

Excel Processor App

Step-by-Step User Guide

For Project Digital Twin (PDT)

Version 1.0 | March 2026

This guide walks you through everything you need to do — from exporting your project file to uploading the finished result to the **Project Digital Twin (PDT)** platform. Follow the steps in order and you will be done in a few minutes.

What you will do	
Step 1	Export your project from Microsoft Project to an Excel file
Step 2	Upload that Excel file to the Excel Processor App and download the result
Step 3	Upload the result to the Project Digital Twin (PDT) platform

Before You Start

Before following the steps below, please make sure you have the following ready:

You will need	Details
Your Microsoft Project file	The .mpp file for the project you want to load into PDT.
Microsoft Project installed	You will need it open to export your file in Step 1.
A web browser	Chrome, Edge, Firefox, or Safari — any of these will work.

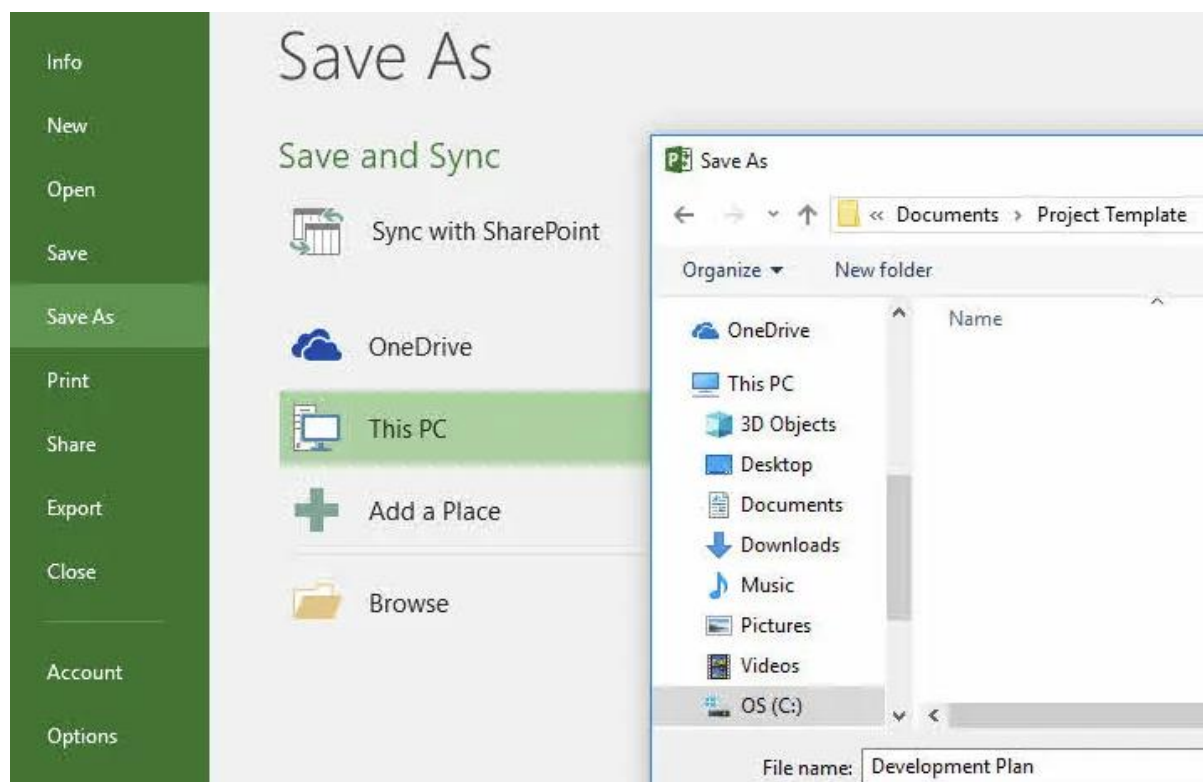
1

Step 1 — Export Your Project from Microsoft Project

The Excel Processor App cannot read a Microsoft Project file (.mpp) directly. You first need to **export your project from Microsoft Project as an Excel file**. Follow these four steps inside Microsoft Project:

