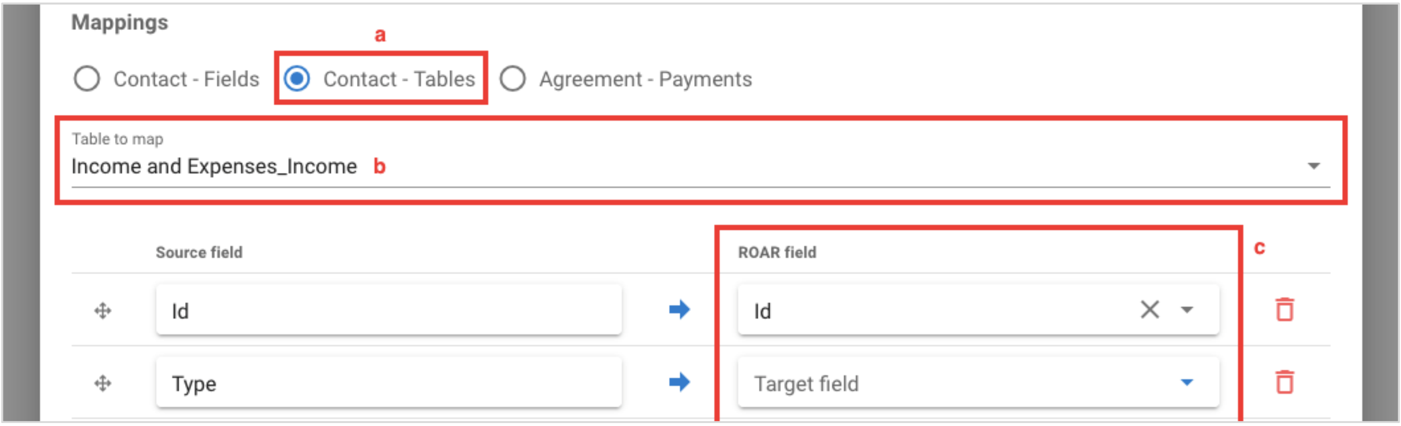
You can add a mapping by click on **+ ADD MAPPING** and delete mappings via the **Red Trashcan icon**. Additionally, you can rearrange the order by clicking and dragging the **4 arrows icon** located to the left of the Source Field.



For each mapping, <u>you must provide a **Name** for the Source Field and also provide the appropriate **Target Field** via the list of drop-down options</u>. Once you are done, click on **Save**. After it has been saved, you will be able to download the file and add the appropriate data to.

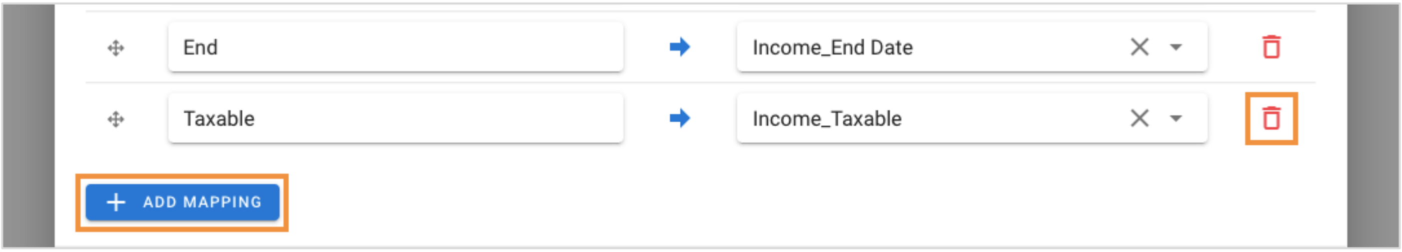
Contact - Tables Mapping

When creating templates for Contact - Tables Template, you will need to have the **Contact - Tables** option selected under Mappings. Once selected, you will be able to specify what table in ROAR that you want to create the table for via the **Table to map dropdown**. Once a 'Table to map' has been specified, the **Target Field dropdown** will be populated with the target fields from the selected table to map.

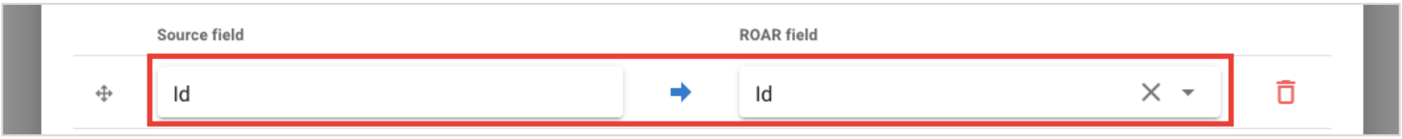


Note: You cannot create a template to import both the income and expense table in the same template, you would have one table template for income and have to create another table template for expenses.

You can add a mapping by click on **+ ADD MAPPING** and delete mappings via the **Red Trashcan icon**. Additionally, you can rearrange the order by clicking and dragging the **4 arrows icon** located to the left of the Source Field.



