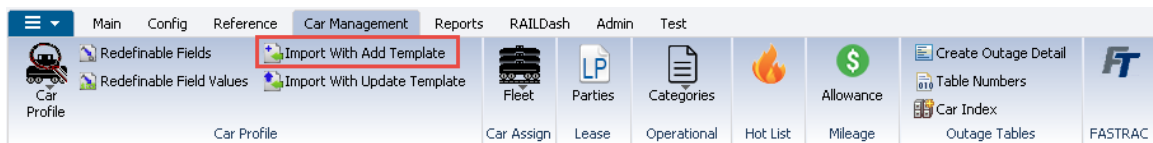**Uploading Data Using Car
Profile Add Template
RAILTRAC®
Revision Number 1
3/1/2017**

Before performing this step ensure a Car Profile Add template has been set up in RAILTRAC. **All columns in Excel spreadsheet must match up with template**.
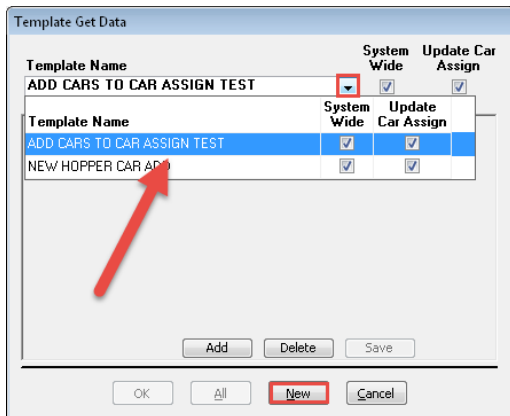
Once logged into RAILTRAC, click on the Car Management tab. Next, select Import With Add Template.
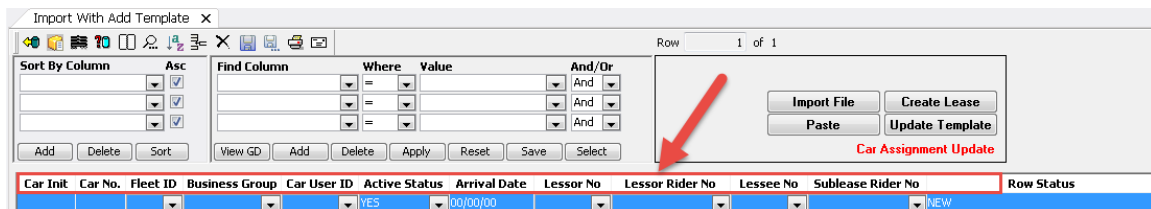

The Template Get Data box will appear. In this screen, use the drop down arrow under the Template Name to select the template to be used to upload data.
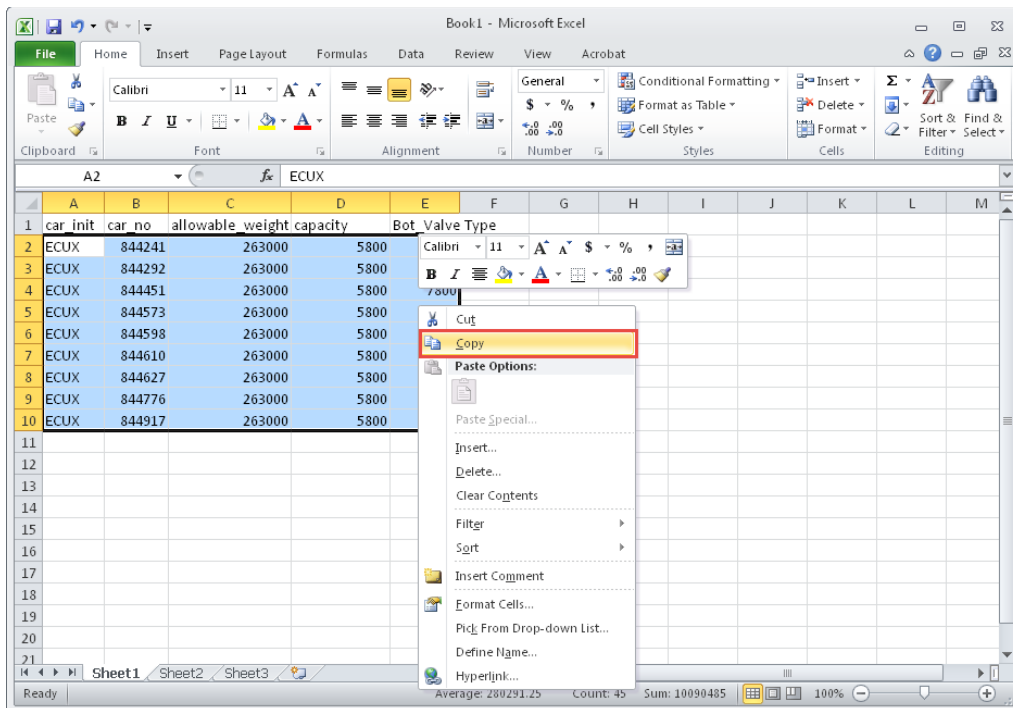
Once template has been selected, click New.

The template will appear. **All columns in the Excel spreadsheet must match up with the template selected**.

Go to the Excel spreadsheet and highlight data (without column headers) that needing to be imported. Right click and copy data. Then, go back to template.

Data should be saved in clipboard. Simply click on the Paste button.

Data from Excel is now in the template. Verify that all data is correct.

Once the user has ensured all data is accurate, click the Save icon in the tool bar to complete the upload process. Data will be loaded into RAILTRAC and Row Status will change from Update to Saved.

The Update Complete box will appear, click OK.