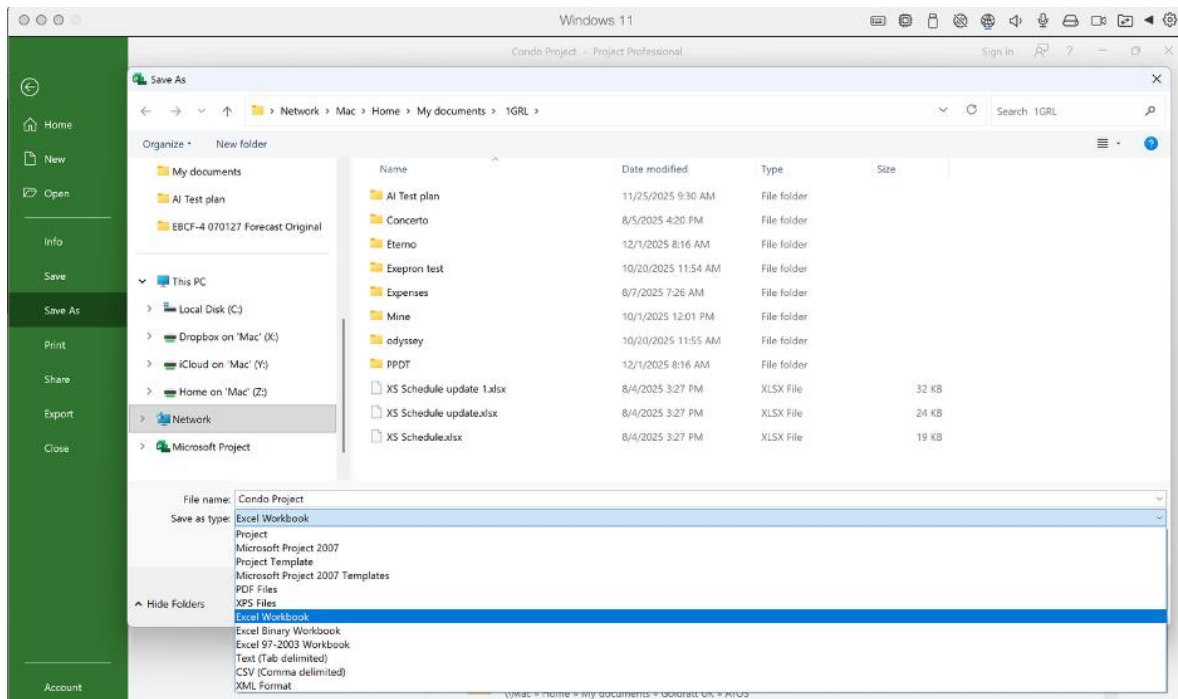
Step 1 — Open Save As

In Microsoft Project, click **File** at the top-left of the screen, then click **Save As**. A save dialog will open.