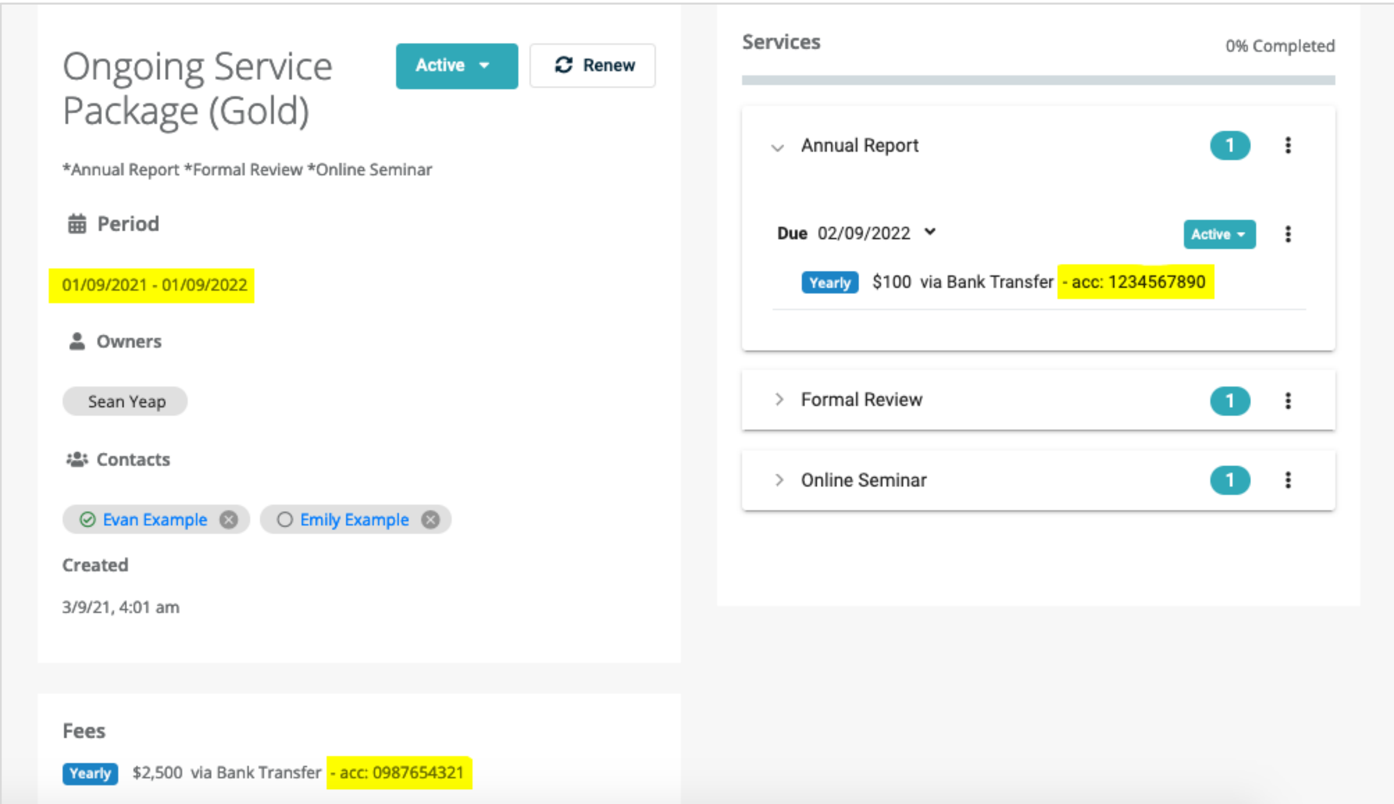
IMPORTANT: Table templates require an **Id** field. The Id is in reference to the contact in ROAR and basically tells the tool which contact the information should go to. You can obtain the Id's for successfully imported contacts by downloading the success .csv files from the Import Jobs tab. More information regarding the Id field can be found in the **Tips and Tricks** section in the guide.



Each corresponding **Source Field** must have a corresponding **Target Field** specified. Once you are done, click on **Save**. Once saved, you will be able to download the template.

