RemoteNet Exporting and Importing of RemoteNet fields in the Product Master file

Exporting a file

Go to: Utility Menu -> Utilities -> MDS Import/Export Menu -> Export MDS Files

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.

1. **SELECTION CRITERIA input field (optional)**

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.

The type of export is labeled: "RemoteNet Product"
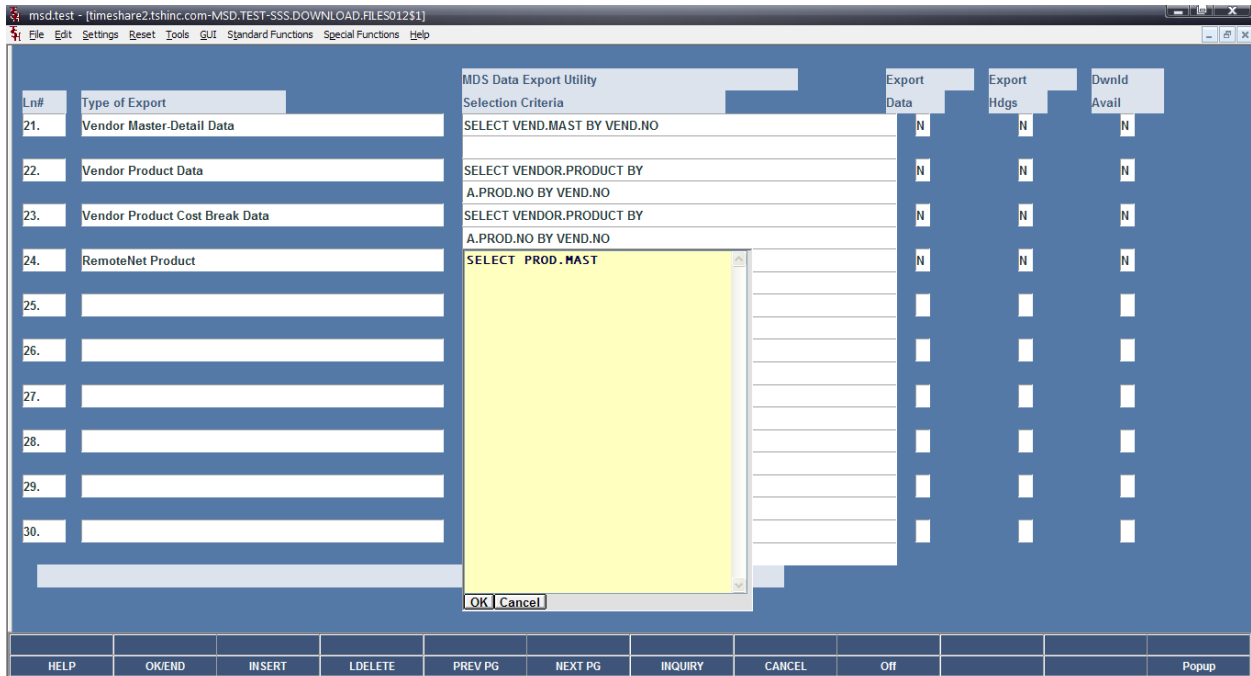
2. Export Data and Export Headings flag fields
   a. Click on one of these fields to set the flag to "Y. This will select the specific export to be run.