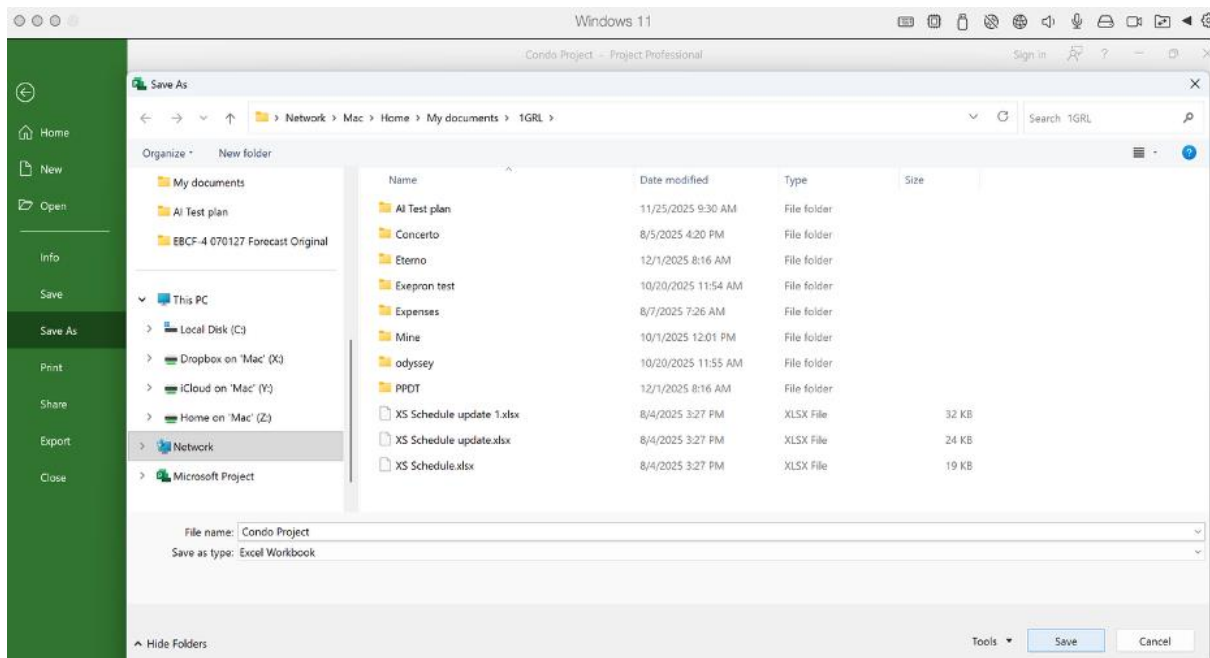
Step 2 — Choose Excel Workbook as the file type

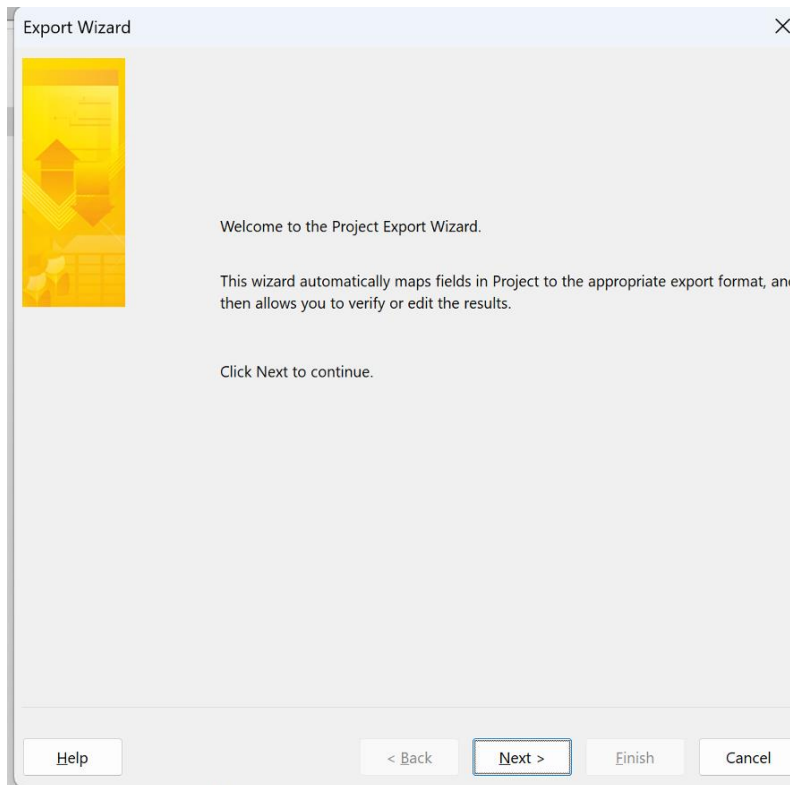
In the save dialog, choose where you want to save the file and give it a name. Then, in the **Save as type** drop-down menu, select **Excel Workbook (.xlsx)**. Once you have done that, click **Save**.