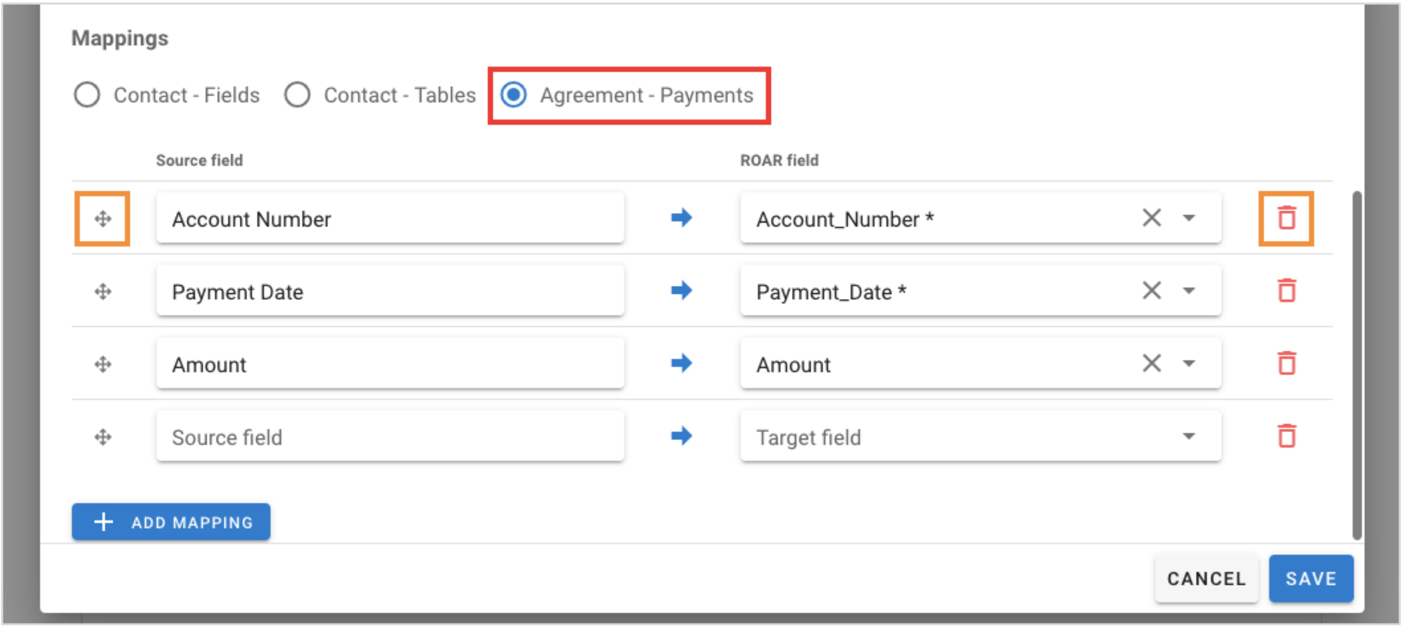
Agreement - Payment Mapping

Agreement Payments - Templates are for the importing of payment information associated with an agreement. Any agreement import will match data against the agreement period and the account number specified against fee. This means that Agreement - Payments Template must include **Account_Number** and **Payment_Date** fields.



For Agreements - Payments Template, you will need to select the checkbox under Mapping. On the left side, the **Source Field** is what will appear in the import template as the column header, while on the right is the **Target Field** which is essentially tells us where the imported information should go. Please include **Account_Number** and **Payment_Date** fields when creating Agreement - Payments Templates.

You can add a mapping by click on **+ ADD MAPPING** and delete mappings via the **Red Trashcan icon**. Additionally, you can rearrange the order by clicking and dragging the **4 arrows icon** located to the left of the Source Field.

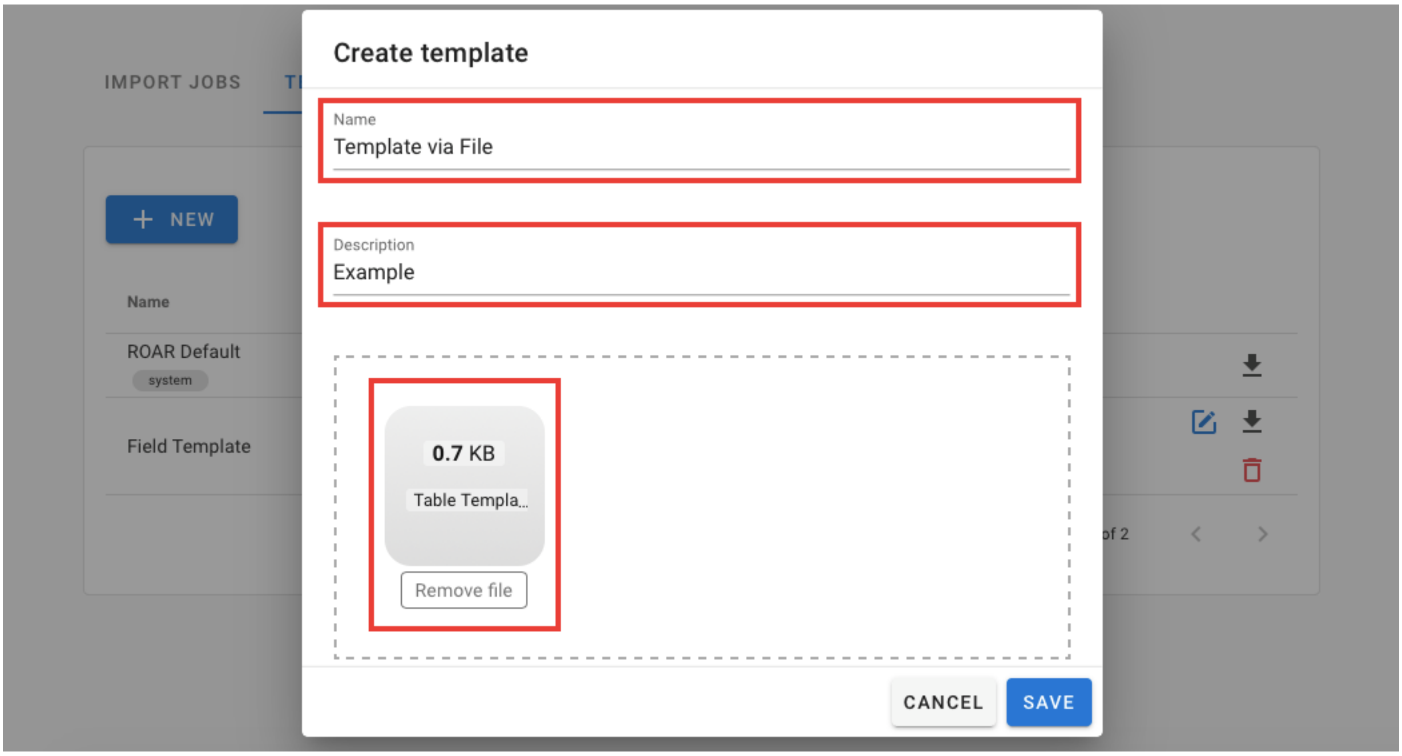


Note: As imports will match data against the agreement period and the account number specified against fee, if there are multiple agreements which matches the criteria, then the payment data will be imported to all agreements which match the criteria.