   b. These flags are mutually exclusive, i.e. both flags for an export type can be "N", but only one flag can by "Y".
   c. An Export Data flag set to "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 set to "Y" will cause the export driver program to write the 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 information.
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.
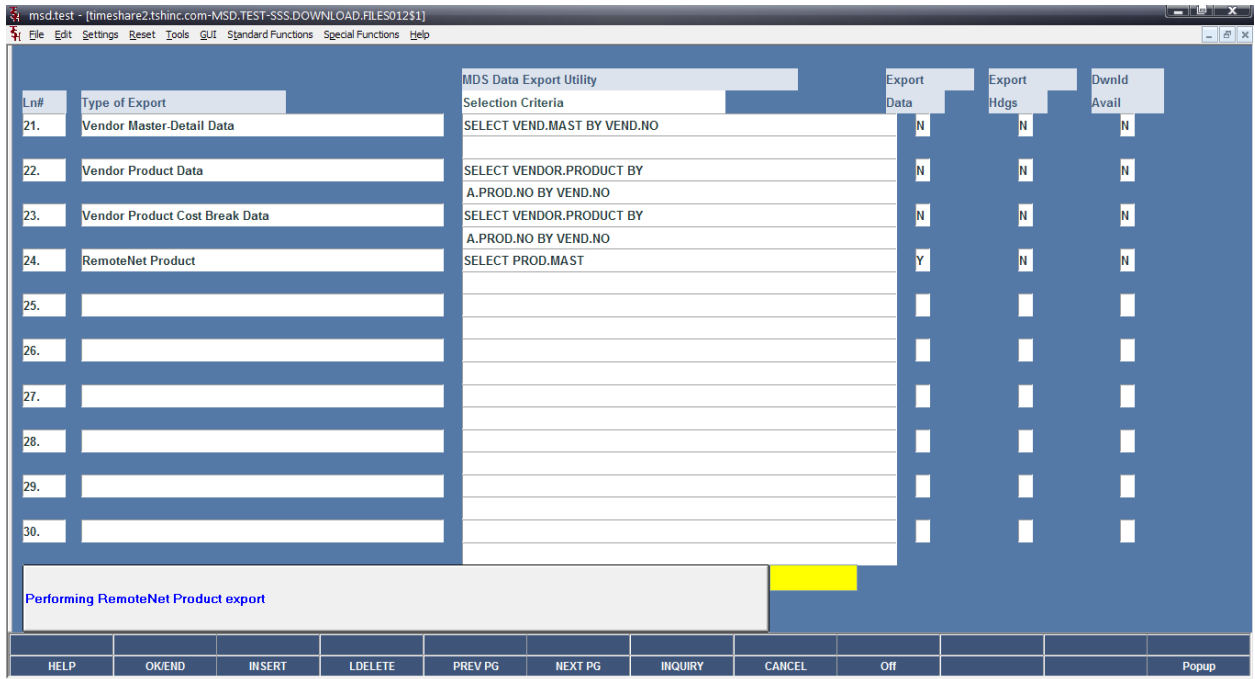
When complete:
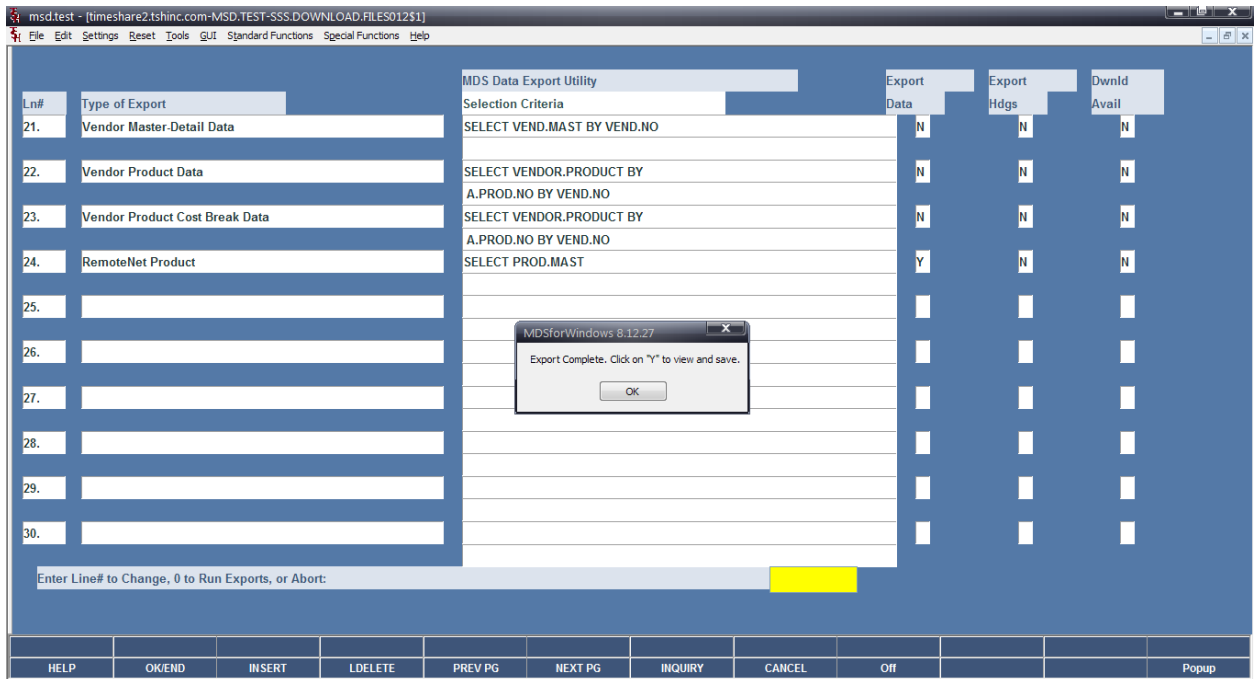
4. Download Available flag fields

