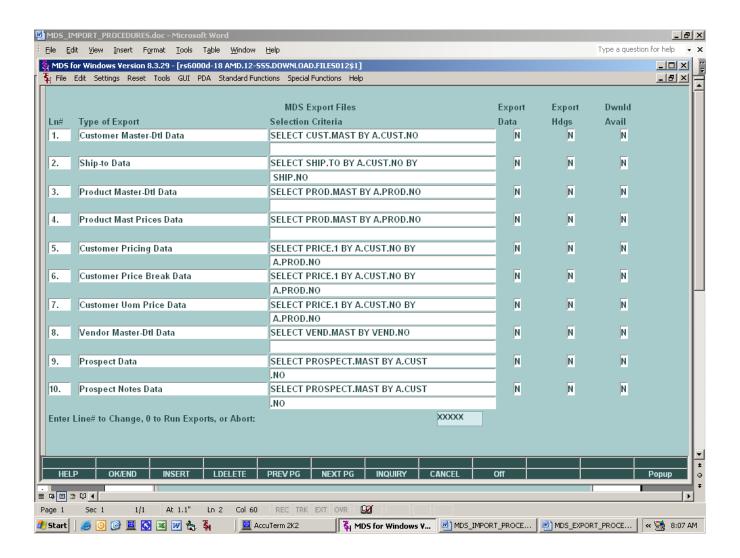# EXPORT FILES PROCEDURES

Start the Export procedures from the Utilities menu choosing the Export MDS Files option. The available export procedures are displayed in the Type of Export column.

This screen allows the user to enter Selection Criteria for selection of data to be exported, select the option to Export Data (including column headings), select the Export Headings option (no data is exported), and select the Download Available option after an export has been completed successfully.

Screenshot of MDS for Windows Version 8.3.29 — MDS Export Files screen:

Ln#	Type of Export	Selection Criteria	Export Data	Export Hdgs	Dwnld Avail
1.	Customer Master-Dtl Data	SELECT CUST.MAST BY A.CUST.NO	N	N	N
2.	Ship-to Data	SELECT SHIP.TO BY A.CUST.NO BY SHIP.NO	N	N	N
3.	Product Master-Dtl Data	SELECT PROD.MAST BY A.PROD.NO	N	N	N
4.	Product Mast Prices Data	SELECT PROD.MAST BY A.PROD.NO	N	N	N
5.	Customer Pricing Data	SELECT PRICE.1 BY A.CUST.NO BY A.PROD.NO	N	N	N
6.	Customer Price Break Data	SELECT PRICE.1 BY A.CUST.NO BY A.PROD.NO	N	N	N
7.	Customer Uom Price Data	SELECT PRICE.1 BY A.CUST.NO BY A.PROD.NO	N	N	N
8.	Vendor Master-Dtl Data	SELECT VEND.MAST BY VEND.NO	N	N	N
9.	Prospect Data	SELECT PROSPECT.MAST BY A.CUST.NO	N	N	N
10.	Prospect Notes Data	SELECT PROSPECT.MAST BY A.CUST.NO	N	N	N

Enter Line# to Change, 0 to Run Exports, or Abort: XXXXX

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | Off | | | Popup |

1. SELECTION CRITERIA input field

Mouse click on Line# or Selection Criteria for the desired export and enter additional selection parameters or change the sorting sequence of exported data. When satisfied with the selection command text, click on the OK button to save it.

a.) HELP function

The Selection Criteria field has different help text for each export type. When in this field use the F1 key, or click on the HELP button, and check the help text and examples.

Use the mouse on the help window border to drag the help window to a larger size when viewing the help text.

b.) INQUIRY function

This field has different inquiry screen output for each export type. The inquiry screen shows dictionary terms that can be used to select data from the corresponding database.