Step 3 — The Export Wizard will open

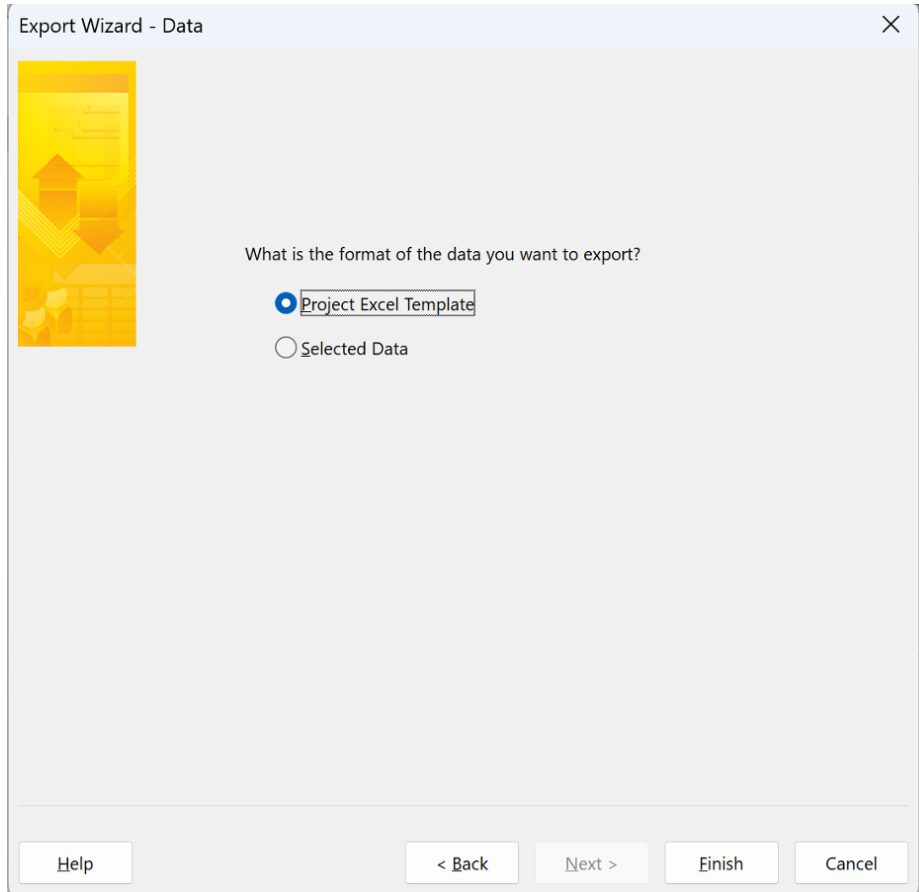
After clicking Save, an **Export Wizard** window will appear automatically. Click **Next** to continue.





Step 4 — Select the Project Excel Template

On the next screen, select **Project Excel Template**, then click **Finish**. Microsoft Project will save your file. Your Excel file (.xlsx) is now ready — note the folder where you saved it.



TIP

If the Export Wizard does not appear after you click Save, your version of Microsoft Project may behave slightly differently. Contact your IT team for help.

