

## Import/Export Utility

Customer Services

Sparkstone Technology Ltd



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## Introduction

This document outlines the workflow for setting up your system from the very beginning. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

## Objectives

To provide an overview of the Import/Export Utility in Sparkstone Retail.

## Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

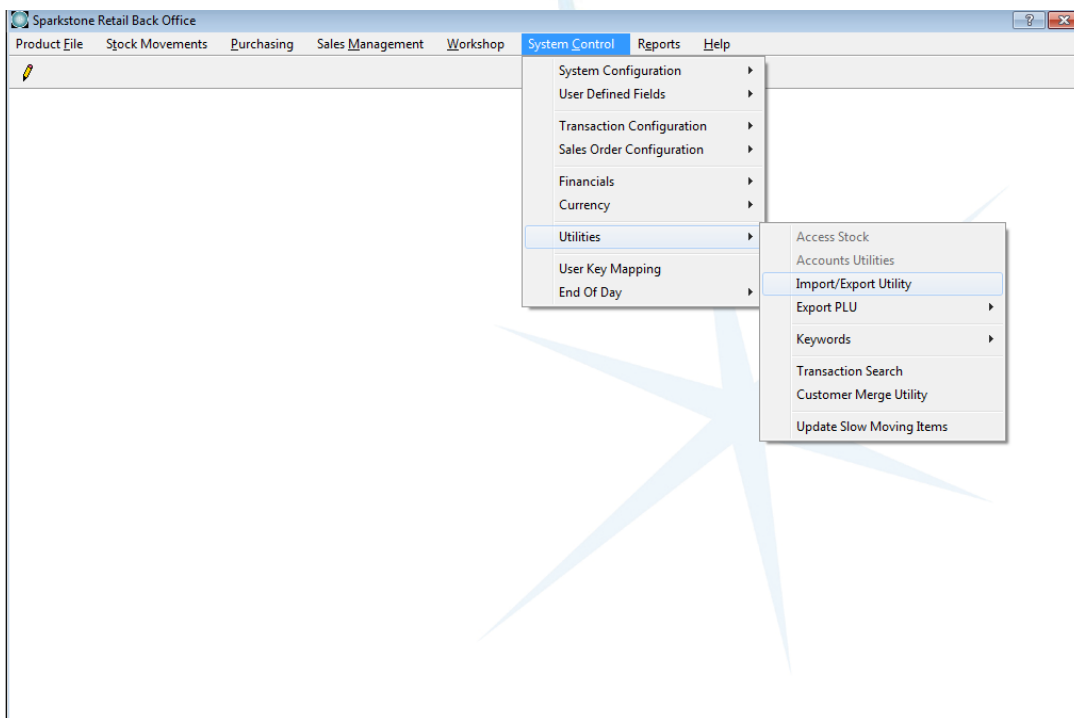
### **Back Office | Product file | Stock Records**

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

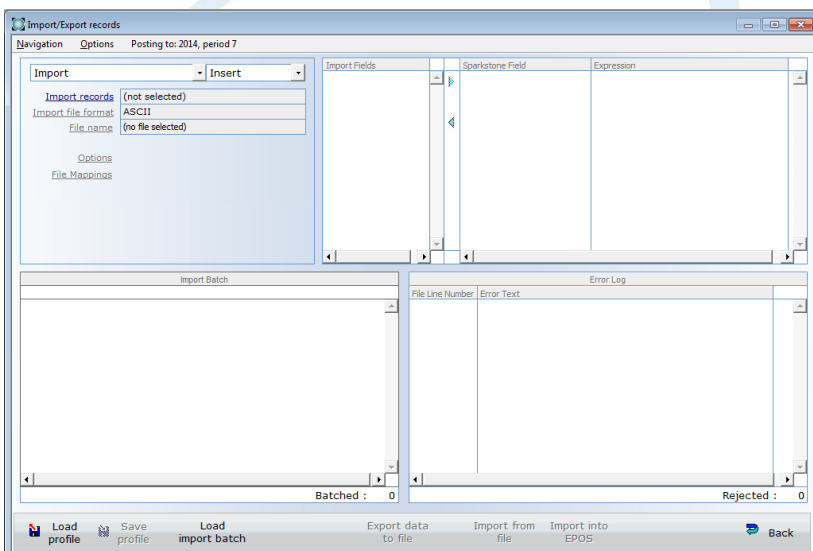
## Import/Export Utility.

