

# XML Import Document For End Users





Department of Commerce



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

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<b>Prepared by</b>	 intellectyx
<b>Prepared For</b>	End Users 

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## What is XML Import?

XML stores data in plain text format, the storage is independent of your platform and your data can be exported, imported, or simply moved much easier. The XML Data import in the WBARS is where you can import the data's of Table 1 into the system.


## Who can do the XML Import?

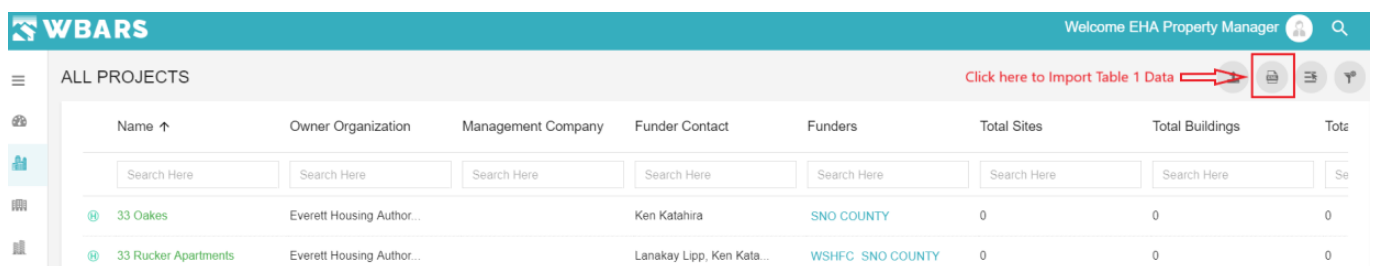
The WBARS system has organizations and contacts. Contacts are the members associated with only one organization. In order to be able to import, the contact must be a **Non-Funder** User of the project associated organization and only the stage level users can import the table details

**For Example** – If the report stage is at **Property Manager** level then only, they can import

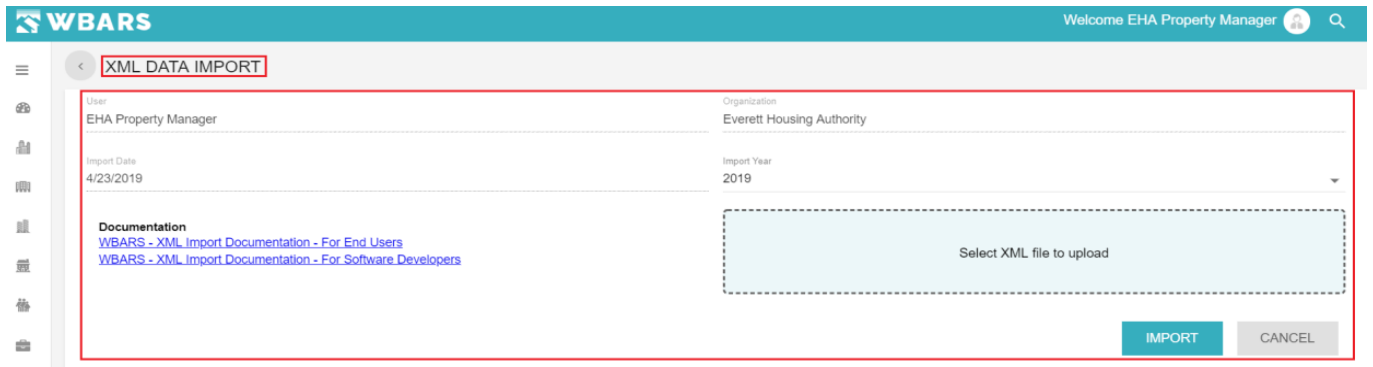
## How to do the XML Import?

To Import the table 1 details you will click on the **“Projects”** icon  under the **“Menu”**  where you can see the **“Import Table 1”** icon  .

The Location of the **“Import Table 1”**  is highlighted and shown in the image below. Just click on that icon to get started with your XML import.



Once you click on the **“Import Table 1”** icon the **“XML DATA IMPORT”** Page will be show as in the image below



The “XML DATA IMPORT” Page has the following fields,

- User
- Organization
- Import Date
- Import Year
- Documentation
- Select XML File to upload
- Import
- Cancel

### User

User  
EHA Property Manager

The User details will be shown here, and this is a non - editable field where your user name will be shown in this field.

### Organization

Organization  
Everett Housing Authority

The Organization name to which the user belongs will be shown here and this is a non - editable field.