Creating Via File

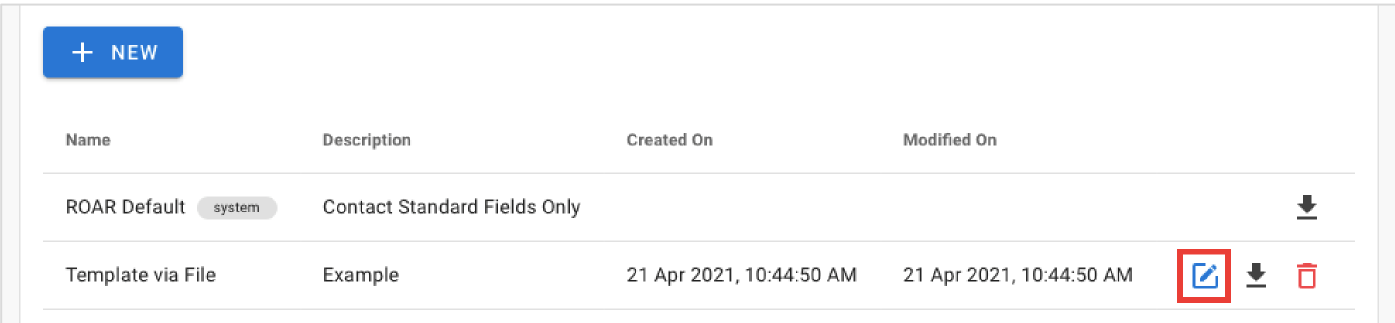
If you are creating a template via file, you will need to specify a **Name** for the template as well as a **Description**. Additionally, you will need to **upload a .csv file** which will form the basis of your import template. When creating a template via file, the **column headers will be treated as the Source Field** (what is being imported).

Please keep in mind that there may not be a corresponding field in ROAR so you may need to remove source fields from the import csv.



After clicking on **Save** the pop-up will close and you will see the template added to the list. You will not be able to use the template yet as you will need to specify the mapping type as well as identifying so in the screen you will need to specify whether the import is for a field or table before reviewing what gets imported and specifying the appropriate filed in ROAR where the source cell will transfer to.

You will need to click on the **Edit** button and then specify the Mapping Type, select a table (if using the Contact - Tables mapping type) and the review the Source and Target Fields to ensure that the source data has a corresponding target field in ROAR.



Mappings

There are three Mappings to choose from:

- **Contact - Fields** (general contact information to import contacts into ROAR)
- **Contact - Tables** (information such as income, expenses, assets etc. that appear in tables in ROAR)
- **Agreement - Payments** (to import payments against the agreement period and account number)

As the ROAR Default Template covers the fields Contact - Fields you would typically be creating your own templates for **Contact - Tables** or for **Agreement - Payments**.

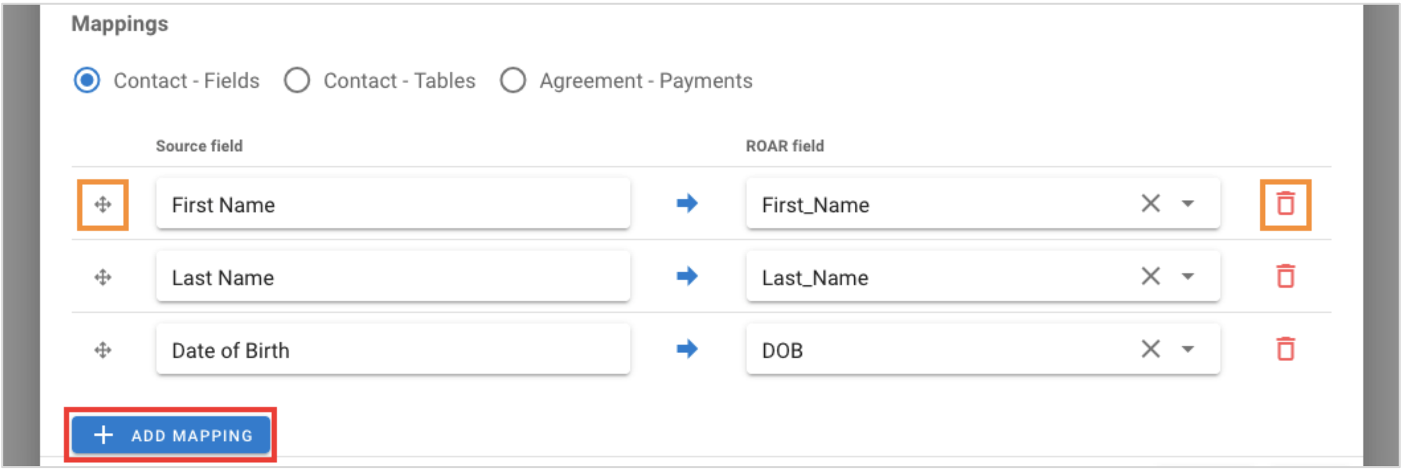
Note: You cannot create a template to import both the income and expense table in the same template, you would have one table template for income and have to create another table template for expenses.

