How to Import Data from Template Projects

HAP allows data to be imported from other projects to help save time when entering project library information. This procedure takes advantage of "template" projects to easily access previously created project libraries. Information such as Schedules and data defining Walls, Roofs, Windows, and Doors among other project library items can be imported from the previously created projects. This *e-Help* describes how to save time by using the Import Data feature in HAP.

The "Import HAP Project Data..." feature will be demonstrated using schedule information from the Project Library in an existing active project. For this example, the active project called the "East Bradford High School" will import schedule data from a template project called "Sample ASHRAE 90.1-2004 Schedules". A list of schedules for both projects is shown in Figures 1 & 2.
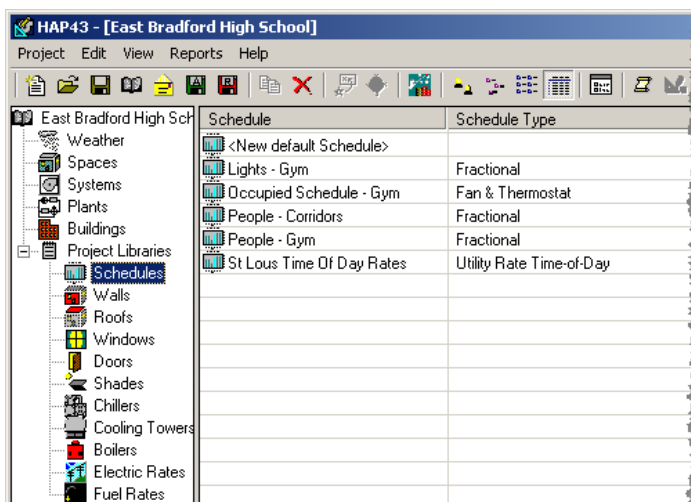

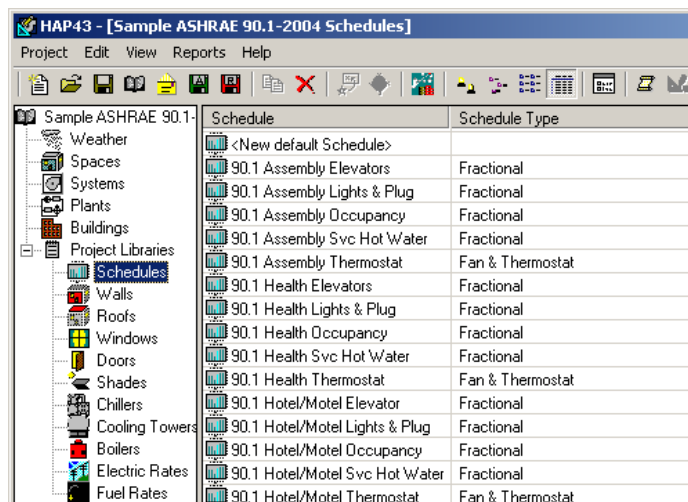
Figure 1 – East Bradford High School

Figure 2 –Schedules from the Template Project

From Figure 1, it can be seen that some schedules have already been entered for the Gym, Corridors and Utility Rates. However, the sample ASHRAE 90.1-2004 schedules for the classrooms are desired. Rather than manually entering the schedule data into the high school project, this information can be imported from the Sample ASHRAE 90.1-2004 Schedule template project. The procedure to accomplish this is described below.

Importing HAP Project Data

Use the following process to import data from another project.

1. Open the HAP project that requires the new project library data. In this case, schedules will be imported into the East Bradford High School project.
2. From the Project menu, select "Import HAP Project Data…" as shown in Figure 3.
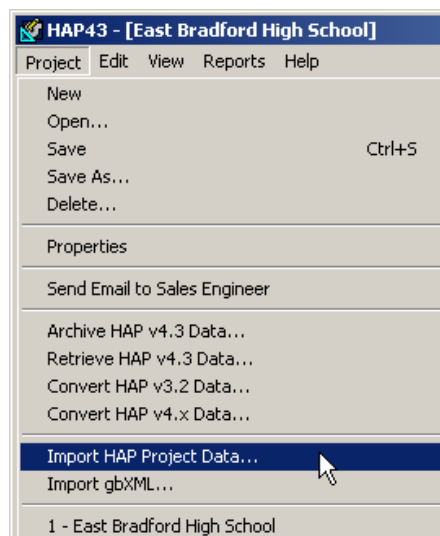3. This opens the Select Project window shown in Figure 4.

Figure 3 – Import Data Option

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4. Highlight the name of the project that contains the project library data to import from. In this example, the template project called "Sample ASHRAE 90.1-2004 Schedules" will be selected as the data source for the library items.
5. Click on OK to open the selected project.
6. The Select Data to Import window, Figure 5, appears.

