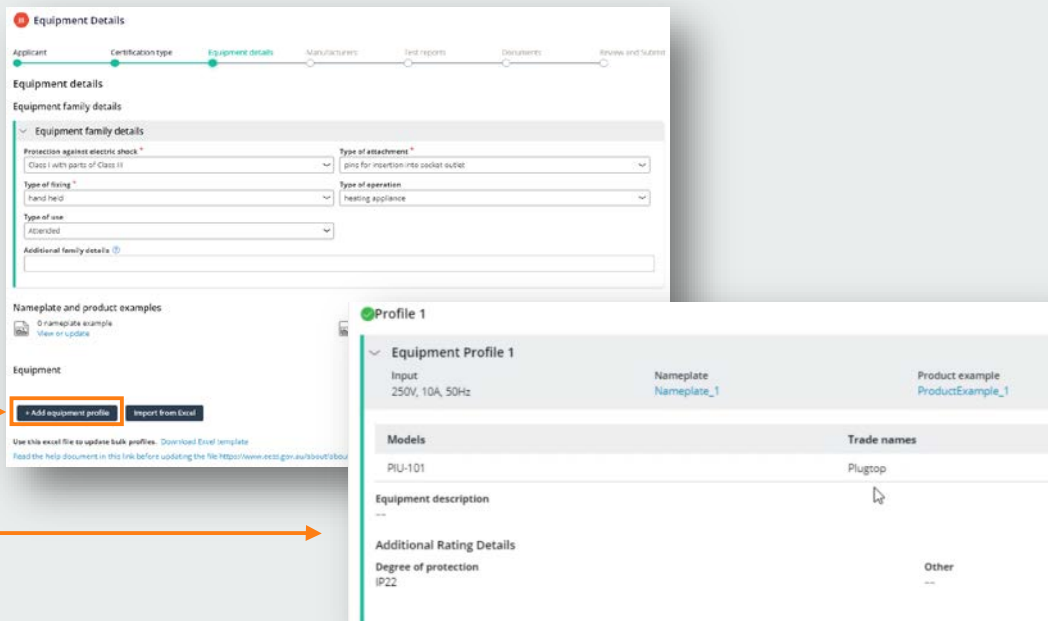


1 Equipment profiles

Adding equipment profiles when completing the details :

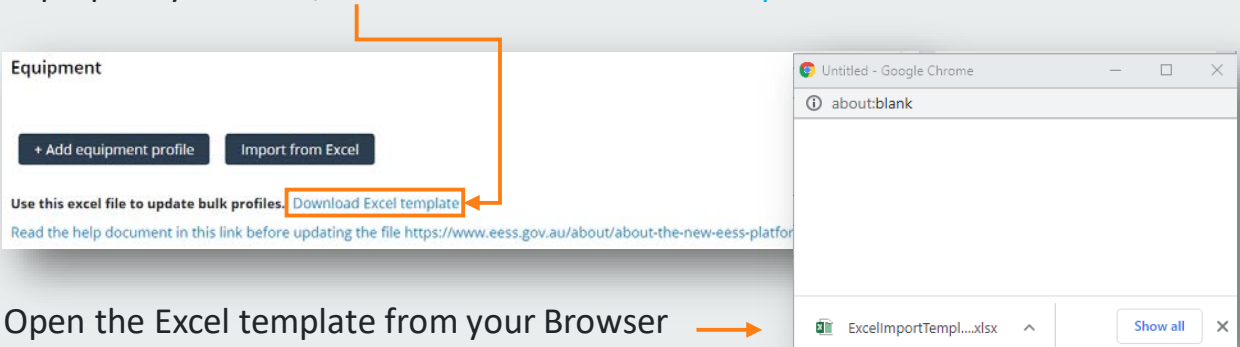
- When you create a new application (or modify or renew an existing application) you enter the equipment details and then you need to add the equipment profiles
- Click on Add equipment profiles
- Enter the equipment profile details



2 Multiple equipment profiles

Adding multiple equipment profiles:

- When you have multiple equipment profiles you can import this data using Excel. This will save time
- To prepare your data, click on [Download Excel template](#)



- Open the Excel template from your Browser

3 Preparing the equipment profile spreadsheet

To complete the template:

- Instructions on how to complete the template are provided in the template
- Enter the equipment profile data in the rows under the columns provided. Using Excel helps to do this quickly as you can copy and paste. If you already have the data in a spreadsheet, format this according to the column headings.
- Save the template into a file folder



Tool tips:

1. Please read the instructions carefully
2. Avoid editing the column headings and don't delete or add columns
3. When entering the profile number (as per the instructions in the template) ensure there is a space between the word profile and the number, for example: Profile 1
4. Profile, Model, Trade name, Input voltage and Input frequency are compulsory

4 Uploading the equipment profile data

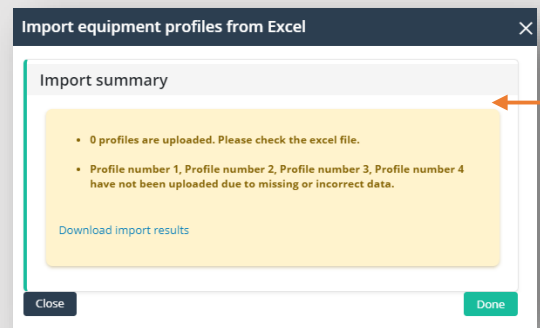
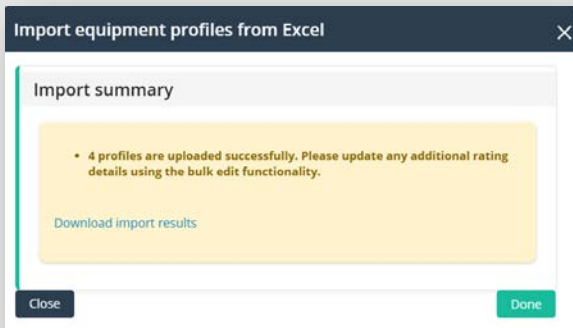
To import from Excel:

- Click on the Import from Excel button

- Use the Browse button to find the file in your file folder
- Click on the Upload button to upload the data
- Click **Done**

An import summary will appear providing information about the upload

- If you receive an unsuccessful upload message, open your spreadsheet in Excel and check the data. It could be:
 - You may have forgotten to put a space between the word Profile and its number
 - Check for critical missing data.
- Correct the data, save and re-upload the spreadsheet



5 Editing equipment profile data

To edit the data:

If you need to add or correct data in the profile:

- To edit a single profile – select **Edit** and complete the changes you want to make
- To add / edit the same data to some or all the profiles, you can bulk edit
 - **Select all** for all or delete the profiles for those you do not wish to edit
 - Click on **Bulk edit**
 - Complete the fields to be edited
 - Click **Apply**