Contact - Fields Mapping

This is the mapping type to pick if you are looking to import contacts into ROAR. On the left side, the **Source Field** is what will appear in the import template as the column header, while on the right is the **Target Field** which is essentially tells us where the imported information should go.

When creating import templates Via File, the Source Field should display each of the column headers that were included in the .csv used to create the template. You can opt to add additional mappings or delete mappings which do not have a corresponding field. Each Source Field needs a corresponding ROAR field.

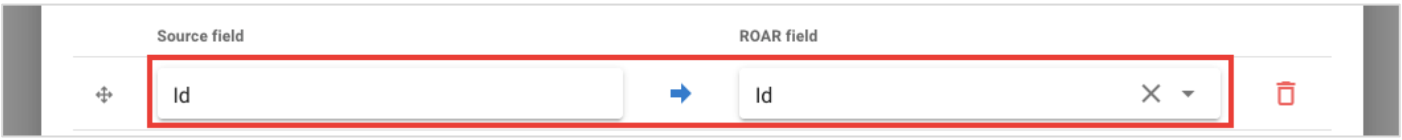
You can add a mapping by click on **+ ADD MAPPING** and delete mappings via the **Red Trashcan icon**. Additionally, you can rearrange the order by clicking and dragging the **4 arrows icon** located to the left of the Source Field.



Once you are done, click on **Save**. After it has been saved, you will be able to download the file and add the appropriate data to.

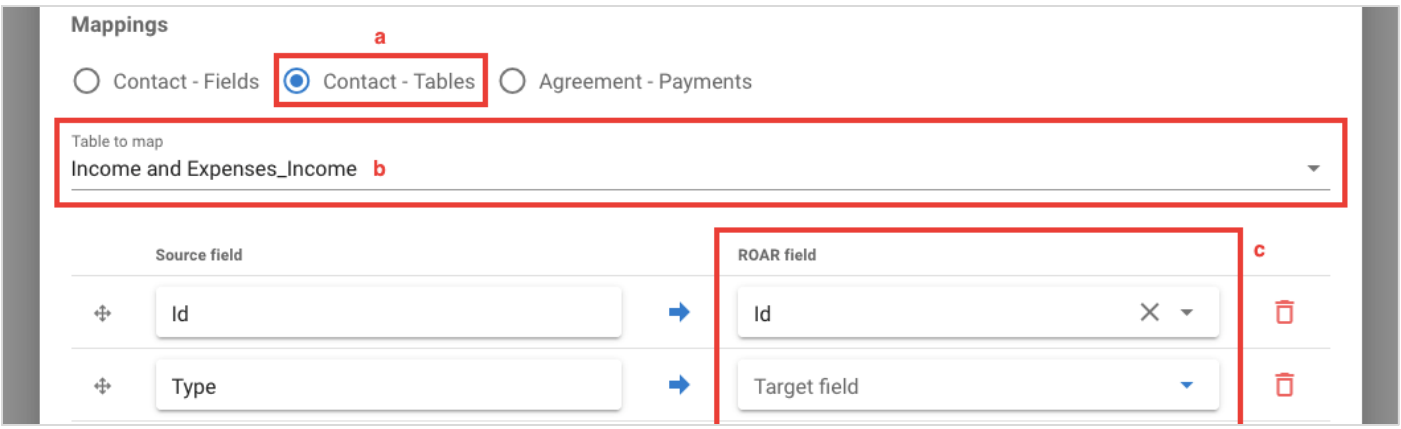
Contact - Tables Mapping

IMPORTANT: <u>Table templates require an **Id** field</u>. The Id is in reference to the contact in ROAR and basically tells the tool which contact the information should go to. You can obtain the Id's for successfully imported contacts by downloading the success .csv files from the Import Jobs tab. More information regarding the Id field can be found in the **Tips and Tricks** section in the guide.



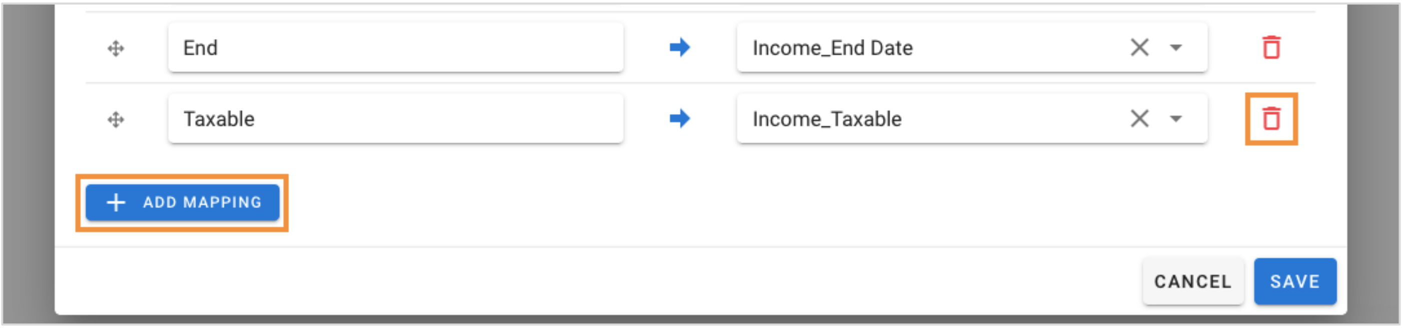
When creating templates for Contact - Tables Template, you will need to have the **Table** option selected under Mappings. Once selected, you will be able to specify what table in ROAR that you want to create the table for via the **Table to map dropdown**. Once a 'Table to map' has been specified, the **Target Field dropdown** will be populated with the target fields from the selected table to map.

