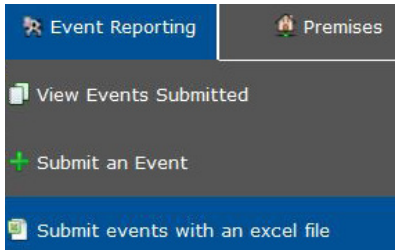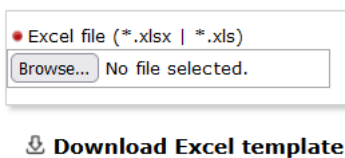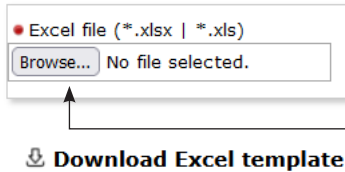# Tips for Excel File Upload

*Note: You must use the Excel file template provided in your account. Using your own Excel file will result in an error. The Excel format and tabs provided ensure a successful data upload.*
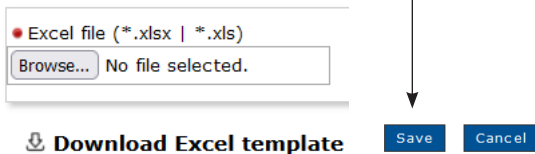


1. Log into your **DairyTrace** account

2. From the **Event Reporting** menu tab, click **Submit events with an excel file**

3. Click **Download Excel template**

4. From the tabs on the bottom of the Excel, select the **event type**

5. Complete all fields with a red asterisk (*)

6. Save the Excel file to your computer for upload to your account

7. Click **Browse** to find the saved Excel file

8. Click **Save**. This will submit the Excel file. You will now see a new line appear in the table. You can refresh the page until the Execution status changes from **In progress** to **Completed**

9. Once completed, under column **Events Summary**, you will see the success of your event reporting.

*Under the **Actions** column there are options to fix a noted Failure*

| Execution status | Execution errors | Events summary | Actions |
|---|---|---|---|
| Completed | | • Success: 103 <br> • Failure: 3 | |
| Completed | | • Success: 19 <br> • Failure: 0 | |

**The Green Icon**
- Allows you to download the original file submitted

**The Red Icon**
- Shows the errors in the Excel file
- Use it to fix the errors and resubmit the file to correct them

**The Black 'LOG' Icon**
- Shows each line that has a failure and an explanation with the file per line