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.
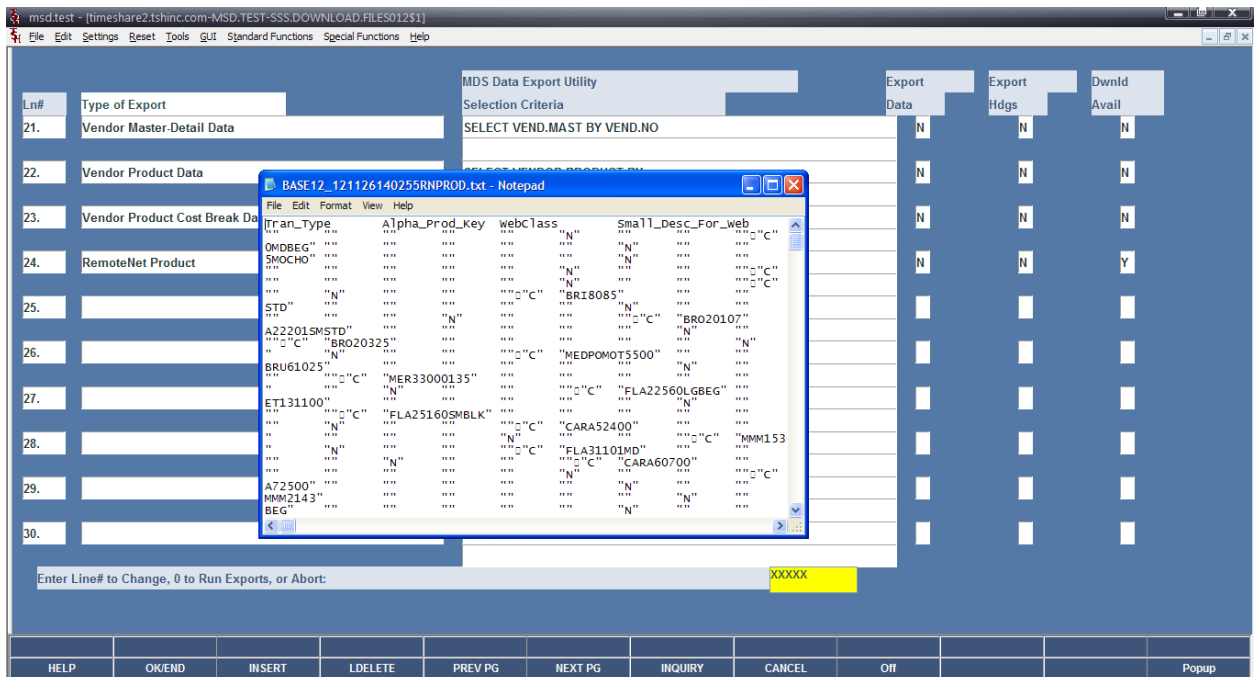