When creating an import template Via File, the Source Field should display each of the column headers that were included in the .csv used to create the template. You can opt to add additional mappings or delete mappings which do not have a corresponding field.



Note: You cannot create a template to import both the income and expense table in the same template, you would have one table template for income and have to create another table template for expenses.

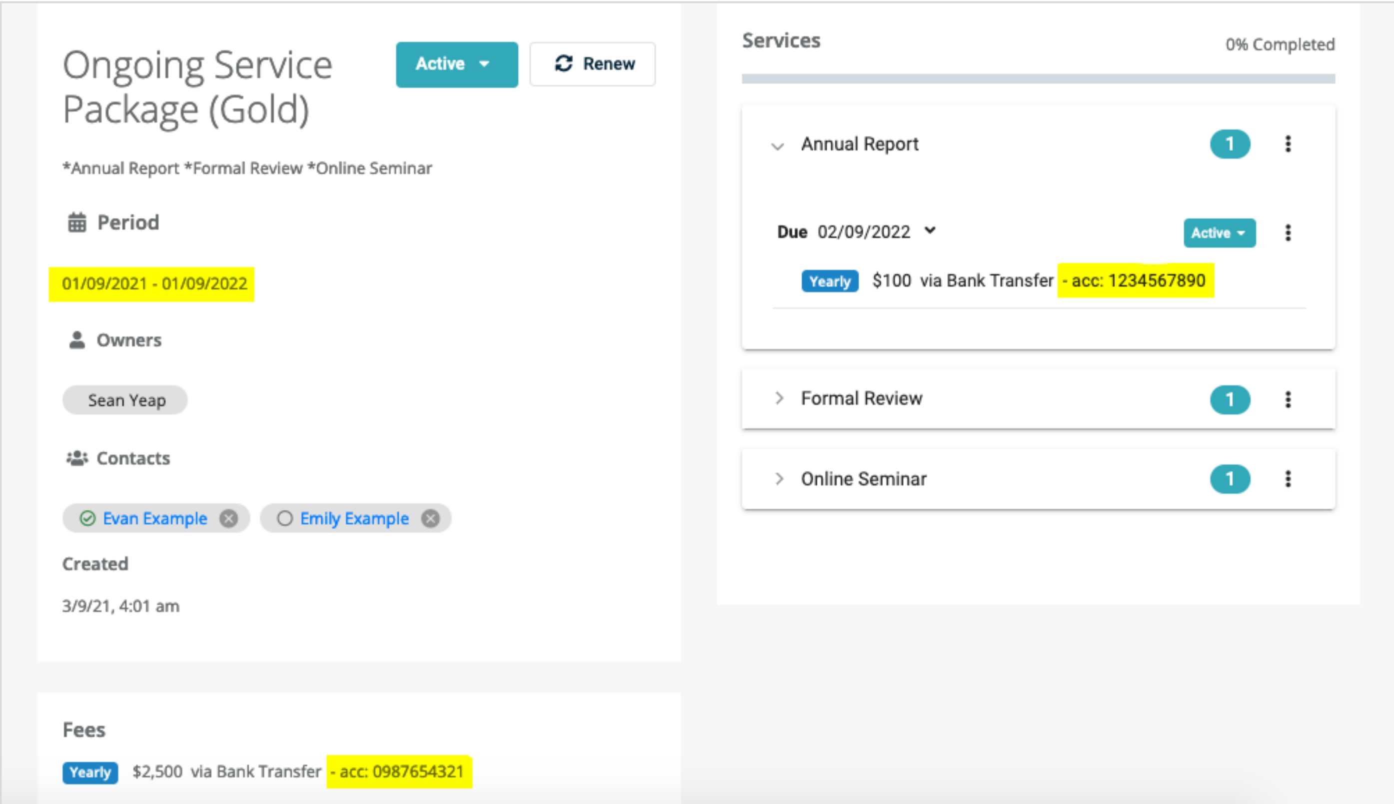
You can add a mapping by click on **+ ADD MAPPING** and delete mappings via the **Red Trashcan icon**. Additionally, you can rearrange the order by clicking and dragging the **4 arrows icon** located to the left of the Source Field.



<u>Each corresponding **Source Field** must have a corresponding **Target Field** specified</u>. Once you are done, click on **Save**. Once saved, you will be able to download the template.