2 Step 2 — Upload and Process Your File

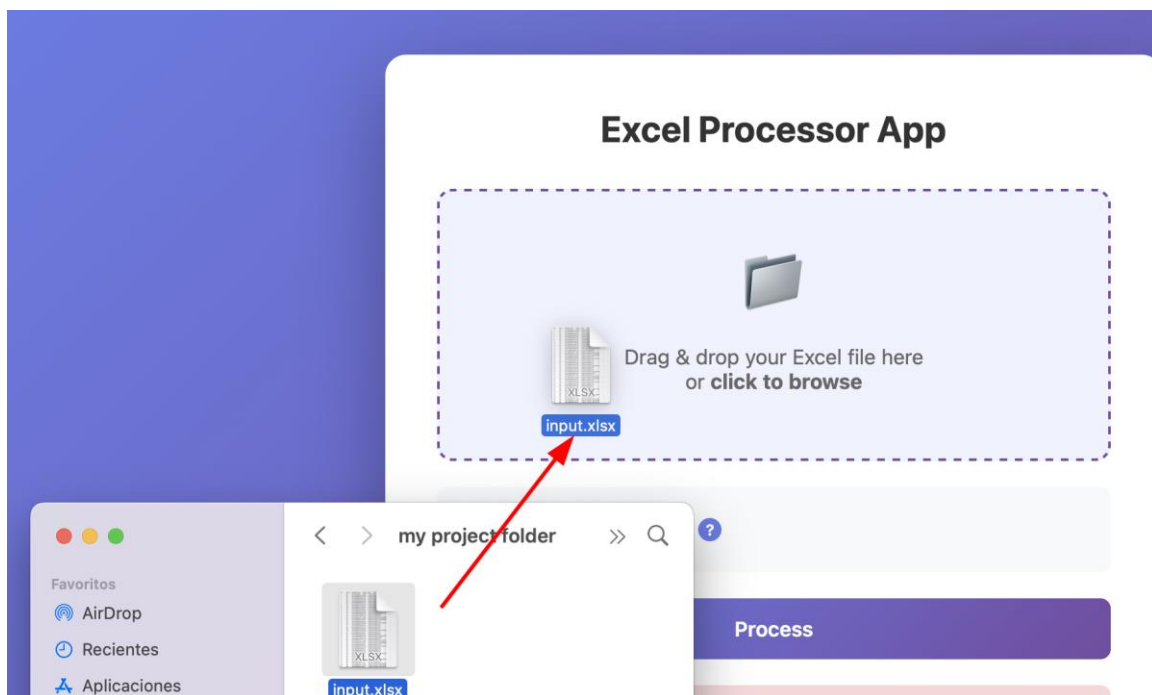
Now open the Excel Processor App in your web browser and follow the steps below.

App address — copy this into your browser's address bar:

<https://aw4g1y7yld.execute-api.us-east-1.amazonaws.com/>

2.1 Upload your Excel file

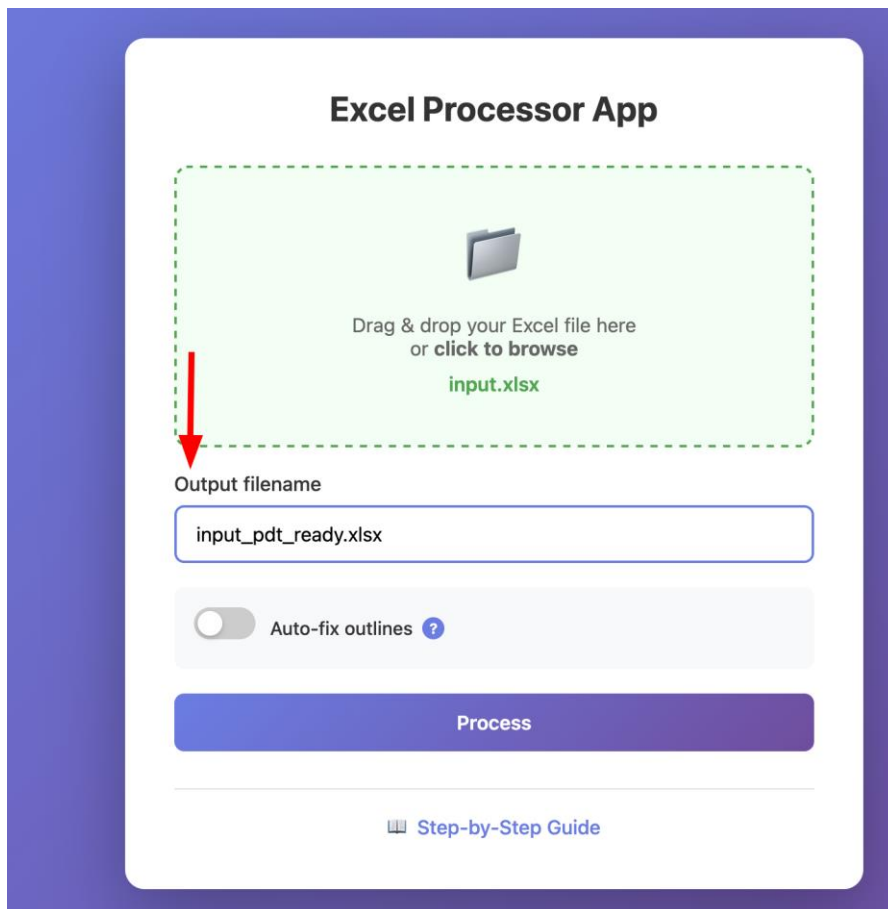
On the app page, you will see an upload area. Either **drag and drop** your Excel file onto it, or click **Browse** and find the file on your computer. Once uploaded, the file name will appear below the upload box.