### Import Date

Import Date  
4/23/2019

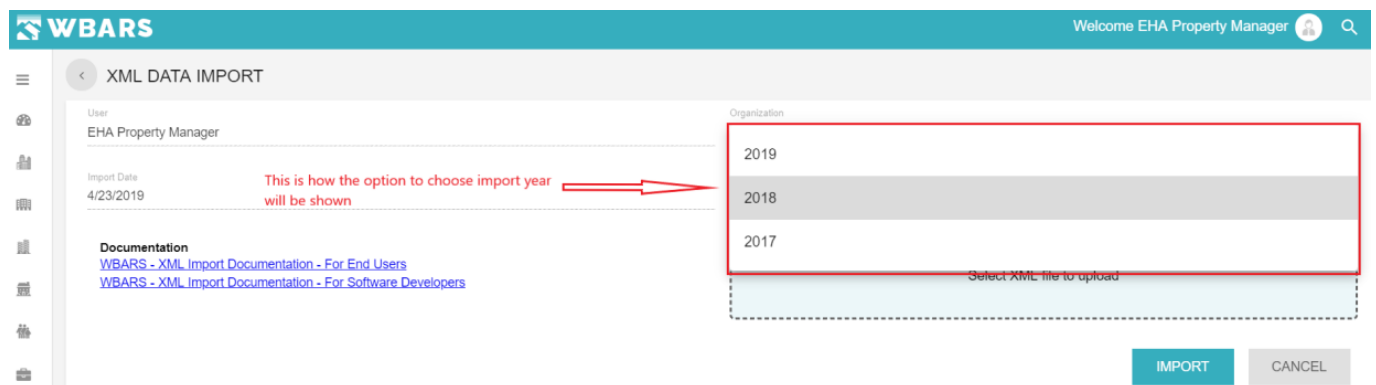
The date when you are performing the import will be shown here

### Import Year

Import Year  
2018

The Import year is a dropdown field where you will select the year of the data which you will import. Once you click on the field the field gets highlighted where you will show with the list of years where you can choose the required year.

The screenshot of the dropdown when you click on the import year is shown below,



Only last three year will be shown to select from the dropdown list as shown in the image above.

### Documentation

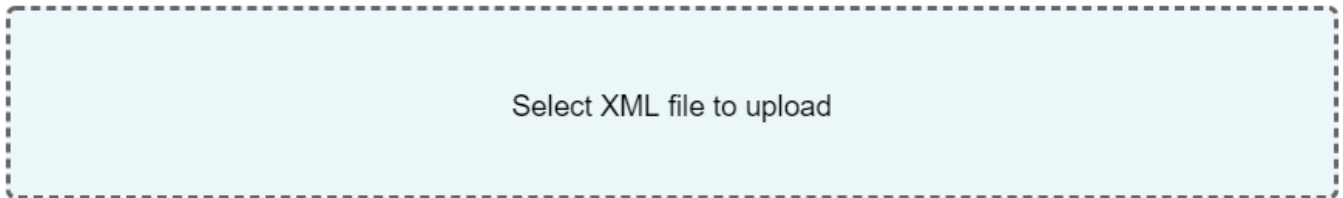
#### Documentation

[WBARS - XML Import Documentation - For End Users](#)

[WBARS - XML Import Documentation - For Software Developers](#)

The Documentation field shows the links of the XML import documents for both users and the developers where you can click on the link to view the document.

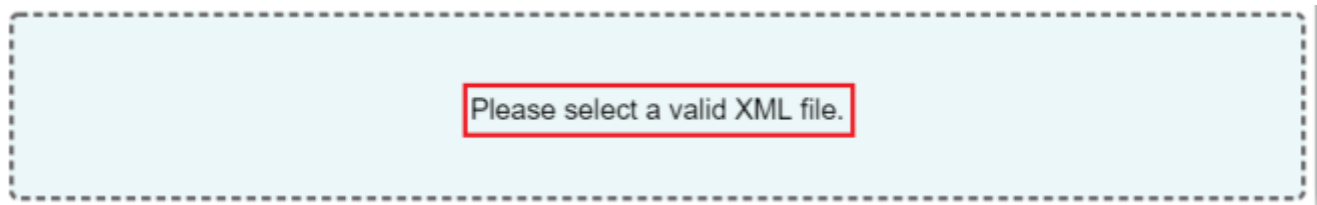
### Select XML File to upload



Once you click on the field “**Select XML File to upload**” it opens your pc storage from where you can browse and select the **XML** file that needs to be uploaded.

