

Instructions for Importing Job Tasks Excel File to ADVISOR Enterprise

December 15, 2015

Verify the Excel File Data Structure and Format (please refer to sample file)

- The file should be saved in xls file structure.
- 1st 4 rows are reserved for Headers. Data should start on row 5.
- Do not use apostrophe ‘ in text
- The structure of Job Tasks Excel worksheet is presented below:
 - ❑ **Column A** (Reference Code). Outlines how data is structured. Includes the Reference Codes for Tasks, Sub Tasks, Steps and KSA. The following format aa-bb-cc-dd-ee is recommended:
 - aa = 3 to 4 digit code for type of Task
 - bb = 2 digit Task #
 - cc = 2 digit Sub Task #
 - dd = 2 digit 2nd Sub Task #
 - ee = 2 digit KSA #
 - Note:** If Task, Sub Task, Step or KSA Reference Code already exists under the Job, ADVISOR will display the following message: “Duplicate Tasks, Sub Tasks, Steps and/or Knowledge/Skills already exist. Overwrite attributes. Yes or No.” If yes is selected, ADVISOR will:
 - ❖ Overwrite the attributes of the Task, Sub Task, Step or KSA with the data from the Excel file – including the assignment of new KSAs to a Task, Sub Task or Step.
 - ❖ Tasks, Sub Tasks, Steps and KSA with unique or null Reference Code will be imported as new.
 - ❖ If the hierarchy of existing Tasks, Sub Tasks or Steps is changed in the Excel file, the Tasks, Sub Tasks and Steps hierarchy in ADVISOR will be updated in line with the Excel file.
 - ❖ If the Reference Code for Tasks, Sub Tasks or Steps are similar, import will be aborted and the following message will be displayed “Cell xx & Cell yy have Similar Task Reference Code”.
 - ❑ **Column B** (Task). Task Title. Limited to 500 characters
 - ❑ **Column C** (Sub Task). Sub Task Title. Limited to 500 characters
 - ❑ **Column D** (2nd Level Sub Task). 2nd Level Sub Task Title. Limited to 500 characters
 - ❑ **Column E** (Desired Performance - Standard). The standard to which the Task, Sub Task or 2nd Level Sub Task should be performed. Limited to 4,000 characters.
 - ❑ **Column F** (Task Type). Limited to one of the following values:
 - 1 – Team
 - 2 – Individual
 - 3 – Instructor

- Column G** (Task Difficulty). Limited to one of the following values:
 - 1 – High
 - 2 – Medium
 - 3 – Low

- Column H** (Task Importance/Criticality). Limited to one of the following values:
 - 1 – High
 - 2 – Medium
 - 3 – Low

- Column I** (Task Frequency). Limited to one of the following values:
 - 1 – High
 - 2 – Medium
 - 3 – Low

- Column J** (Task Proficiency Level). A 2 digit code that indicates the required level of proficiency, for example 3B.
 - 1st is a number that indicates the level of proficiency. For example, 1 = Extremely Limited, 2 = Partially Proficient, 3 = Competent & 4 = Highly Competent.
 - 2nd is a character that indicates the type of activity. For example, A = Fact, B = Procedures, C = Operating Principle and D = Complete Theory.

- Column K** (Task Level of Proficiency). Limited to one of the following values:
 - 1 – Basic
 - 2 – Semi Skilled
 - 3 – Skilled
 - 4 – Highly Skilled
 - 5 – Expert

- Column L** (Task Requires Immediate Action). Limited to one of the following values:
 - 1 – Yes
 - 2 – Somewhat
 - 3 – No
 - 4 – Not Applicable

- Column M** (Task Includes Sequential Steps). Limited to one of the following values:
 - 1 – Yes
 - 2 – Somewhat
 - 3 – No
 - 4 – Not Applicable

- Column N** (Task Requires Reference Guide). Limited to one of the following values:
 - 1 – Yes
 - 2 – Somewhat
 - 3 – No
 - 4 – Not Applicable

- Column O** (Entry Level Can Perform Task). Limited to one of the following values:
 - 1 – Yes
 - 2 – No