**NOTE**

Only .xlsx and .xls files are accepted. If you exported your project as a CSV file, please go back to Step 1 and re-export as Excel Workbook (.xlsx).

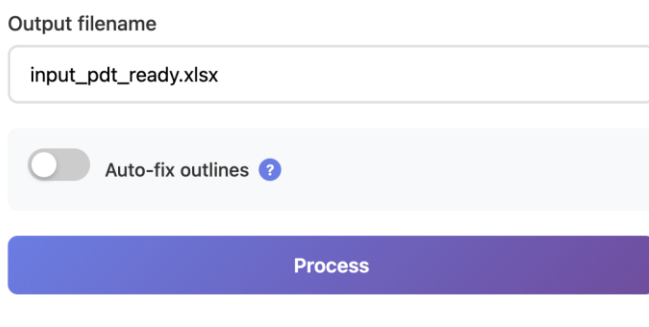
2.2 Set the output file name (optional)

After uploading, an **Output filename** field appears. You can type a name for the processed file — for example, `myproject_output.xlsx`. If you leave this blank, the app will choose a default name for you.



2.3 Auto-fix outlines (optional setting)

Below the filename field you will see an Auto-fix outlines toggle switch.



Setting	What it does
Toggle OFF (default)	The app uses the outline levels exactly as they appear in your file. Choose this if you have not changed anything manually.

Setting	What it does
Toggle ON	The app automatically adjusts task outline levels so only the first task is at the top level. Use this if the output looks wrong with the toggle off.

TIP

Not sure which to choose? Leave it OFF. That is the recommended default.

2.4 Click Process

Click the **Process** button. The button is only active once a file has been uploaded — if it appears greyed out, check that your file was accepted in step 2.1.

