01 / FABRICATION CUTTING LIST

Fabrication cutting list

Individual parts for material requirements, routing and procurement.

Where to import: Project > Procurement > Import

DOWNLOAD THE BLANK EXCEL TEMPLATE

1. Download the workbook. Keep its worksheet name and template identifier in A1.
2. Keep the exact headings on **row 9**. Start your first item on **row 10**.
3. Enter one item per row, then use the import button in the correct project and phase.

CELL	EXACT HEADING	WHAT TO ENTER	EXAMPLE
A9 Data: A10	**Part mark** Required	Part identifier from the drawing.	4018m1
B9 Data: B10	**No** Required	Number of identical pieces. A positive whole number.	24
C9 Data: C10	**Profile** Required	Full section or plate description.	L70*70*6
D9 Data: D10	**Length** Required	Cut length in millimetres. Enter numbers only.	1138
E9 Data: E10	**Material** Required	Material grade/specification.	S355JR
F9 Data: F10	**Paint Area** Optional value	Area per piece in m^2. Leave blank if unknown.	0.3
G9 Data: G10	**Mass** Optional value	Mass per piece in kg. Leave blank if unknown; routing may need review.	7.3
H9 Data: H10	**Assembly** Optional value	Assembly reference when supplied per part. Optional; existing seven-column templates remain valid.	HR-001
I9 Data: I10	**Category** Optional value	Optional procurement group, such as Bought-out or Outsourced.	Bought-out

Remember: Mass is kilograms per piece, not the combined weight of all pieces. Length is the finished cut length in millimetres, not the purchased stock length. Plate profiles must include their dimensions.

Use positive whole numbers for quantities. Enter lengths in mm and weights in kg without unit suffixes. Decimal points or decimal commas are accepted. Avoid merged data cells, totals and extra worksheets containing data. Examples in this guide are for training;

the download is blank.

Updating a list: keep the original part marks. Upload the revised workbook, review the differences and approve the changes before applying them. Confirm quantities, weights and machine routing after import.

If an import flags a cell: correct that cell in Excel and try again. Layout checks cannot confirm the accuracy of the drawing or the project selected. Existing engineering export layouts still use their established import rules.

02 / ASSEMBLY LIST

Assembly list

Complete assemblies for allocation, production and weight tracking.

Where to import: Project > Work allocation > Import assembly list

DOWNLOAD THE BLANK EXCEL TEMPLATE

1. Download the workbook. Keep its worksheet name and template identifier in A1.
2. Keep the exact headings on **row 9**. Start your first item on **row 10**.
3. Enter one item per row, then use the import button in the correct project and phase.

CELL	EXACT HEADING	WHAT TO ENTER	EXAMPLE
A9 Data: A10	**Assembly** Required	Unique assembly mark.	HR-001
B9 Data: B10	**Main Profile** Required	Main section of the assembly.	CHS48.3*3.2
C9 Data: C10	**Name** Optional value	Short description.	Handrail
D9 Data: D10	**Mass per unit** Required	Kilograms for one complete assembly.	42.5
E9 Data: E10	**Quantity** Required	Number of identical complete assemblies.	2
F9 Data: F10	**Drawing number** Optional value	Drawing reference for production sheets.	D-101
G9 Data: G10	**Paint spec** Optional value	Paint system/specification.	As specified on drawing

Remember: Mass is the total weight of ONE complete assembly, including all its parts. Arc-Track multiplies it by Quantity once. Keep assembly marks unique.

Use positive whole numbers for quantities. Enter lengths in mm and weights in kg without unit suffixes. Decimal points or decimal commas are accepted. Avoid merged data cells, totals and extra worksheets containing data. Examples in this guide are for training; the download is blank.

Existing assemblies: read the replacement confirmation carefully. Replacing the assembly list also replaces its work submissions. Use unique assembly marks.

If an import flags a cell: correct that cell in Excel and try again. Layout checks cannot confirm the accuracy of the drawing or the project selected. Existing engineering export layouts still use their established import rules.

03 / ASSEMBLY PARTS LINKS

Assembly parts links

Connect each cutting-list part to the assembly it belongs to.

Where to import: Project > Work allocation > Link assembly parts

DOWNLOAD THE BLANK EXCEL TEMPLATE

1. Download the workbook. Keep its worksheet name and template identifier in A1.
2. Keep the exact headings on **row 9**. Start your first item on **row 10**.
3. Enter one item per row, then use the import button in the correct project and phase.

CELL	EXACT HEADING	WHAT TO ENTER	EXAMPLE
A9 Data: A10	**Assembly** Required	Existing assembly mark.	HR-001
B9 Data: B10	**Part mark** Required	Existing cutting-list part mark.	4018m1
C9 Data: C10	**Profile** Required	Profile exactly as on the cutting list.	L70*70*6
D9 Data: D10	**Length** Required	Cut length in millimetres.	1138
E9 Data: E10	**Quantity** Required	Number of this part in one assembly.	2

Remember: Use one row per assembly/part combination. Repeat the Assembly on every row. Quantity is the number of that part in ONE assembly. Marks, profiles and cut lengths must match the lists already imported.

Use positive whole numbers for quantities. Enter lengths in mm and weights in kg without unit suffixes. Decimal points or decimal commas are accepted. Avoid merged data cells, totals and extra worksheets containing data. Examples in this guide are for training; the download is blank.

Before linking: import the cutting list and assembly list first. Arc-Track multiplies the part count by the assembly quantity and checks matching parts before updating the links.

If an import flags a cell: correct that cell in Excel and try again. Layout checks cannot confirm the accuracy of the drawing or the project selected. Existing engineering export layouts still use their established import rules.

04 / YOUR OWN EXPORT LAYOUT

Import your own spreadsheet

Use a different Tekla layout or another detailing process without rearranging your original file.

1. Choose Excel or CSV

Select your file using the project import control. Supported files are .xlsx, .xls and .csv. SteelXML and KISS need separate format support and are not accepted by this importer.

2. Choose the category and rows

Confirm the import type and worksheet. Set the header row, first data row and last data row. Exclude title blocks and totals by selecting the correct range. The preview shows the first six selected data rows.

3. Match each source column

Use the dropdown under each heading to assign its Arc-Track field, or choose Skip column. Review suggested matches. Every required field must be mapped once; a default material grade can be supplied when no material column exists.

4. Confirm units and weight basis

Choose decimal length units (mm, metres, inches or feet) and weight units (kg, tonnes or pounds). State whether weight and area are per piece/complete assembly or the total for the row. Fractional lengths must be converted to decimals before import.

5. Save a reusable mapping if useful

Enter an optional mapping name. It is saved for this company on this browser, without the file contents. A saved mapping is only reusable when its headings match the new file; always review the preview.

6. Use the mapped file

Arc-Track checks the selected rows and identifies source cells needing correction. Procurement then uses Import & route or Review update. Assembly imports continue through their existing replacement confirmation. Match checks and approval of changes still apply.

Existing engineering layout: this option uses the established Excel importer for layouts it already supports, including grouped assembly parts. Standard blank Excel templates remain available beside Help (PDF).