- Column P** (% of Individuals Performing Task). Limited to one of the following values:
 - 1 – High
 - 2 – Medium
 - 3 – Low
- Column Q** (Time Spent Performing Task). Limited to one of the following values:
 - 1 – High
 - 2 – Medium
 - 3 – Low
- Column R** (Point of Contact). Individual to be contacted for further clarifications. Limited to 200 characters.
- Column S** (Analysts Notes). Supplementary notes for the Task. Limited to 2,000 characters.
- Column T** (Supporting Info). Additional info to support the requirements for the Task. Limited to 2,000 characters.
- Column U** (Sequence). The sequence in which the Task, Sub Task or 2nd Level Sub Task should be presented. Can only be an integer (100, 200, 300, etc., for example).
- Column V** (Assistance Available – Given). The conditions under which the Task, Sub Task or 2nd Level Sub Task should be performed. Limited to 4,000 characters.
- Column W** (Physical Demands - Denied). What are the required physical demands for performing the Task, Sub Task or 2nd Level Sub Task? May also be used to describe items denied. Limited to 4,000 characters.
- Column X** (Environmental Conditions). Indicate the environment under which the Task, Sub Task or 2nd Level Sub Task is normally performed. For example, tropical arctic, desert. Limited to 4,000 characters.
- Column Y** (Characteristics of Location). Indicate the conditions under which the Task, Sub Task or 2nd Level Sub Task is normally performed. For example, outdoor, night, etc. Limited to 4,000 characters.
- Column Z** (Operations Tempo). Indicate the tempo under which the Task, Sub Task or 2nd Level Sub Task is normally performed. For example, normal, combat, etc. Limited to 4,000 characters.
- Column AA** (Cues – Triggering Action). Describe the cues for performing the Task, Sub Task or 2nd Level Sub Task. Limited to 4,000 characters.
- Column AB** (Consequences of Errors). Limited to one of the following values:
 - 1 – High
 - 2 – Medium
 - 3 – Low
- Column AC** (Personal Safety). Limited to one of the following values:
 - 1 – Yes
 - 2 – No
 - 3 – Not Applicable

- Column AD** (Safety of Others). Limited to one of the following values:
 - 1 – Yes
 - 2 – No
 - 3 – Not Applicable

- Column AE** (Environmental Safety). Limited to one of the following values:
 - 1 – Yes
 - 2 – No
 - 3 – Not Applicable

- Column AF** (Equipment/Data Integrity). Limited to one of the following values:
 - 1 – Yes
 - 2 – No
 - 3 – Not Applicable

- Column AG** (Performance/Enabling Objective Title). The title of performance or enabling objective that corresponds to Task, Sub Task or 2nd Level Sub Task. Limited to 500 characters.

Note: The Performance and Enabling Objectives are created even though the DIF Analysis under Tasks and Sub Tasks may indicate that training is not required.

- Column AH** (Task Hazardous). Limited to one of the following values:
 - 1 – Yes
 - 2 – Somewhat
 - 3 – No
 - 4 – Not Applicable

- Column AI** (Personnel Certification Required). To indicate whether trainees need certification to perform the Task, Sub Task or 2nd Level Sub Task. Limited to one of the following values:
 - 1 – Yes
 - 2 – No
 - 3 – Not Applicable

- Column AJ** (Certifying Agency). Indicate the name of the agency that issues the certification. Limited to 200 characters.

- Column AK** (Knowledge/Skill Title). The title of knowledge or skill needed to perform the performance or enabling objective. Limited to 500 characters.

- Column AL** (Instructional Goal). The instructional goal required to teach the knowledge or skill. Limited to 500 characters.

- Column AM** (Learning Objective/Outcome). Limited to one of the following values:
 - 1 – Software
 - 2 – Knowledge
 - 3 – Problem Solving
 - 4 – Skill
 - 5 – Attitude

- Column AN** (Desired Knowledge/Skill Level). Level of Knowledge or Skill needed to perform the Task, Sub Task or Step. Limited to one of the following values:
 - 1 – Basic
 - 2 – Semi Skilled
 - 3 – Skilled
 - 4 – Highly Skilled
 - 5 – Expert

- Column AO** (Current Knowledge/Skill Level). Current level of Knowledge or Skill. Limited to one of the following values:
 - 1 – Basic
 - 2 – Semi Skilled
 - 3 – Skilled
 - 4 – Highly Skilled
 - 5 – Expert

Note: If Desired Knowledge/Skill Level is greater than Current Knowledge/Skill Level, a Knowledge/Skill Gap is identified and an instructional goal is setup to address this gap. Otherwise, Knowledge/Skill Gap does not exist and there no need for instructional goal.

- Column AP** (Length [hours]). Time needed to acquire the Knowledge or Skill if training material is delivered in an instructor-led format. Limited to a number with 2 decimals (1.00, 2.50, 3.25, etc., for example).

- Column AQ** (Content Type). Classification of Knowledge or Skill. Limited to one of the following values:

Knowledge

- 1 – Fact
- 2 – Rule
- 3 – Procedure
- 4 – Discrimination
- 5 – Problem Solving

Skill

- 6 – Perception
- 7 – Gross Motor Skills
- 8 – Continuous Movement
- 9 – Readiness
- 10 – Mechanism
- 11 – Adaptation

Attitude

- 12 – Receiving
- 13 – Responding
- 14 – Valuing
- 15 – Competence
- 16 – Innovation

- Column AR** (Tools). Tools needed to perform the Task, Sub Task or Steps. Limited to 500 characters.