HOW TO UPLOAD THE DATA LOAD WIDGET

1. After you have completed filling out the .csv file utilizing the Data_Load FAQ, save it to your desk top (save as PFA_Cycle-1_20XX_YourUIC)

NOTE: The csv. file along with step by step directions and a "how to" upload guide are located in PRIMS-2 (from the app launcher (nine dots) select files, then select libraries, followed by PRIMS2 Document Library and then select Data Load Widget Folder. Please keep in mind, the file is csv and not pdf and cannot be modified. Document formatting is very specific as well: case sensitive, spelling, date formats, etc. If guidance not followed, the file will not upload. You can also request a copy of the .csv spreadsheet and Data_Load FAQ by sending an email to <u>PRIMS@navy.mil</u> mailbox.

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PRIMS Home V		
PRIMS - Coordinator Message	2 NGA ZAHI ANNIKI (ZZANAN SANGA ZANGANAK	Use this flow to search Command Information by UIC.
May 19, 2022 This is what your home page should look like.		Next
	- 11 m (0 / 20 0/// A A A 1 m (0 / 20 C	Use this flow to view Command Authorizations by UIC.
Files		Next
Load PFA Data		
Use this flow to manage Command hierarchy.		
Next		

2. From the Home Page, click "Upload Files"

3. Choose the applicable File for upload:

Open							>
→ ~ ↑	This	PC > Desktop > 2171	~	Ū	ρ	Search 2171	
Organize 🔻 🛛 New	folder						1 ?
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🧊 3D Objects		🔊 DataLoadWidgetTemplate	1/25/2022 1	12:24 PN	1	Microsoft Excel C	
E Desktop		🚯 PRIMS_DataLoad_combinedForFailure	1/25/2022 1	12:24 PN	1	Microsoft Excel C	
Documents		PRIMS_DataLoad_tooManyRecords	1/25/2022 1	12:24 PN		Microsoft Excel C	
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Music	PRIMS_DataLoad_UIC87713	1/25/2022 1	12:24 PN		Microsoft Excel C		
	🚯 PRIMS_DataLoad_UIC87714	1/25/2022 1	12:24 PN	1	Microsoft Excel C		

4. Click "OK"



5. Click "Load PFA Data" in the box below Upload Files

Data Load Widget Files Upload Files for drop files Load PFA Data Remove Data Table				
DODID CYCLE_NAME WAIVER_START_DATE	WAIVER_END_DATE BCA_WAIVED_INDICATOR	R INABILITY_TO_OBTAIN_BCA ME	DICAL_TREATMENT_THERAPY P	

6. You should see this and will receive an email notification when results completed.

Success! PFA records have b	egun processing 30 records to be inserted.Email notification will be sent with results when co	mpleted.
	i INFO! Queueing up records for processing, 30 records	

7. Email should look similar to this:

