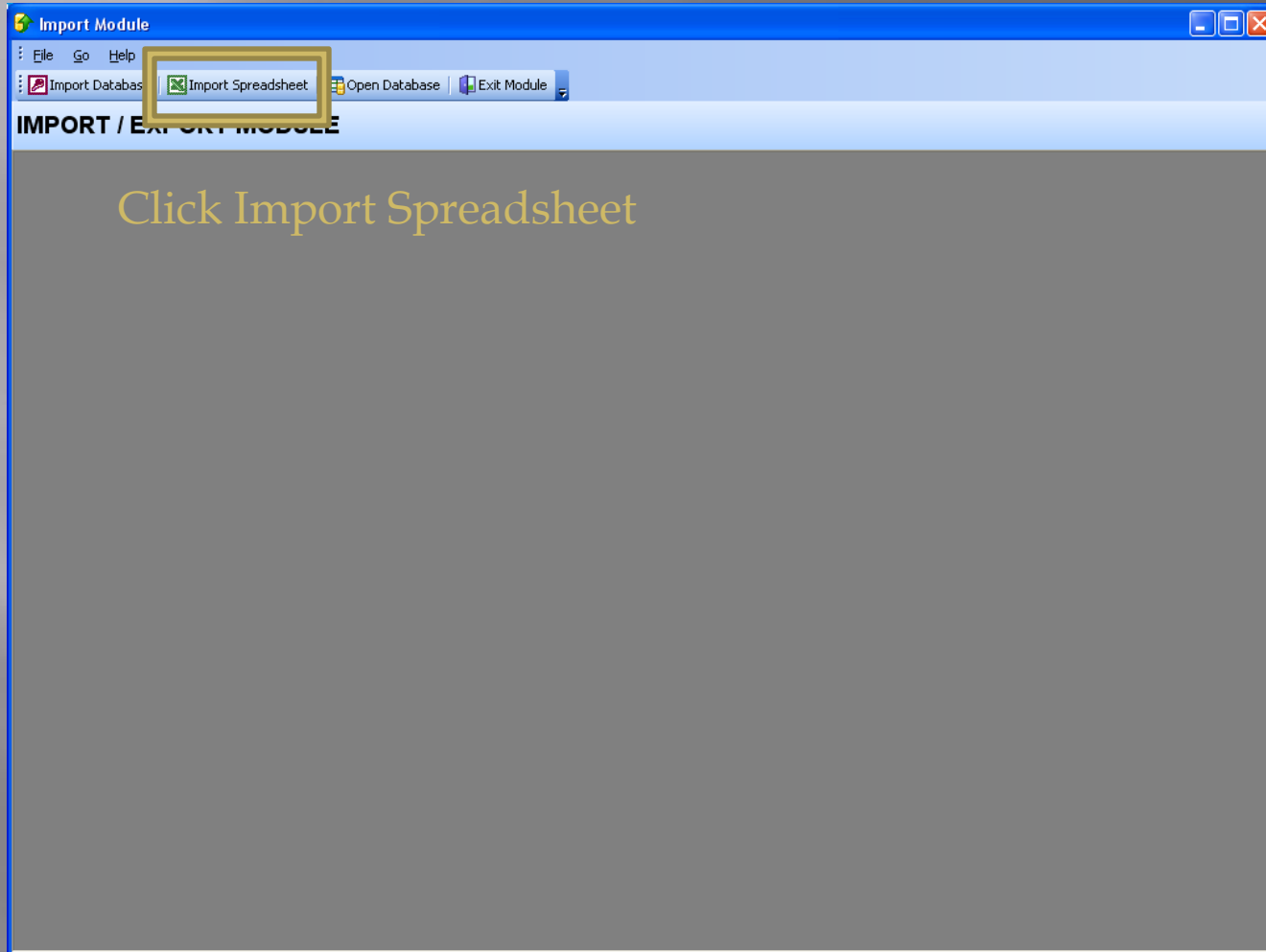


# IMPORTING AN EXCEL SPREADSHEET



With the Import - Export Module

# Start the Import – Export Module



- ❖ Select the 'Import Excel Spreadsheet' option.

