Work Instructions

Number: **004**

Short title: **pMA Data Import**

Long title: Import of files into the database administration tool phpMyAdmin

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1 Document history

1.1 Release

1.1.1 Drafted

Submitted on 2022-10-14 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-06-30 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2023-06-30 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

IDE	Integrated development environment
n.a.	not available
pMA	phpMyAdmin
WI	Work Instructions

3 Introduction

This document describes the import of files into the database administration tool phpMyAdmin.

4 Validity

4.1 Area

The of validity of this document is limited to the import of files into the database administration tool phpMyAdmin.

4.2 Time

The period of validity of this WI begins on 2023-06-30 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	006	pMA Start

5 Procedures

5.1 Application

5.1.1 Starting the application

5.1.1.1 XAMPP Control Panel

- Start the application phpMyAdmin as described in WI-006.

5.2 Import of data

5.2.1 Import of data

5.2.1.1 Import data

- Select the table into which you want to import data.
- Select **Import** from the horizontal menu.
- Proceed to section ***File to import***:
  - Select the file to be imported from the dialog box.
  - Select the **Character set of the file** (coding). By default select ***utf-8***.
- Proceed to section ***Partial Import***:
  - Check the box next to **Allow the interruption of an import in case the script detects it is close to the PHP timeout limit**.
  - Enter the number of queries to be skipped (for SQL) if the data to be uploaded contains a header to 1
- Proceed to section ***Other options***.
  - Check the box next to **Enable foreign key checks**.
- Proceed to section ***Format***:
  - Select **CSV**.
- Proceed to section ***Format-specific options***:
  - Do not check the box next to **Update data when duplicate keys found on import (add ON DUPLICATE KEY UPDATE**.
  - Enter the sign used to separate columns in the preparatory file in ***Columns separated with***.
  - Enter the sign used to enclose columns in the preparatory file in ***Columns enclosed with***.
  - Leave ***Columns escaped with*** unchanged.
  - Leave ***Lines terminated with*** unchanged.
  - Do not check the box next to **Do not abort on INSERT error .**
- Select **Import**.

5.2.1.2 Checks

- Criteria for a successful import:
  - Check the information provided by the system
    - Does the system report “Import has been successfully finished”?
    - Does the number of executed queries correspond to the number of rows containing data in the corresponding worksheet of the preparatory file?
    - Does the name of the imported file correspond to the file that was supposed to be imported?
- Repeat all previous steps of paragraph 5.2.1.1 for all tables contained in the database.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.