### Validation 1

If you select any other file format other than XML you will be shown with a validation message as shown in the image below,



### Validation 2

The “**Import Year**” which you select should match the XML file report year. In case if you select a different Import year and XML report year you will shown with a validation message as shown in the Image below,



WBARS Welcome EHA Property Manager

XML DATA IMPORT

User: EHA Property Manager Organization: Everett Housing Authority

Import Date: 4/23/2019 Import Year: 2017

Documentation  
[WBARS - XML Import Documentation - For End Users](#)  
[WBARS - XML Import Documentation - For Software Developers](#)

Untitled Diagram.xml

IMPORT CANCEL

This is the message shown if you select a different "Import Year" and the XML file has a different report year

Report year selected (2017) does not match with the ReportYear (0) in XML file

### Import / Cancel



Once you choose the "Import Year" and selected the XML File to upload you can click on the "IMPORT" button to import the XML file.

In case if you want to exit the process, you can click on "CANCEL" button where you will be taken back to "ALL PROJECTS" page.

### Import Failure

WBARS Welcome EHA Property Manager

XML DATA IMPORT

User: EHA Property Manager Organization: Everett Housing Authority

Import Date: 4/23/2019 Import Year: 2019

Documentation  
[WBARS - XML Import Documentation - For End Users](#)  
[WBARS - XML Import Documentation - For Software Developers](#)

UAT XML .xml

IMPORT CANCEL

This is how the error is shown if the import is failed

**WBARS XML Import Error Results for Import: 18428\_table1\_import\_1556013103608.xml**

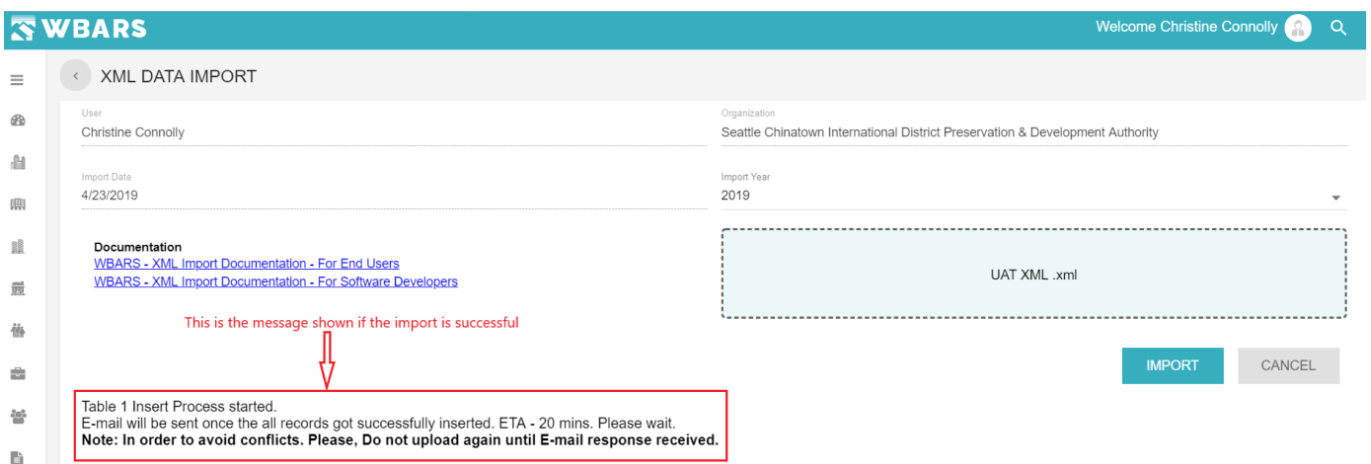
User: EHA Property Manager  
Organization: Everett Housing Authority  
Import Date: 4/23/2019  
Error Records / Total Records: 47 / 47  
Error Type: Project / Site / Building / Unit - Errors

Building	Unit	Move-In Date	Household Name	Message
WA-96-00093	102	6/4/2005	Wiem Westfall	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.
WA-96-00093	201	10/5/2004	Genet Tefera	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.
WA-96-00093	202	10/4/2015	Zhihui Yu	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.
WA-96-00093	203	8/4/2012	SuHuan Wen	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.
WA-96-00093	204	8/2/2016	Jin Deng	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.
WA-96-00093	205	2/6/2016	Mui Du	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.
WA-96-00093	206	5/6/2018	Su Huang	The logged on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project.

If the import is a failure you will be shown with the error records and the error type details. For the above scenario the error type is “The logged-on Contact must be in the Owner Organization of all Project for all Sites being imported or must be the selected Project Property Manager or On-Site Manager Contact for each Site being imported for the Project”

If there are errors on the import you may need to work with your vendor or a funding organization to find out how to get the issue fixed.

### Import Success



Once the import is successful a message will be shown as in the image above and you will sent an Email once all the records get inserted successfully.