Agreement - Payment Mapping

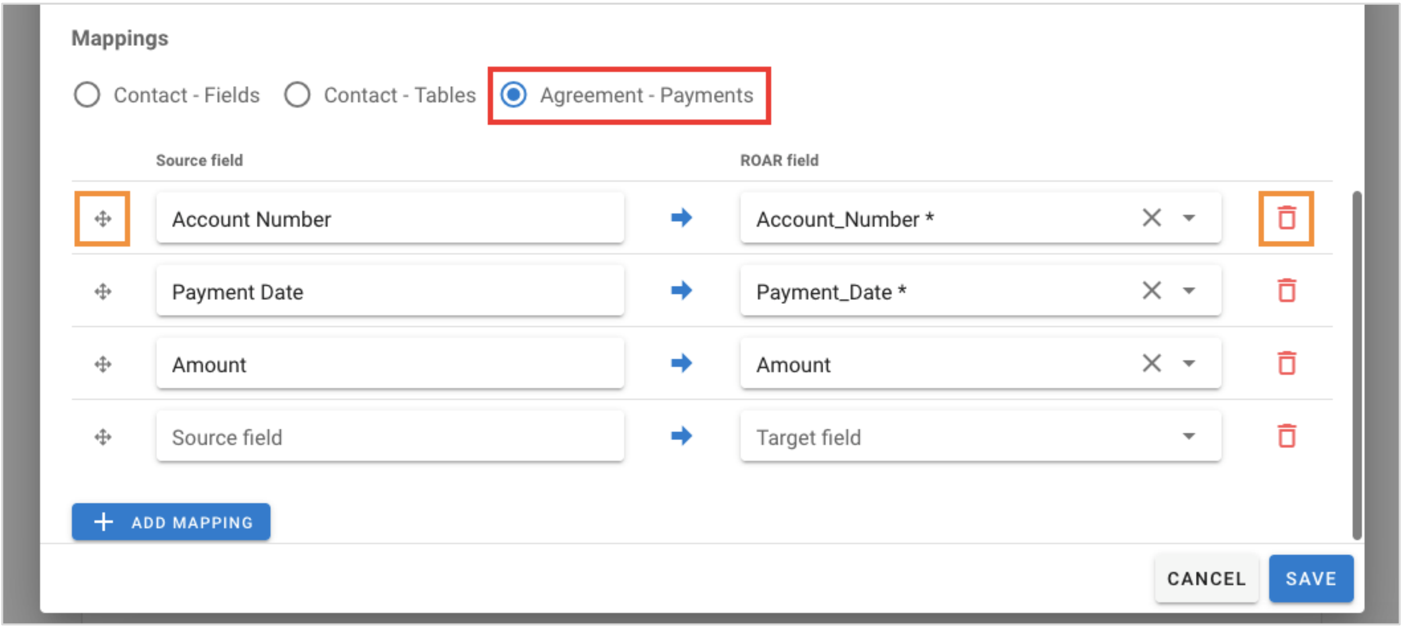
Agreement Payments - Templates are for the importing of payment information associated with an agreement. Any agreement import will match data against the agreement period and the account number specified against fee. This means that Agreement - Payments Template must include **Account_Number** and **Payment_Date** fields.



For Agreements - Payments Template, you will need to select the checkbox under Mapping. On the left side, the **Source Field** is what will appear in the import template as the column header, while on the right is the **Target Field** which is essentially tells us where the imported information should go. Please include **Account_Number** and **Payment_Date** fields when creating Agreement - Payments Templates.

You can add a mapping by click on **+ ADD MAPPING** and delete mappings via the **Red Trashcan icon**. Additionally, you can rearrange the order by clicking and dragging the **4 arrows icon** located to the left of the Source Field.

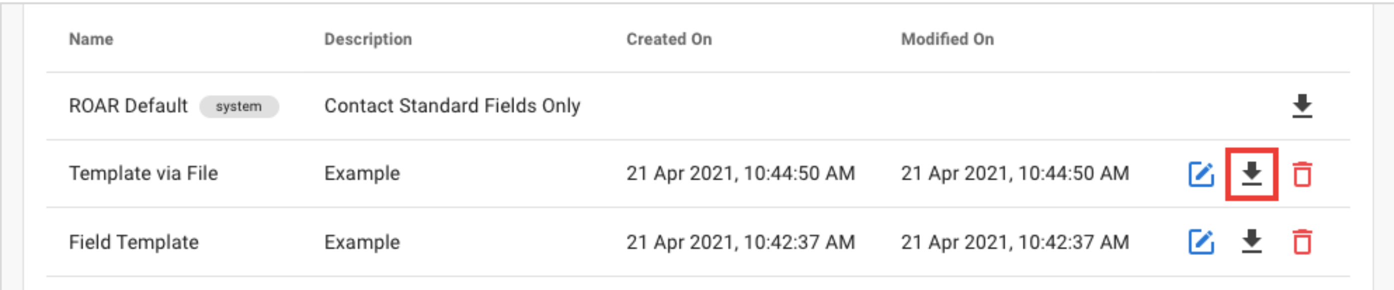
When creating an import template Via File, the Source Field should display each of the column headers that were included in the .csv used to create the template. You can opt to add additional mappings or delete mappings which do not have a corresponding field.



Note: As imports will match data against the agreement period and the account number specified against fee, if there are multiple agreements which matches the criteria, then the payment data will be imported to all agreements which match the criteria.