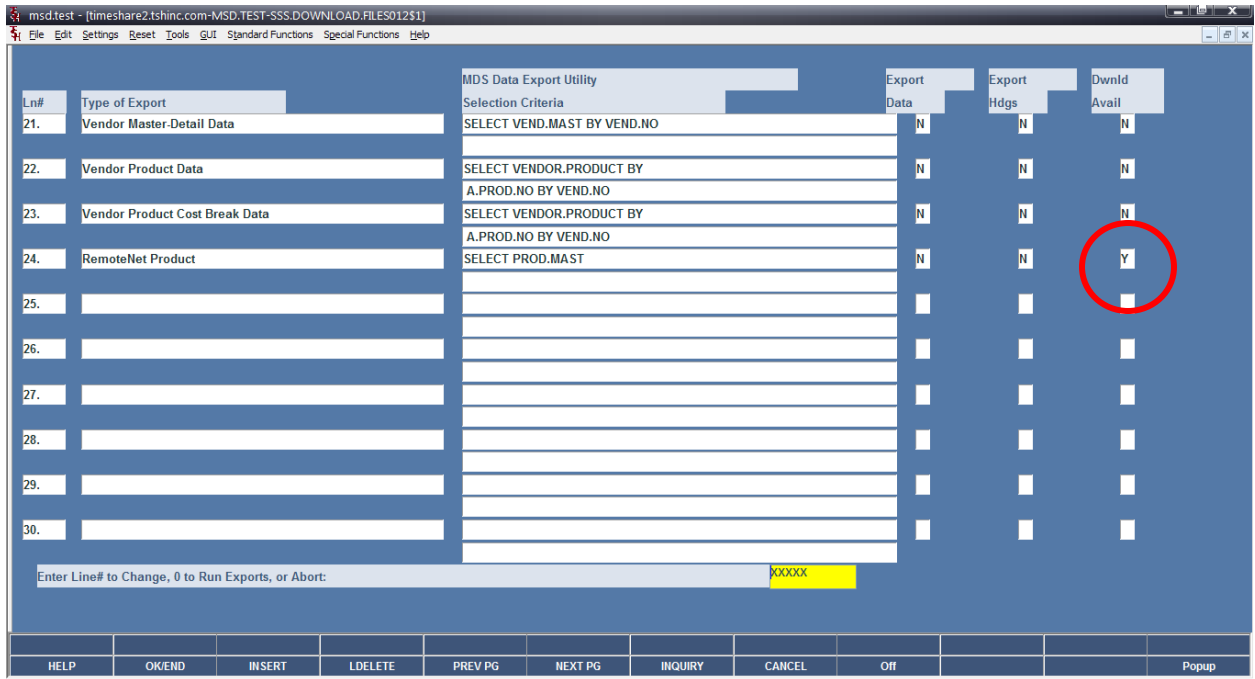
5. Loading local text file into EXCEL

