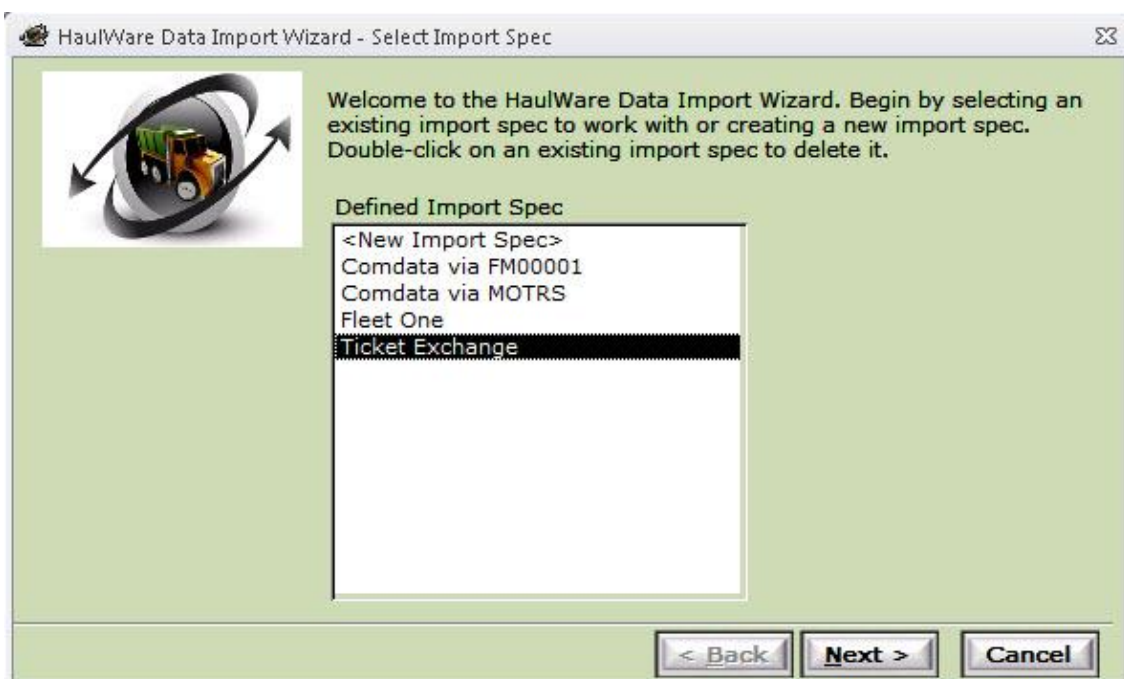


Data Import Wizard

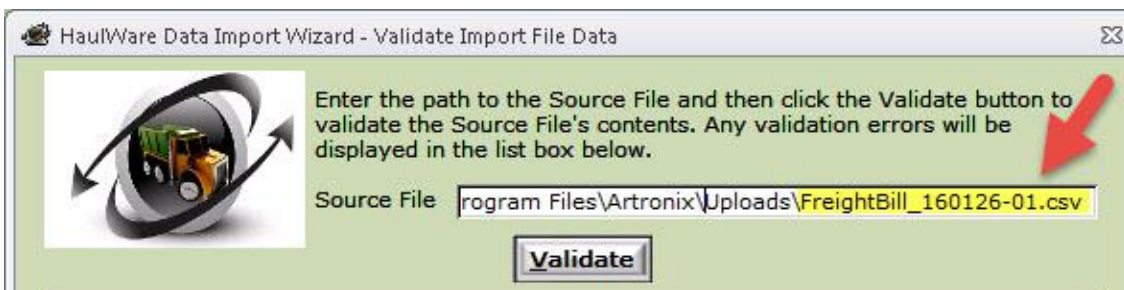
Category: Utilities | Created: March 24, 2026 | Updated: September 01, 2026

Data Import Wizard

Screen Location - Main Menu > Utilities > Data Import Wizard

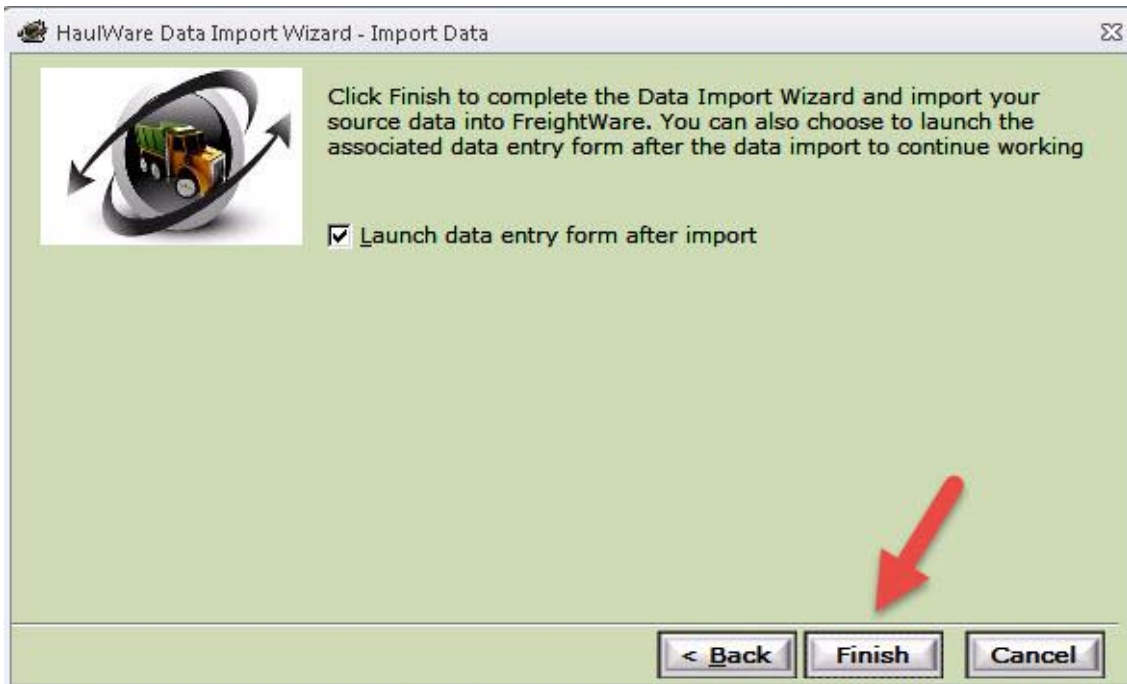


1. Select Ticket Exchange and Click Next.



1. The Ticket Exchange spec will by default look to your C:\Program Files\Artronix\Uploads folder for the import file. If you do not have this folder on your local machine and need help creating it, please call us.
2. Cut or copy (Save) the csv file and place it in the Uploads folder.

3. Make sure the Source File is pointing to the file you want to process.
The file will always begin with FreightBill_(invoice number)
4. Once you have populated the source file path, select Validate. The system will validate the file and return the results. If the file is valid you will get a success message. If the file does not validate you will see a list of the errors. **Note:** All validation errors must be corrected before import can occur.
5. Select Next.



1. Uncheck the Launch data entry form after import if you will be importing another file.
2. Click Finish to complete the import.

This will close the Import Wizard and if you have the Launch data entry form selected, the [Audit Screen](#) will open.