It is possible for data to be updated en masse by using the Import/Export Utility which can update several records at once. Whether it is for updating stock records, customer records, suppliers or doing stock adjustments, the Import/Export Utility can be used to do this.

Users can get to the Import/Export Utility by going to **Back Office | System Control | Utilities | Import/Export Utility**

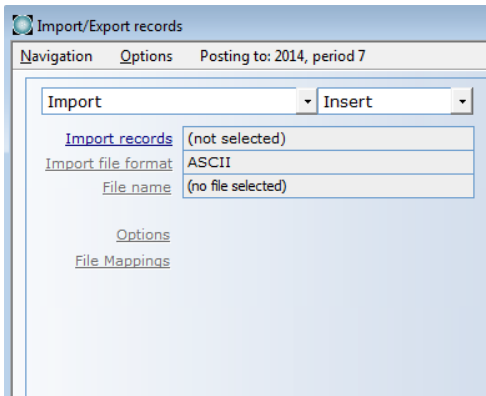


This will then open the 'Import/Export Records' window:



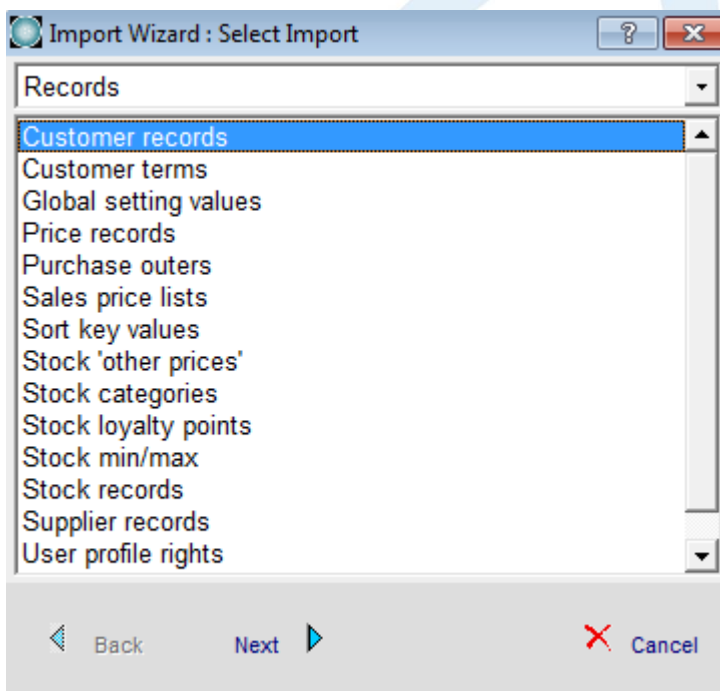
The import/Export utility is used to input or output data to and from the database. This can be used for various types of data which is used by Sparkstone.

To use the utility to Import data change the drop down box to 'import' and select the underlined 'Import records'.



This will then show the 'Import Wizard'. The import wizard is a guide to setting up and import into Sparkstone.

Select the record which you would like to import and press 'Next'.

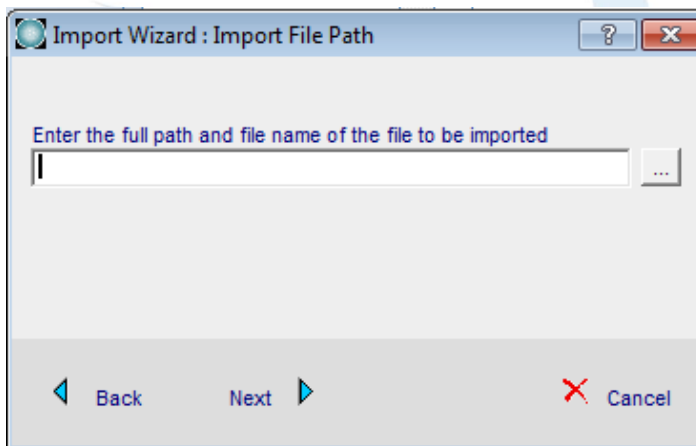


Select the ASCII format and press 'Next'