Excel Processor App

Drag & drop your Excel file here
or **click to browse**
input_fail.xlsx

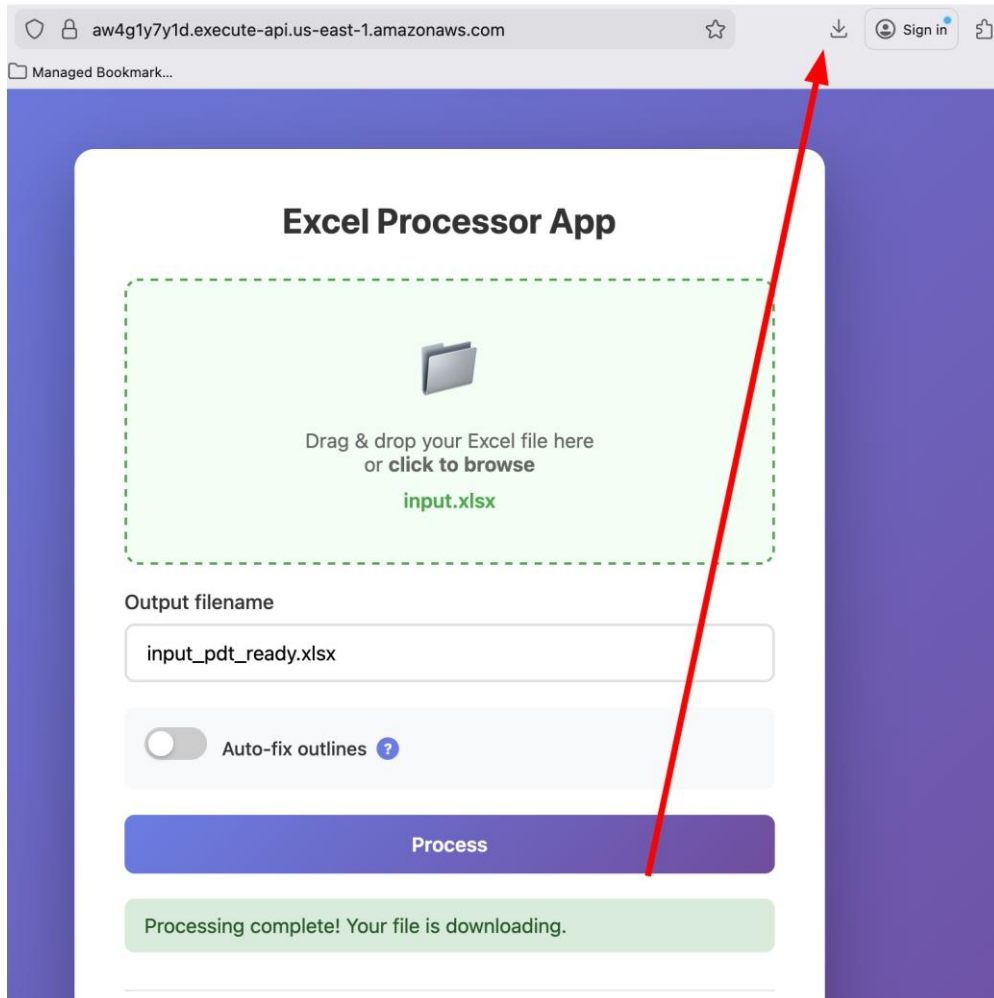
Output filename
input_fail_pdt_ready.xlsx

Auto-fix outlines ?

Process

2.5 Download the result

When processing is complete, the app will automatically download the result to your computer. Look for it in your **Downloads** folder (or wherever your browser saves downloaded files). Keep this file — you will upload it to PDT next.



3 Step 3 — Upload the Result to Project Digital Twin (PDT)

You now have the processed Excel file from Step 2. Log in to the **Project Digital Twin (PDT)** platform and use the file upload feature there to import the file, the same way you normally would.

TIP

If you are unsure how to upload a file in PDT, please contact your PDT administrator or refer to the PDT platform's help documentation.

Troubleshooting

If something does not work as expected, find the description that matches your situation in the table below.

Problem	What to do
The Process button is greyed out and I cannot click it	A file must be uploaded first. Check that the file name appears below the upload area after you select it. If not, try selecting the file again.
I uploaded a file but nothing happens	Make sure your file is in .xlsx or .xls format. If you exported as CSV, go back to Step 1 and re-export as Excel Workbook. If the problem continues, refresh the page and try again.
The app shows an error message after I click Process	The app will display a message describing what went wrong. The most common cause is that the file was not exported using the Project Excel Template. Go back to Step 1, re-export using Project Excel Template, and try again. If the error persists, see the Format Reference section below.
The output file looks wrong or tasks are missing	Try changing the Auto-fix outlines setting (Section 2.3) to the opposite of what you used before, then click Process again.
The app does not load in my browser	Make sure you are using Chrome, Edge, Firefox, or Safari. Try clearing your browser cache (press Ctrl+Shift+Delete on Windows or Cmd+Shift+Delete on Mac) and reload the page.
The Export Wizard does not appear in Microsoft Project	The wizard opens automatically when you save as Excel Workbook. If it does not appear, your version of Microsoft Project may be different. Contact your IT team.
The app shows an error after processing my file	<p>If an error message appears after clicking Process, the app will display a description of what went wrong. Use the message to guide your next step, for example:</p> <div style="background-color: #f8d7da; padding: 10px; border: 1px solid #f5c6cb;"> <p>Error processing file: 422: # Validation Errors</p> <p>Sheet: Task_Table Column: Start Row: 3 Found: October 14, 2025 8:00 AM jlkj Expected: Date and time in format "Month Day, Year Hour:Minute AM/PM" with no extra text. Examples:</p> <ul style="list-style-type: none"> • October 14, 2025 8:00 AM • January 5, 2025 2:30 PM <hr/> <p>Sheet: Task_Table Column: Predecessors Row: 9 Found: 7w Expected: Task ID numbers separated by commas, or leave blank. No letters allowed. Examples:</p> <ul style="list-style-type: none"> • 7 • 1,2,5 </div>

