

# 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**

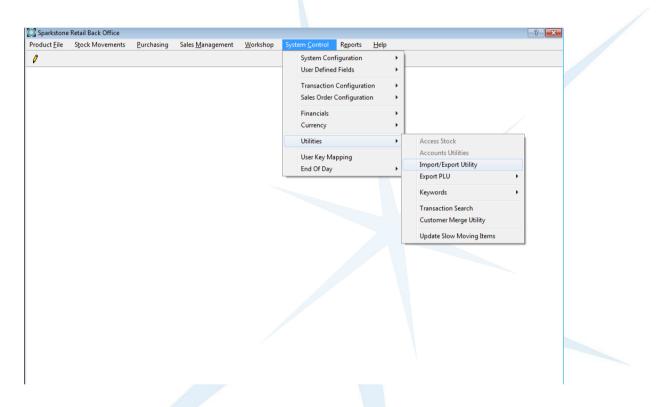
Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.



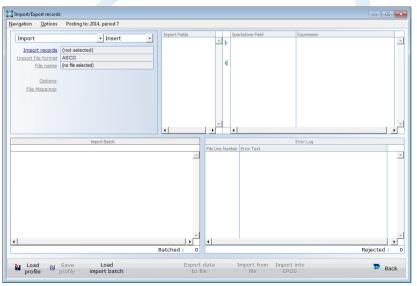
### **Import/Export Utility.**

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:

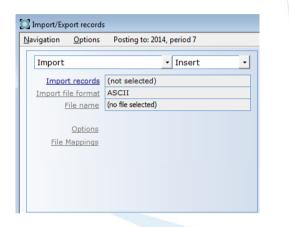


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The import/Export utility is used to input or output data to and from the database. This can be used for various types of data which is used by Sparkstone.

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'.

Records	? <u>×</u>
Customer records Customer terms Global setting values Price records Purchase outers Sales price lists Sort key values Stock vother prices' Stock categories Stock loyalty points Stock nin/max Stock records Supplier records User profile rights	
Back Next     Next	× Cancel
Select the ASCII format an	d press 'Next'

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💟 Import Wizar	d : Select Import format	? 💌
⊙ ASCI	Text files with field delimiters, field record separators	l separators and
C SDF	Text files with fixed length fields. I identified by its beginning position	
O DBS	Database table	
<b>↓</b> Back	Next 🕨	× Cancel

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*)

	I : Import File Path	ile to be imported	?	
<b>d</b> Back	Next 🕨	>	Cancel	

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

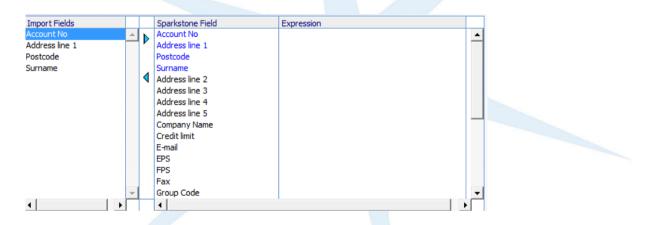
Import Options	? 💌
Ignore first field  Field separator Field delimiter Record separator CR/LF	(ASCII value) 44 (ASCII value) 39
d Back Next ▶	× Cancel



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

🔘 Import Wizard	: Import Fil	e Preview		? 🛛
			Previous	Next
Field Name	Position	Preview Red	cord	
Account No	1	10000001		<b></b>
Address line 1	2	3 llex Cresce	ent	
Postcode	3	S031 6SE		
Surname	4	Pearce		-
•	Field Name     Position     Preview Record       Account No     1     10000001       Address line 1     2     3 llex Crescent       Postcode     3     SO31 6SE       Surname     4     Pearce	•		
d Back	Finish			× Cancel

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.

Import Fields			Sparkstone Field	Expression	
Account No	*	N	Account No	Account No	
Address line 1		<b>V</b>	Address line 1	Address line 1	
Postcode			Postcode	Postcode	
Surname			Surname	Surname	
			Address line 2		
			Address line 3		
			Address line 4		
			Address line 5		
			Company Name		
			Credit limit		
			E-mail		
			EPS		
			FPS		
			Fax		
	$\overline{\mathbf{v}}$		Group Code		•
4 F			•		

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

vigation <u>O</u> ptions	Posting to: 2014, J	period 7								
Import Import records Import file format File name Options File Mappings	Customer records ASCII c:\epos\HandHeld\CU		Import Fields Account No Address line 1 Postcode Surname	×	•	Sparkstone Field Account No Address line 1 Postcode Surname Address line 2 Address line 3 Address line 4 Address line 4 Address line 4 Address line 5 Company Name Credit limit Ermail EPS Fax Group Code 4		Expression Account No Address line 1 Postcode Surname		-
	Import	Patah 0				•		Error Log		
ine Number	Account No	Address line 1	Postcode	File Line	Num	ber Error Text				
	10000001	3 llex Crescent	SO31 6SE	a me cell re	- Crisel II					
		Test Road								
			TEST							
	10000045	Test Road	P012 123							
	1000045	Test Road	P012 123							
		Tools Doord								
		Tests Road								
			Patched : 7	1					Poincted	
			Batched : 7						Rejected	:
		oad t batch	Export to fi			Import from file	Import i EPOS		9	Back

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