Downloading Custom Import Templates

Once the template has been saved, you will be able to download the template by clicking on the **download icon** for the template you want to download.



Information covering some of the specifics of adding certain information into the import csv is covered in the **Tips and Tricks** section. There is some important information will be useful when attempting to put together an import file.

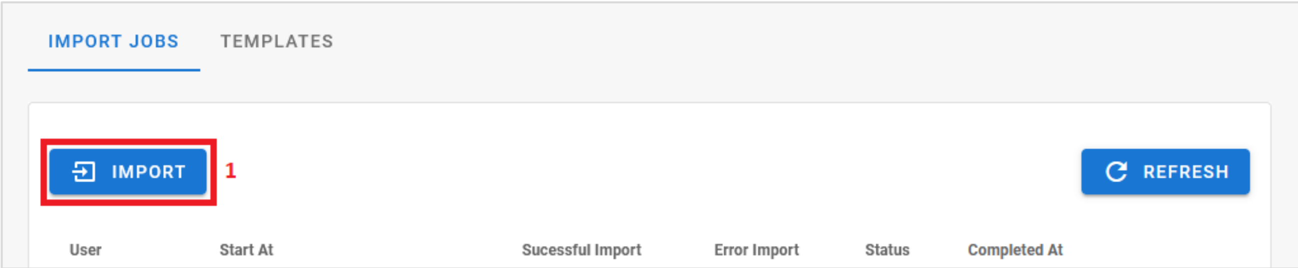
With the download csv, each source field will be displayed as a column. Each row in the csv is essential and item that you'd like to import to ROAR. You will need to add the relevant information to the fields where available.

Importing

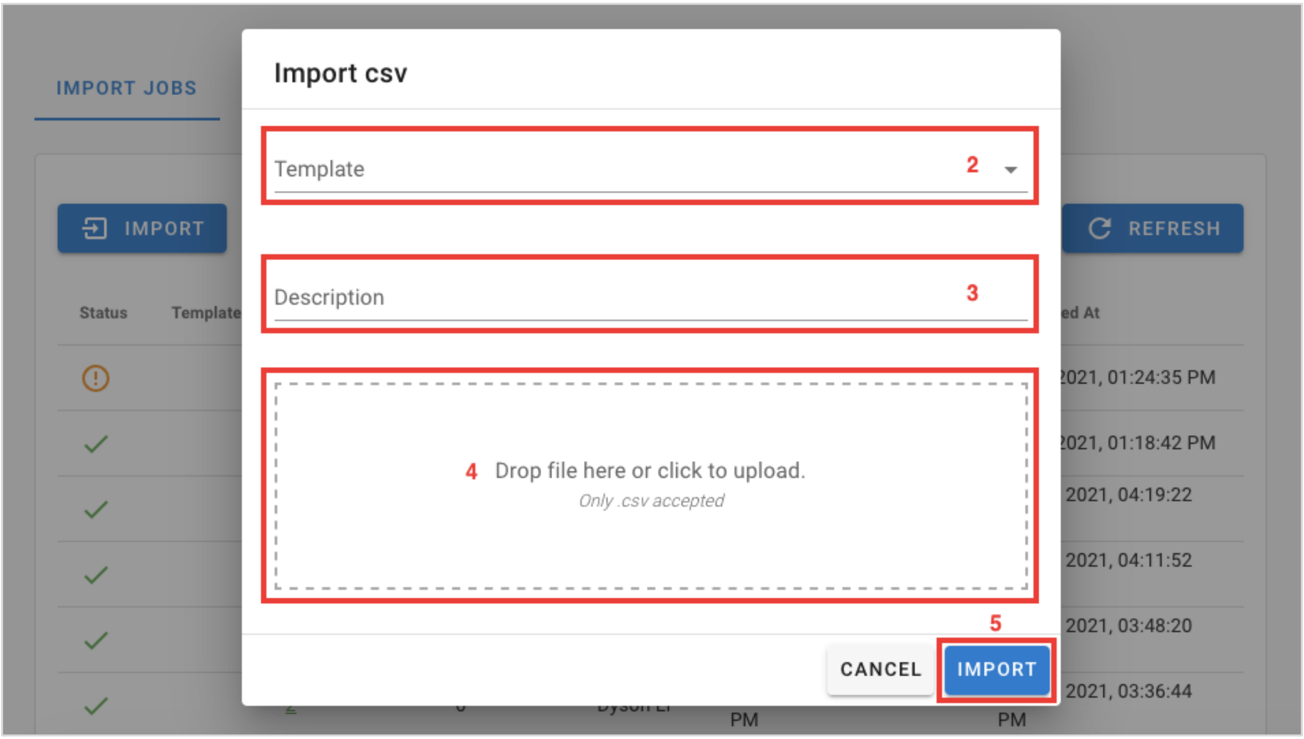
Note: It is recommended that you import contacts in smaller batches (under 1000 per import)

This section will cover how you can import contacts to DASH using the Import Tool.

5. In the **Import Jobs** tab, click on the **Import** button



6. Select the import template that you are using from the **Template dropdown**
7. Add a **Description**
8. Upload the import csv
9. Click on **Import**
   - You will be taken to a screen where the contacts/table items will be displayed



10. If there aren't any errors, click on **Import** to start the importing process
   - You click on the 'Refresh' button after some time to refresh the status of the import.