This window contains three sections:
- Data Categories – Choose the data type to Import.
- Select Data to Import from Source Project – The specific data for the selected category in "Sample ASHRAE 90.1-2004 Schedules".
- Contents of Current Project – Shows the existing data in the current project for the selected category.

Figure 4 – Select Project

7. Select the desired Data Category. In this example, Schedules is selected.
8. Choose the specific items to import. In this example, (4) "School" schedules will be imported.
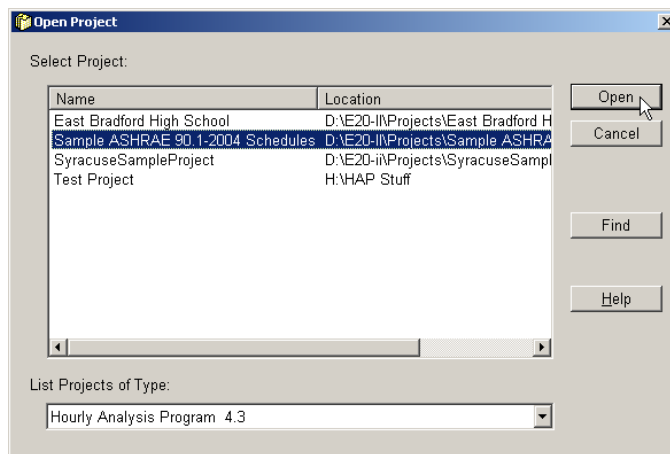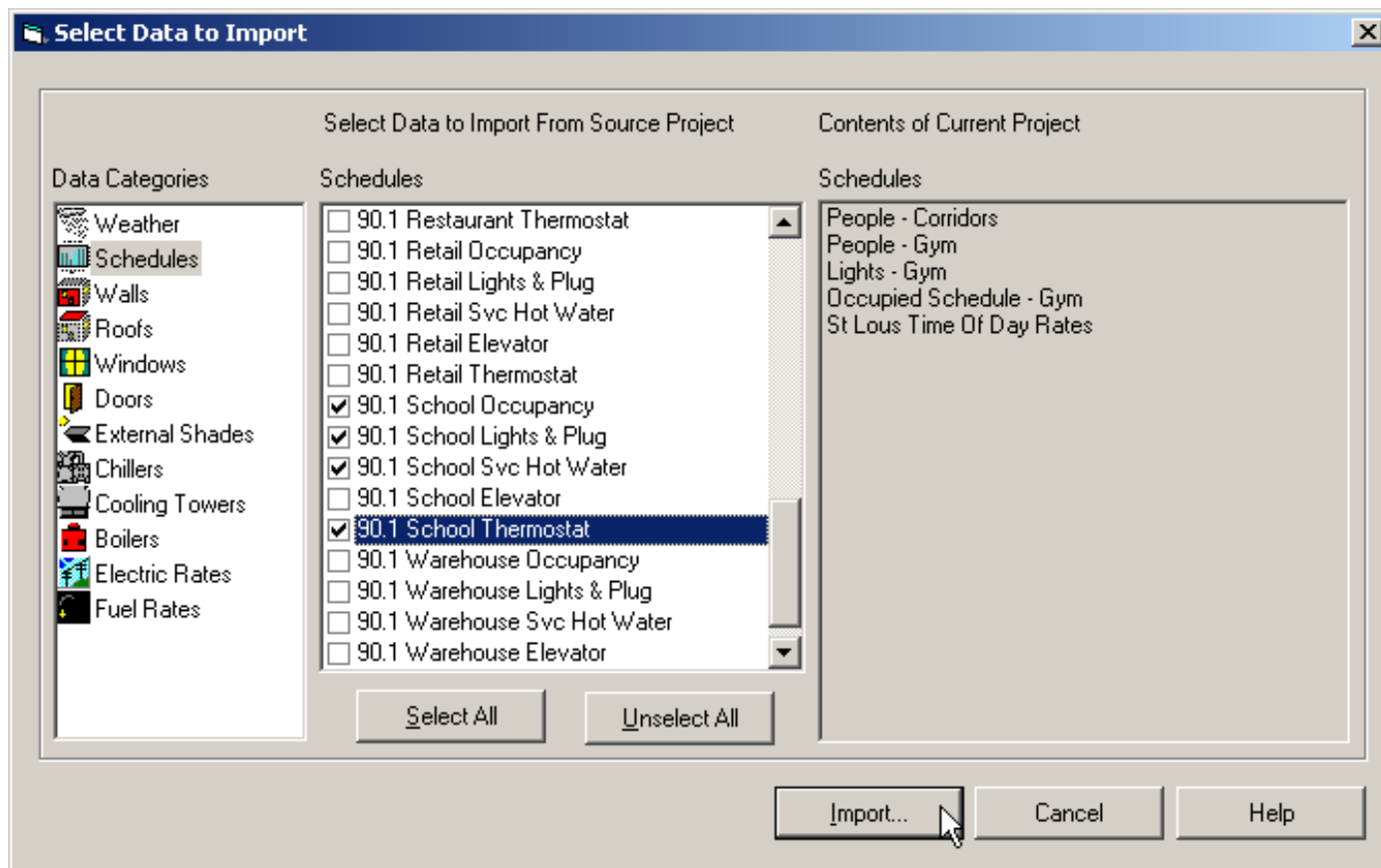9. Click the Import button.