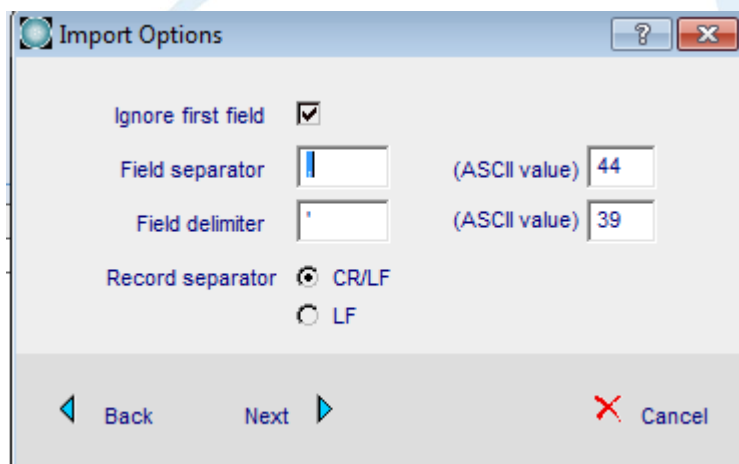


Enter the path of the import file which you would like to input into the system and press 'next'.

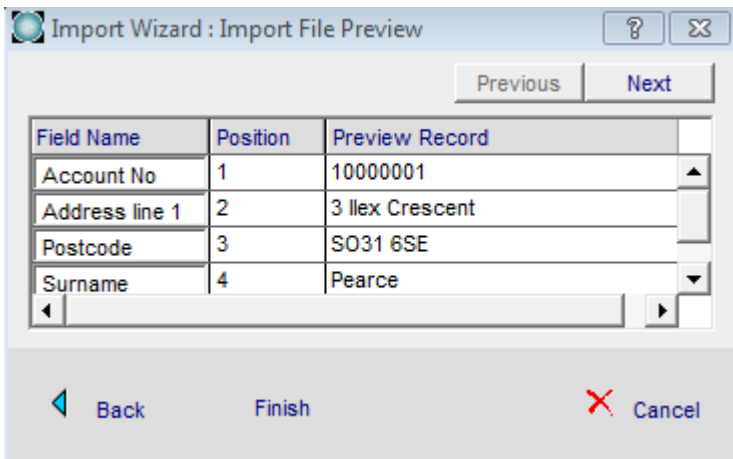
*(Please note this file will be discussed in further detail during the consultancy of importing your data)*



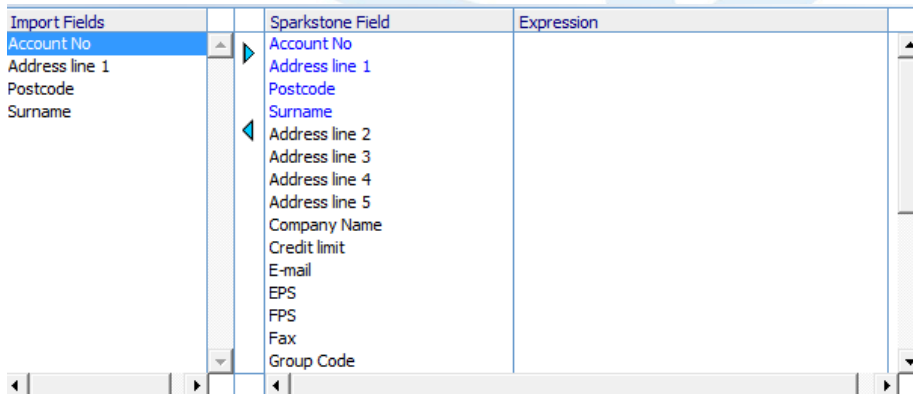
Enter a comma in the 'Field Separator' field and press 'next'



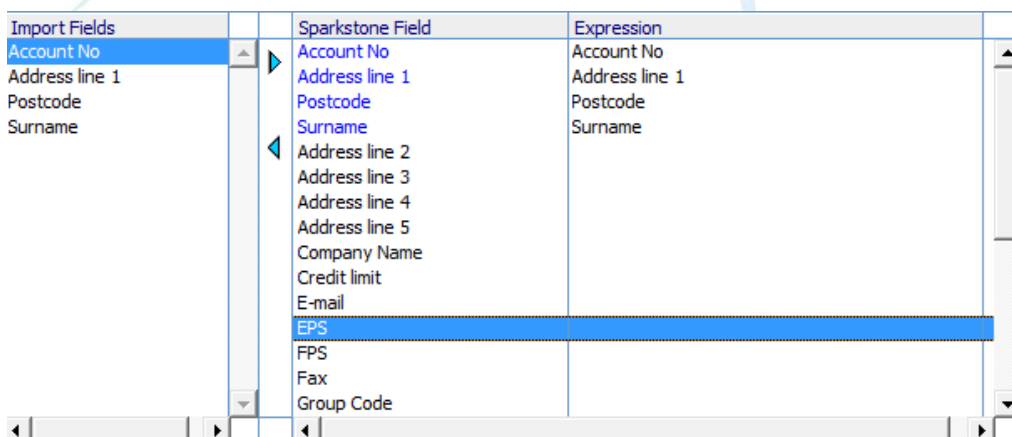
A preview of the data to be imported will then be shown. If you are happy with the preview press 'Finish'.