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.

Importing a File

Go to: Utility Menu -> Utilities -> MDS Import/Export Menu -> Import MDS Files
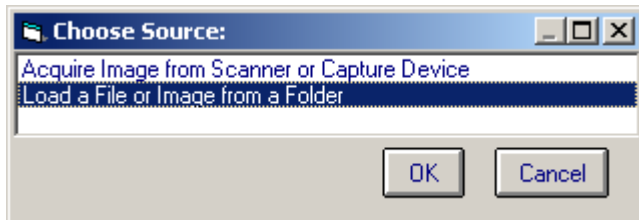
Type of Import = "RemoteNet Product"

1.Filename input field

Mouse click on a camera icon, for the line of the desired Type of Import, to select the file for a local TAB-delimited text input file. A popup window will appear to choose the source file. Highlight the "Load a File or Image from a Folder" line, then click the OK button.

A popup window will appear which the user can use to navigate to file folders on the local or network drive that contains the desired TAB-delimited file to be imported. Highlight the filename and click on the OPEN button.
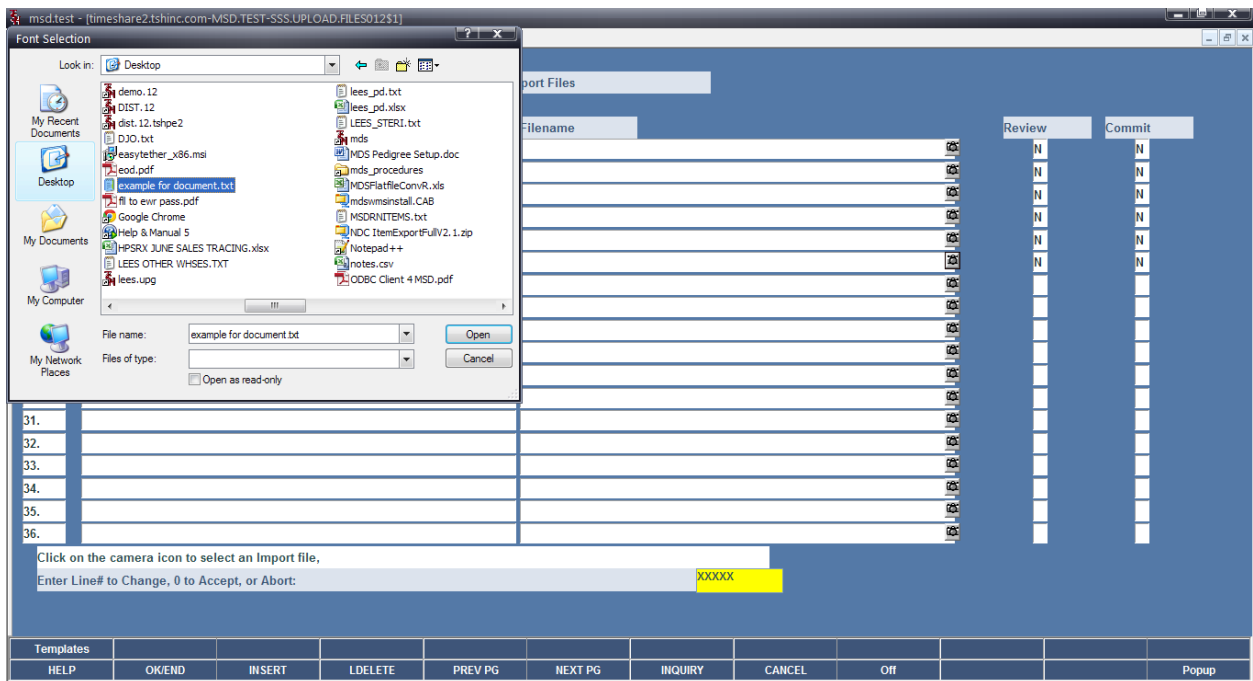
MDS for Windows will insert the selected filename into the Filename field for the selected Type of Import.

2. REVIEW and COMMIT flag fields

a.) Click on one of these fields to set the flag to "Y" which will tell the import procedure what to do with the import data.

b.) A "Y" flag in the REVIEW field will import the data, check for required fields in each data record and validate the data for each field in a data record where needed (e.g. must be a valid date or must be numeric). The import procedure **WILL NOT UPDATE** the corresponding database.

