

## Uploading Weights to Assessment Entry

When entering weights for individual assessments, there is an option in Assessment Entry to import weights from a file.

This allows you to export a session of weights from your indicator, and then import these straight into Assessment Entry – without having to retype these weights.

When you reach the “Weights Tab” of the assessment select “Import Weights” as circled below.



You can then upload an entire data file, or copy paste the relevant information across.

### Import Weights Step 1

Select import type:

- ☒ **Upload data file**  
(upload .csv .txt or .tsv files)  
[Upload data file](#)
- ☐ **Copy/paste data from file**  
(copy columns from .xls/.xlsx files and paste)

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1 Copy/paste example:

EID	Visual Tag	Weight	Fat	Value 1
982	123474866383	123	345	5
982	123474866384	456	355	5
982	123474866385	789	334	5

Assessment Entry will then step you through the process depending on the file you have uploaded as shown below.

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- ☐ Upload data file  
(upload .csv .txt or .tsv files)
- ☒ Copy/paste data from file  
(copy columns from .xls/.xlsx files and paste)

26	202	3
27	248	2
28	266	2
29	249	2
30	209	3
31	239	3
32	284	4
33	245	3
34	262	4
35	234	3
36		

Input looks good! 34 entries with a header row detected.

Next

Cancel

## Import Weights Step 2

Match input columns:

Match each column to the correct header (weight column must be nominated)

Match column 1:	Match column 2:
Live Weight	Fat
weight	fat
229	5
229	4
270	4
218	4

⚠ Any decimal places in weights will be rounded.  
Click the **next** button to confirm details before importing.

Next

Restart

Cancel

## Import Weights Step 3

Confirmation:

Please confirm that details look correct before proceeding with import

- ☒ 34 weight entries (low: 205kgs to high: 300kgs)
- ☒ 34 fat entries (low: 2 to high: 6)

⚠ Any weight/fat details already entered will be removed and replaced with uploaded details.

Import

Back

Cancel

Your weights will be saved once you hit "Import" allowing you to move on with entering your assessment.