# Browse For The Spreadsheet

Source Spreadsheet

Full Path of Source Spreadsheet

C:\Documents and Settings\Admin\My Documents\Test1.xls

← Select Sheet: Sheet1 ↓ ←


1. Click this button                      2.. Click this button

- ❖ Move to the 'Source Spreadsheet' section and click on the 'Browse' button.
- ❖ Using the 'File Open' dialog screen, locate and select the Excel spreadsheet you want to import.
- ❖ Click on the 'Open' button.
- ❖ The full path to the spreadsheet should now be displayed.
- ❖ Next move the 'Select Sheet' drop down box and select the sheet (or Excel tab) that contains the information you want to import.

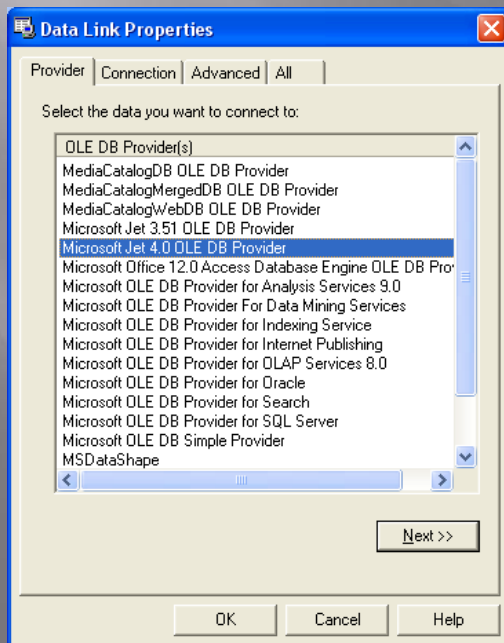
# Connect To Database

Destination Database

Full Path of Destination Database

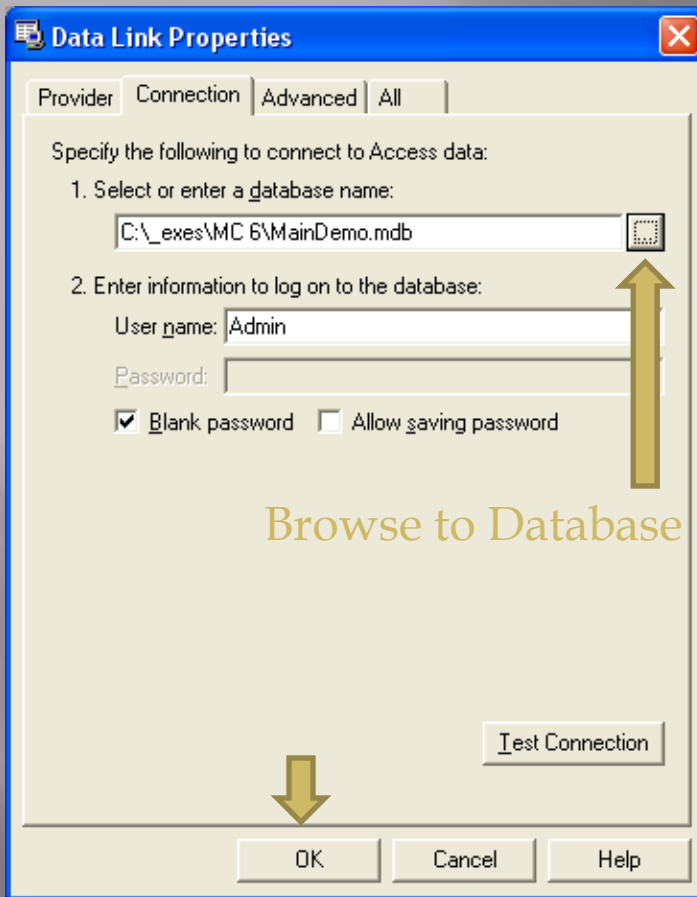


Select Database



- ❖ Move to the 'Destination Database' section and click on the 'Connect To Database' button.
- ❖ From the Data Link Properties dialog, select 'Microsoft Jet 4.0 OLE DB Provider' from the list box shown on the 'Provider' tab.
- ❖ Click the 'Next >>' button.

