

Kenta / Using Kenta

Preview, validate and apply an equipment import

Map a retained CSV or XLSX source, inspect row-level errors and control updates by stable equipment identifier.

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► Applicability

Before you begin

- Project import/write permission and access to the source document.
 - A supported CSV or macro-free XLSX table with a header row, required identifiers/descriptions and compatible registry values.
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Procedure

1. Select the retained source

Open Equipment → Import schedule. Upload a new source or select an available retained source version.

Wait for security inspection and processing. Quarantined or unfinished files are not a valid import source.

2. Map the columns

Choose the sheet and map identifiers, descriptions and supported fields. Keep stable identifiers unchanged for controlled updates.

Check category, criticality, dates and quantities; an unmapped quantity remains unknown rather than being guessed.

3. Review every validation result

Choose Validate import. Inspect the total, row errors and create/update preview, including which existing records will change.

Correct invalid or duplicate identifiers and incompatible values in the source or mapping, then validate again.

4. **Apply the exact preview**

Apply only a valid reviewed preview. The server rechecks its source, revisions, mapping and identifiers before writing.

If a result is uncertain, recover or retry the same preview rather than starting an unrelated import. Inspect the resulting records and source history.

Verify the result

The valid import creates or updates authorized records with source traceability; rejected validation does not silently import only the good rows.

What happens next

Importing a supplier value does not review or adopt it as an engineering decision.

Troubleshooting

Validation shows row errors

Inspect the exact row, field and reason; verify required fields and allowed registry options. Correct and revalidate the retained source. Do not remove stable identifiers to force new duplicate records.

The preview expired or a record changed

Inspect the current saved record and source version. Prepare a new valid preview against the current revisions before applying.