Problem	What to do
	<p>In most cases, the error is caused by a mismatch between your file's structure and what the app expects. To verify your file is correctly formatted, refer to the Excel Input Format Reference below, which defines the required columns, sheet names, and data structure.</p> <p>Once you have identified and corrected the issue in your source file, re-export from Microsoft Project and upload again.</p>

Format Reference

You will only need this section if the app shows an error after processing. It describes exactly what the Excel file must look like for the app to accept it.

TIP

The easiest way to get a correctly formatted file is to always export using Project Excel Template (Step 1, Step 4). You should rarely need this section.

Required sheet names

The Excel file must contain exactly three sheets with these names — spelled and capitalized **exactly** as shown (even a small difference will cause an error):

Sheet name	What it contains
Task_Table	All tasks in your project, including names, dates, and hierarchy levels
Resource_Table	The people or resources assigned to tasks
Assignment_Table	The link between tasks and resources, and the hours assigned

Task_Table columns

Column name	Required?	What to put in it	Example
Name	Yes	The task name. Can be any text — just cannot be blank.	Project Planning Phase
Start	Yes	Task start date and time. Format: full month name, day, 4-digit year, time with AM/PM.	October 14, 2025 8:00 AM
Finish	Yes	Task end date and time. Same format as Start.	November 3, 2025 5:00 PM
Outline Level	Yes	A whole number showing how deeply nested this task is. No decimals or symbols.	3
Predecessors	Optional	ID numbers of tasks that must finish before this one starts. Separate multiple IDs with commas. Leave blank if none.	1,2,5

Resource_Table columns

Column name	Required?	What to put in it	Example
Name	Yes	Name of the person or resource.	John Smith

Column name	Required?	What to put in it	Example
Max Units	Yes	Maximum availability as a percentage. Must include the % symbol.	100%
Standard Rate	Yes	Billing rate. Can include a dollar sign and /hr, or just a number.	\$75.00/hr

Assignment_Table columns

Column name	Required?	What to put in it	Example
Task Name	Yes	Name of the task this assignment belongs to.	Design Review
Resource Name	Yes	Name of the person assigned to this task.	John Smith
Work	Yes	Total hours assigned. Write the number followed by h, hr, hrs, or hours.	16h

Common error messages and what they mean

Error message	What to do
Required sheet 'X' not found	One of the three required sheets is missing. Re-export using Project Excel Template (Step 1).
Required column 'X' not found in Y	A column is missing from that sheet. Check that the column name matches exactly what is shown in the tables above.
Value 'X' does not match expected pattern for column 'Y'	A cell has data in the wrong format. Date columns are the most common cause — make sure the format matches the example exactly (e.g. October 14, 2025 8:00 AM).
Empty or null value in required column 'X'	A required column has one or more blank cells. Open your source file, fill in the missing values, re-export, and upload again.

TIP

Error messages include the sheet name, column name, and row number to help you find the problem quickly. Row 1 is the first row after the column headers.