# Select the Database



- ❖ From the 'Connection' tab, click on the ... button to browse to the database you want to import to.
- ❖ Select the database you want to Import to and click open.
- ❖ Click the 'OK' button.


# Database Import Table

Destination Database

Full Path of Destination Database

Provider=Microsoft.Jet.OLEDB.4.0;Data Source=C:\Documents and Settings\Admin\My Documents\MainDemo1.mdb;Persist Security Info=False

Connect To Database

Table to Copy To: Table to copy to  Parts

The image shows a screenshot of a 'Destination Database' dialog box. It contains a text field with a yellow background containing the connection string: 'Provider=Microsoft.Jet.OLEDB.4.0;Data Source=C:\Documents and Settings\Admin\My Documents\MainDemo1.mdb;Persist Security Info=False'. Below this is a 'Connect To Database' button. To the right, there is a label 'Table to Copy To:' followed by a dropdown menu. The dropdown menu is currently set to 'Parts'. A yellow arrow points from the text 'Table to copy to' above the dropdown to the dropdown itself.

- ❖ Move to the 'Table to Copy To' drop down and select the database table to copy imported information to.
- ❖ Click on the 'Setup Spreadsheet - Fields' tab to move to that section.

# Assigning Database Fields

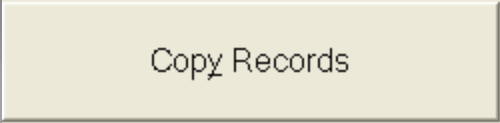
|     | PartID              |        |
|-----|---------------------|--------|
| 665 | BUSH-313P1010       | Bushin |
| 666 | BUSHING-2024-16     | Bushin |
| 667 | BUSHING-508-00100   | BUSH   |
| 668 | BUSHING-BSG1007     | Bushin |
| 669 | BUSHING-BSG1008     | Bushin |
| 670 | BUSHING-LGCX1103    | PUSH   |
| 671 | BUSHING-HT8CBR      | PUSH   |
| 672 | CABINET-4554T55     | INVEN  |
| 673 | CABLE-FSW-400-CABLE | FSW-   |
| 674 | CABLE-RK30-638/6F   | SENS   |
| 675 | CABLE-RKET-4-633/M  | 4A 24  |
| 676 | CABLE-RKT3U618/6F   | Cable  |
| 677 | CAP-1-0257-06115-01 | CAP    |
| 678 | CAP-102570511501    | CAP    |
| 679 | CAP-10400381501     | CAP    |
| 680 | CAP-104070581501    | CAP    |
| 681 | CAP-2109060         | CAP    |
| 682 | CAP-2109061         | CAP    |
| 683 | CAP-800T-N26R       | SWITC  |
| 684 | CAP-800T-N302A      | SWITC  |
| 685 | CAP-800T-N40        | SWITC  |
| 686 | CAP-800T-N41        | SWITC  |
| 687 | CAP-E30KE130        | EXTER  |
| 688 | CAP-PS508P          | CAP    |
| 689 | CAP-PS508P          | LOAD   |

- ❖ Move to and click in a spreadsheet column that you want to assign a database field to.
- ❖ Move to and click on the 'Assign Field To Column' button.
- ❖ Select a column name that best matches the imported information from the spreadsheet and click 'OK'. The assigned database column name will appear in the spreadsheet header.
- ❖ Repeat the above two steps for each column in the spreadsheet that you want to assign a database field to.

Note: Information in non-assigned columns will not be copied.

Assign Field To Column

# Copy the Data



Copy Records

- ❖ Ensure all your spreadsheet columns are matched up to the database fields that you want to copy.
- ❖ Move to and click on the 'Copy Data' tab to move to that folder.
- ❖ Click on the 'Copy Records' button and let the application import your spreadsheet information in to the selected database.
- ❖ Exit this module when done.