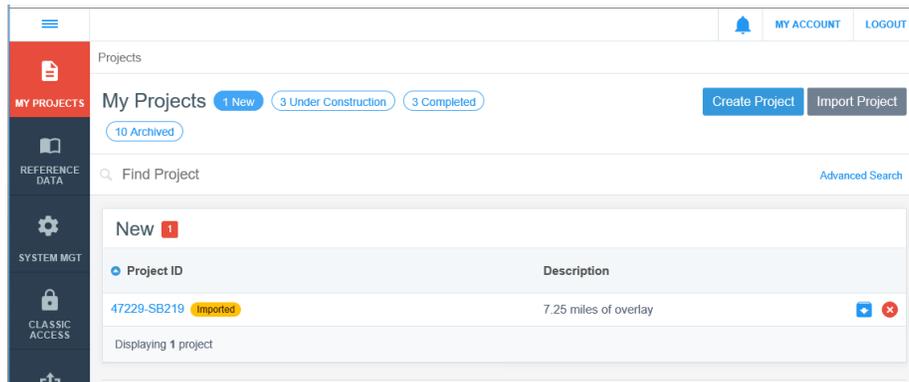


Import JSON Project

You can import a JSON file into the Appia® service. It will display on the My Projects home page with an Imported tag next to the Project ID.

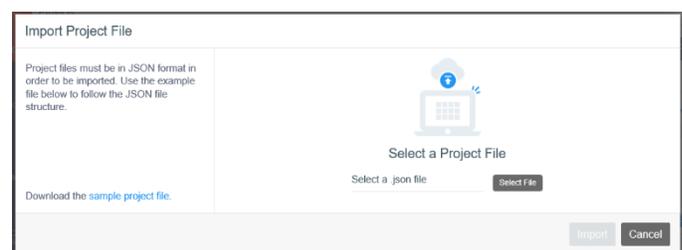


Before You Begin

- All items in the project must be in the reference data.
- The awarded contractor must be in the reference data.
- The project will be imported in a read-only format, so no changes can be made to the project until it is advanced to construction.
- The worksheets construction setting for unit quantities in a daily report will be on.

Import File

1. Log in to the Appia service.
2. From the My Projects page, click **Import Project**.
3. Click **Select File**.
4. Navigate to and select the JSON file, and click **Open**.
5. Click **Import**.



The Appia service imports the file and lists it as a new project on the My Projects page. Click the project ID to see the project details.

Did You Get an Error Message?

 The project couldn't be imported because the JSON file contains errors. Please fix the errors and try the import again. [Show Errors](#)

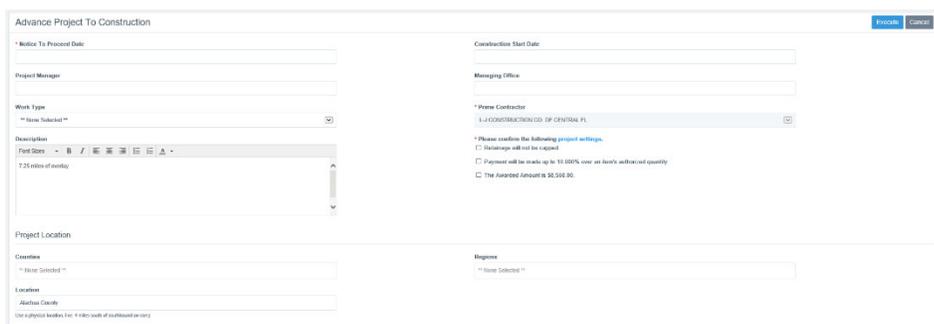
The most likely cause of an error message is items not being in the reference data.

Click **Show Errors** to see why the import failed. If necessary, contact your system manager.

Advance Project to Construction

By advancing to construction, your selected project moves from the New phase to the Under Construction phase. This should be done only when all required fields and the details of your project, such as items and funding, have been entered.

- You will not see the Index Price fields if none of your items have adjustment factors for asphalt or fuel.
- The worksheets calculation rule setting can't be changed in an under construction project.
- The Appia service may automatically enter information about items or materials in your under construction project.



1. Click the **Advance to Construction** button in the upper-right corner.
2. Enter the appropriate information into the required fields, which are marked by red asterisks. The prime contractor can't be changed.
3. Enter any information in the remaining fields, and click **Execute** in the upper-right corner.
4. A Project Details window appears with any warnings and notices about your project. Click **Yes, advance to construction** to proceed or **Cancel** to return to the previous page.

After advancing to construction, the Appia service brings you to the selected project's page. An Under Construction banner displays next to the project's name.