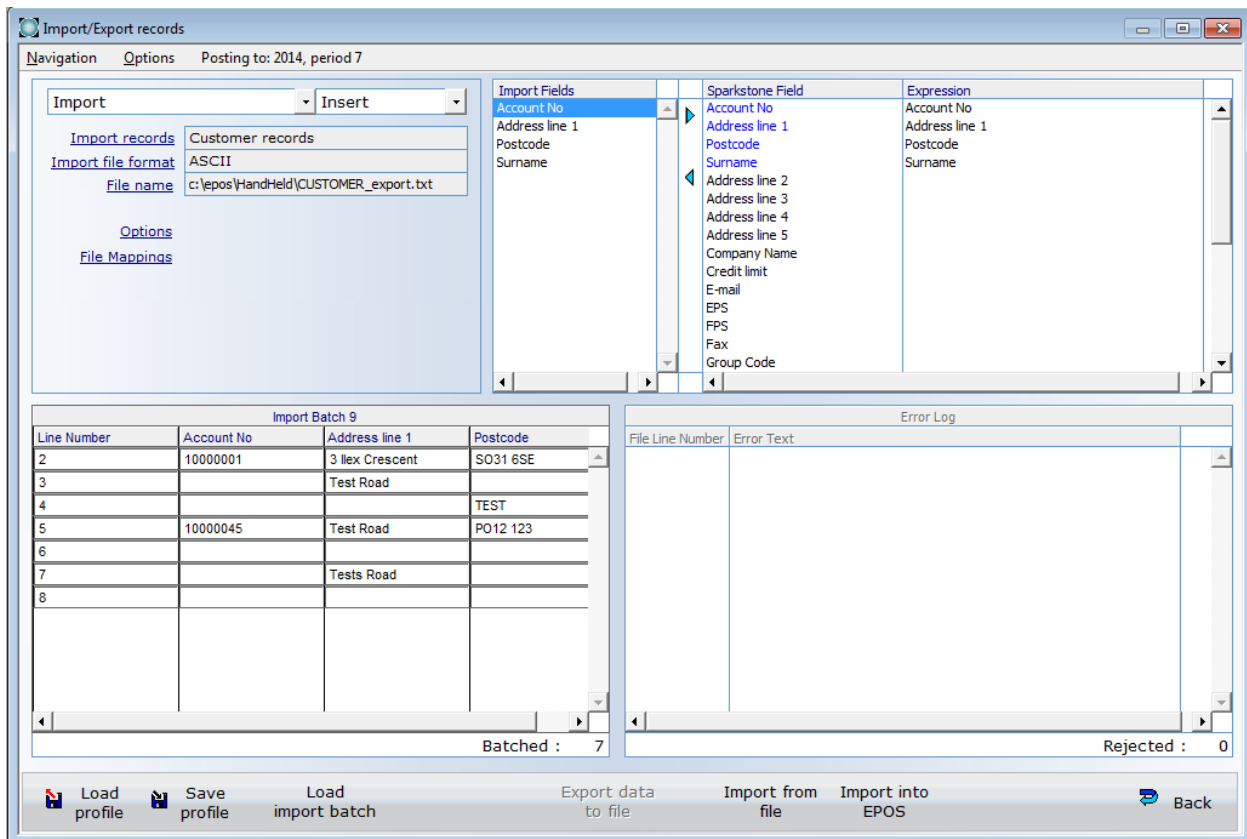
The import fields will then be populated. Please map each of the import fields to the relevant Sparkstone fields by selecting an import field and a Sparkstone field and using the arrow keys to map the fields together.



Once the relevant fields have been mapped the 'Expression' column will be fulfilled.



Select Import from File and a preview of the data to be imported will be given.



Line Number	Account No	Address line 1	Postcode
2	1000001	3 Illex Crescent	SO31 6SE
3		Test Road	
4			TEST
5	1000045	Test Road	PO12 123
6			
7		Tests Road	
8			

When you are happy with your data press 'Import into EPOS' and this will upload your data into the database.