Once you select a dictionary term from the inquiry screen, the program automatically adds it to the selection criteria preceded by "WITH" or "AND WITH". The user can then enter additional text as illustrated in the HELP examples.

c.) If no selection criteria text is found for an export type, the associated export program will select the entire database with appropriate sort keys.

d.) You may enter additional text in this field, such as "SAMPLE 20", to limit the number of data records exported.
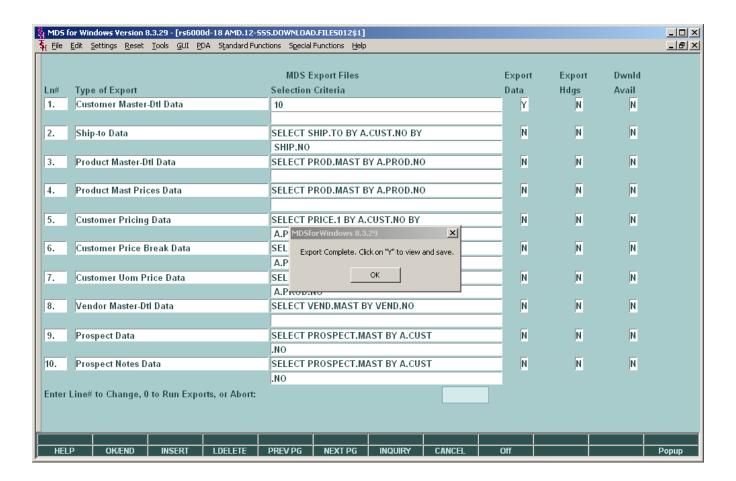
2. EXPORT DATA and EXPORT HEADINGS flag fields

a.) Click on one of these fields to set the flag to "Y" which will select a specific export to be run.

b.) These flags are mutually exclusive, i.e. both flags for an export type can be "N", but only one flag can be "Y".

c.) An EXPORT DATA flag of "Y" will cause the export driver program to write field headings as the first output record, followed by the TAB delimited export data.

d.) An EXPORT HEADINGS flag of "Y" will cause the export driver program to write field headings as the first AND ONLY output record. This is useful when users want to load the headings into EXCEL and enter new database info.

3. Running the selected exports

On the prompt line, enter zero or "END" to "Run Exports". The system will display a prompt to let the user know which export is about to be run.

If all EXPORT DATA and EXPORT HEADINGS flags are set to "N", the system returns the user to the menu.

When all selected exports have been run, the "Export data is available" prompt is displayed. Click OK. Then observe the DOWNLOAD AVAILABLE flags that have been set to "Y". All of the EXPORT DATA and EXPORT HEADINGS flags will have been reset to "N".

4. DOWNLOAD AVAILABLE flag fields

These flags are display only, and they are set to "Y" after an export has been completed. Click on a "Y" flag to have the system get the associated exported text file for viewing. The exported files are TAB delimited text files.

Depending on your PC settings, the exported text file may be automatically opened with Windows NOTEPAD. Click on the "File" menu and do a "Save As" to save the exported file to the local disk drive, or network drive, using a file name of the user's choice.

5. Loading local text file into EXCEL

Start EXCEL, then click on the taskbar "Data" button. Select "Import External Data" then select the "Import Data" function. In the "Select Data Source" window, set the "Files of Type" to Text Files. Navigate to the folder and drive where the exported text file is located, highlight the filename, then click "Open".

In the Import Wizard Step 1 of 3 window, click "Next" since the "Delimited" type button will already be set.

In the Import Wizard Step 2 of 3 window, click "Next" since the "TAB" delimiter button will already be checked.

In the Import Wizard Step 3 of 3 window, highlight each column header and choose the Column Data Format "Text" button for those fields that can have leading zeros. For example, Customer#, Ship-To#, Company#, Ship-Method, Country, prices, etc. If this is not done, EXCEL will strip the leading zeros when the Import External Data function is completed. Finally click on the Import Wizard "Finish" button to import the data into the EXCEL spreadsheet.