



# WTM Solutions

Software Ensuring Safer Drinking Water

Excel file **Must** follow the requirements below, if the excel file doesn't follow the requirements below it will not be able to upload to the database without data cleaning costs.

Every assembly must have its own row with the required information. Recommended/optional information can be included or excluded by referring to the instructions below and the example sheet.

## Required Data:

The bare minimum of what data is required to upload to the database.

## Required Columns

1. Serial Number (Column L)
2. Assembly Type (Column M) Must be one of the following: RP or DC or PVB or SVB  
**Important Note:** Provided data in this column must match the required above format. If it doesn't, we cannot guarantee the data uploaded will match the provided data for the column and correction through the app while testing assemblies may be required.

## Highly Recommend Data:

Optional data that is highly recommended to be included in the upload.

## Recommended Columns

1. Facility Address (Column C) This data can be used to search for assemblies when using the autofill feature in the app
2. Facility City (Column D)
3. State (Column E) The facility state of the facility must be the state abbreviation for example IL, MI, NY, CA
4. Zip (Column F) the facility zip code must be in a 5-digit format for example 61341, 49965
5. Make (Column I) The make of the assembly
6. Model (Column J) The model of the assembly
7. Size (Column K) The size of the assembly, should be the following format:  
1/4 inch, 3/8 inch, 1/2 inch, 3/4 inch, 1 inch, 1 1/4 inch, 1 1/2 inch, 2 inches, 2 1/2 inch, 3 inches, 4 inches, 6 inches, 8 inches, 10 inches, 12 inches

**Important Note:** Provided data in this column must match the required above format. If it doesn't, we cannot guarantee the data uploaded will match the provided data for the column and correction through the app while testing assemblies may be required.

8. **Equipment or System Application** (Column O) The service line the assembly is located on can be chosen from most common applications Autopsy/Mortuary equipment, Boiler system, Domestic water service, Fire bypass, Fire protection, Irrigation system, Swimming pool.

If the application in Column O does not match one of the seven listed above Other will be used and an application comments section will contain the description provided in Column N. If Column N contains “Other”, Column P can be used to include what the other equipment or system application is.

**Important Note:** Provided data in this column must match the required above format. If it doesn't, we cannot guarantee the data uploaded will match the provided data for the column and correction through the app while testing assemblies may be required.

### **Optional Data:**

Data that can be provided but isn't required.

### **Optional Columns**

1. Unique ID (Column A) Used by companies to properly link data instead of using serial number.
2. Facility Name (Column B) Name of the facility
3. Phone (Column G) Must be formatted as a single number with no letters or symbols for example 6308959669
4. Email (Column H) must be a complete email address with @
5. Location of Assembly (Column N) the physical location of the assembly on the facility.
6. Hazard Level (Column Q) the hazard level of the assembly must be High or Low

### **Important Disclaimers:**

1. Any deviation of the required format of the overall data sheet, or individual column requirements, or individual cell requirements will incur a cost to correct. The cost to correct depends on the deviations and will be reviewed and estimated before corrections are completed by WTM Solutions.
2. WTM Solutions is not responsible for any data inconsistencies provided from the data that is provided.

Questions?

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