Figure 5 – Select Data to Import

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10. An Import Data window, similar to Figure 6, shows the number of each item that will be imported. Click Yes to import the selected items.
11. The Import Data window will update to show the number of items that were successfully imported into the East Bradford High School project. Click OK to close this window.

The import of (4) schedules from the "Sample ASHRAE 90.1-2004 Schedules" template project is complete.

To view the schedules that were imported, select Schedules under the Project Library in the project tree. Figure 7 shows the new schedules in the East Bradford High School project that were imported from the template project. The import process does not overwrite existing project library data in the current project. For example, if the "90.1 School Lights & Plug" schedule was already in the project, the imported schedule would be shown as "90.1 School Lights & Plug(1)".

Please note: Importing the data does not automatically assign it to the Spaces, Systems, Plants or Buildings for which it is needed. The user can now assign the library items as needed in the current project.
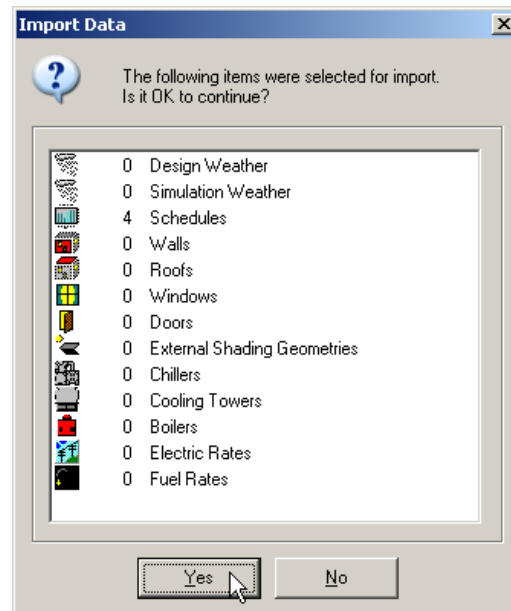

Figure 6 – Import Data

Summary

HAP's import feature can quickly populate a new project with project library data originally entered in another project. This feature also allows the user to establish a series of helpful template projects representing standard data for items such as Schedules, Walls, Roofs and Windows.

A future HAP *e-Help* will provide a link to the project archive containing the sample ASHRAE 90.1-2004 schedules used in this example. When released this *e-Help* can be found on the Carrier website at http://www.commercial.carrier.com/commercial/hvac/general/0,3055,CLI1_DIV12_ETI10111_MID5169,00.html#HAPehelp.
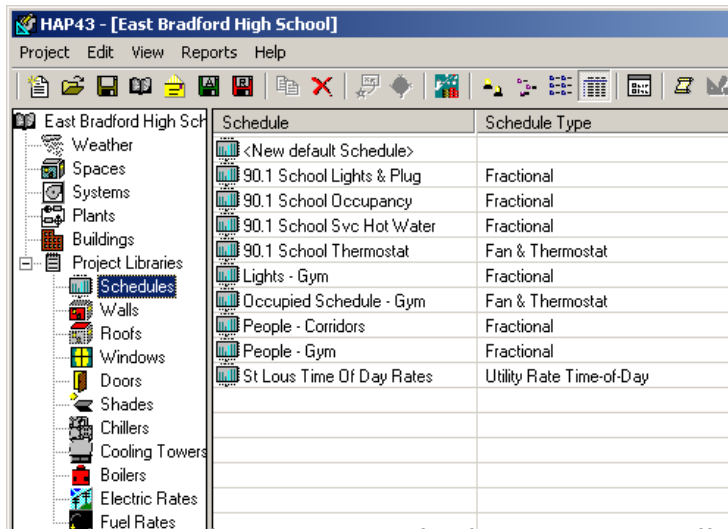

Figure 7 – Schedule Data after Import

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