This feature is used to scrub the import data to check for possible corrections that are needed before actually updating a database.

c.) A "Y" flag in the COMMIT field will cause the import procedure to function similar to the REVIEW function, and **WILL UPDATE** the corresponding database.

d.) These flag are mutually exclusive, i.e. both flags for an import procedure can be "N", but only one flag can be "Y".
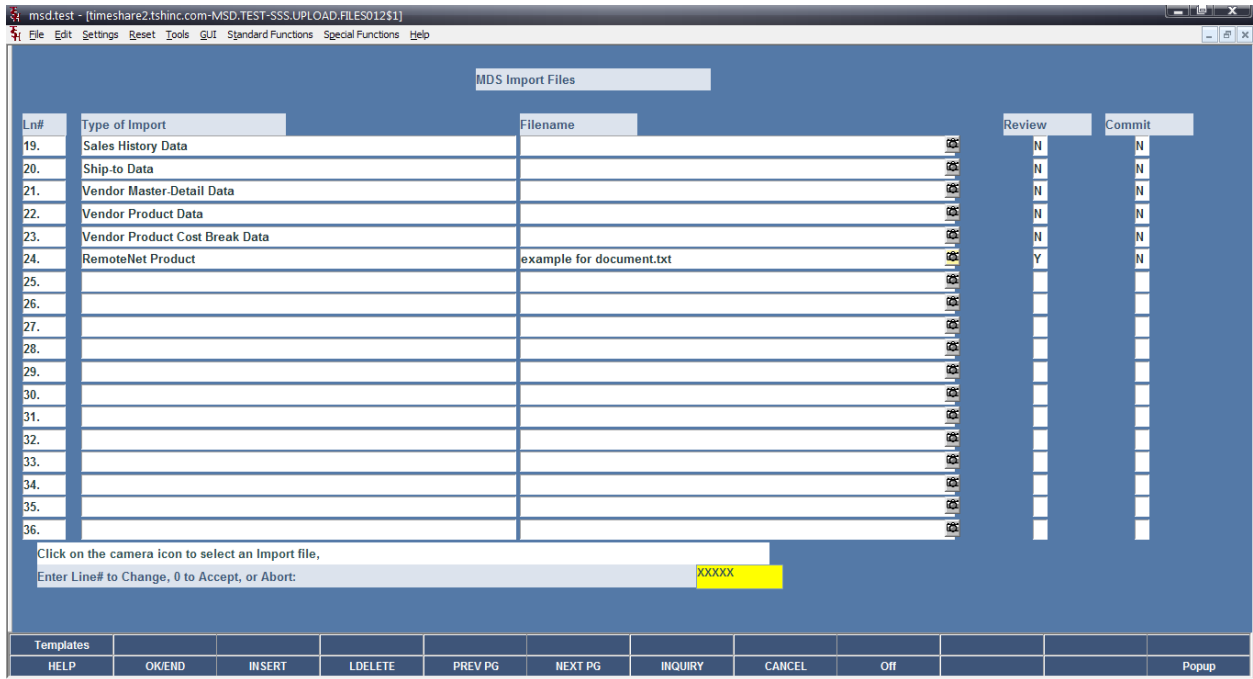
3. Running the selected imports

On the prompt line, enter zero or click on the "END" button to run the selected import procedures. The system will display a prompt to let the user know which import is about to be run.

When all selected import procedures have completed, the system returns the user to the menu.

Click on the MDS for Windows VIEW button to view the import procedure error report.

If errors have been found, each error shows a line with the DATA record and a line with the RECORD number and error message for the data field in error.

Import results with no errors:

```
TYPE OF IMPORT:   RemoteNet Product Date: 11/26/12 Time: 02:16pm
IMPORT FILENAME: example for document.txt
TOTAL RECORDS PROCESSED = 8853
TOTAL RECORDS WITH ERRORS = 0
PROCESS COMPLETED
```

Report Master (1,1)

TOP RPT	END RPT	VIEW 80	VIEW 132	PRINT	FAX	EMAIL	MARK			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup