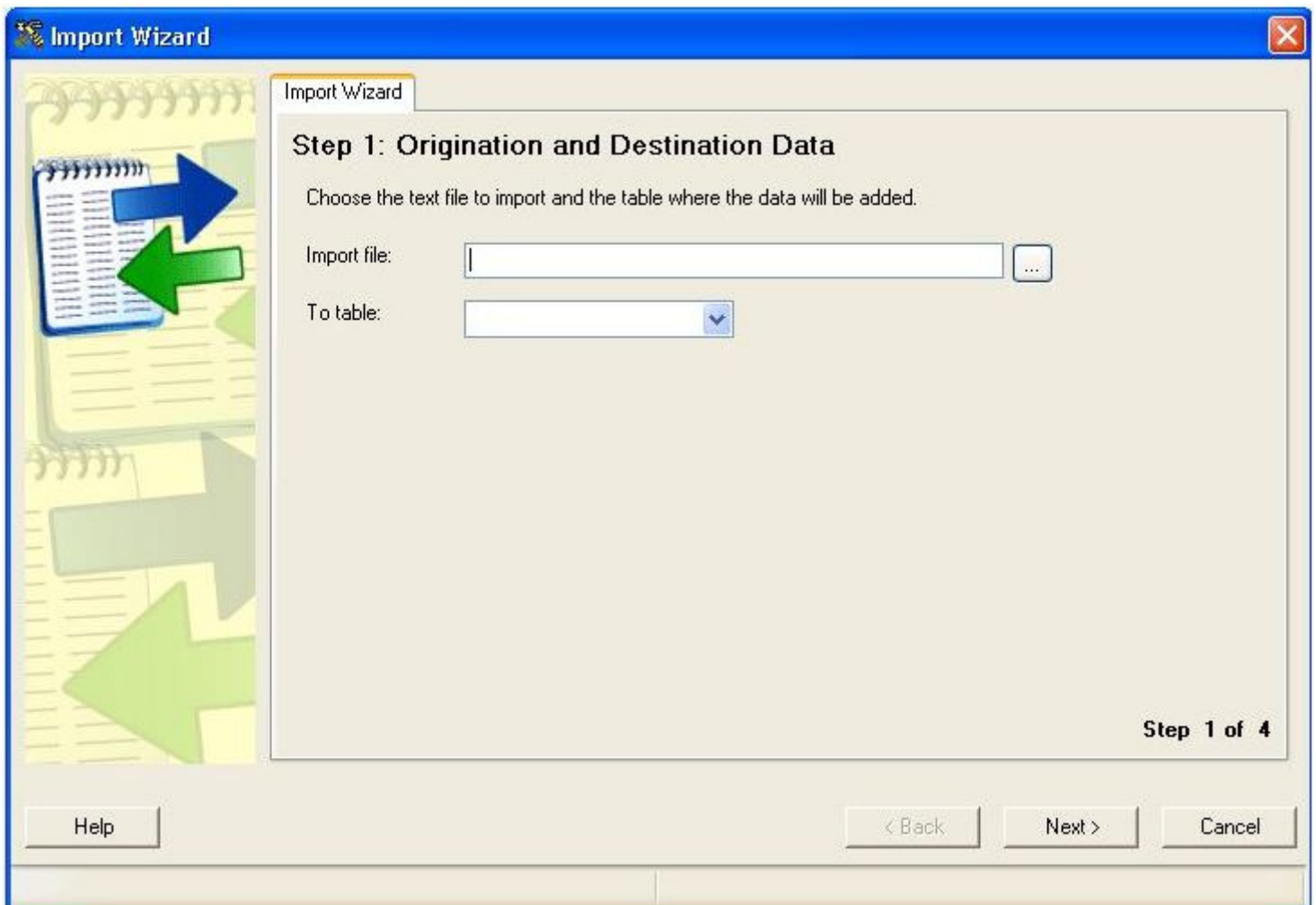


MobileAsset version 6 Import Wizard

The **Import Wizard** allows you to bring Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Customer and Employee data into the tables(Information you enter into each field in MobileAsset is stored in a database "table" behind the scenes. You can extract this information using the Export Wizard.) in your database from external sources you already possess. This software does not support direct importation of data from other databases. It imports data from .CSV or .TXT files only. As this function is in a wizard form, the screens will guide you through each step of the export process.

Please study the MobileAsset version 6 Import Strategy attachment before proceeding.

1. To access the Import Wizard, from the **Main** screen, select **Administration > Import/Export > Import Wizard**. The **Import Wizard** screen shown below appears:



The screenshot shows the 'Import Wizard' window. The title bar reads 'Import Wizard'. The main content area is titled 'Step 1: Origination and Destination Data' and contains the instruction: 'Choose the text file to import and the table where the data will be added.' Below this instruction are two input fields: 'Import file:' followed by a text box and a browse button (...), and 'To table:' followed by a dropdown menu. The bottom right corner of the main area displays 'Step 1 of 4'. At the bottom of the window, there are four buttons: 'Help', '< Back', 'Next >', and 'Cancel'.

2. It is from this screen that you can start the process of importing data into MobileAsset's tables.

Example of an Import to the Asset table:

As discussed in the **MobileAsset version 6 Import Strategy attachment**, data imported to the Asset table must be preceded by the creation of Site, Location, and Asset Type data (and, if depreciation is to

be calculated for one or more Asset Types, by creation of Depreciation Class records - which must be done before importing Asset Type data.)

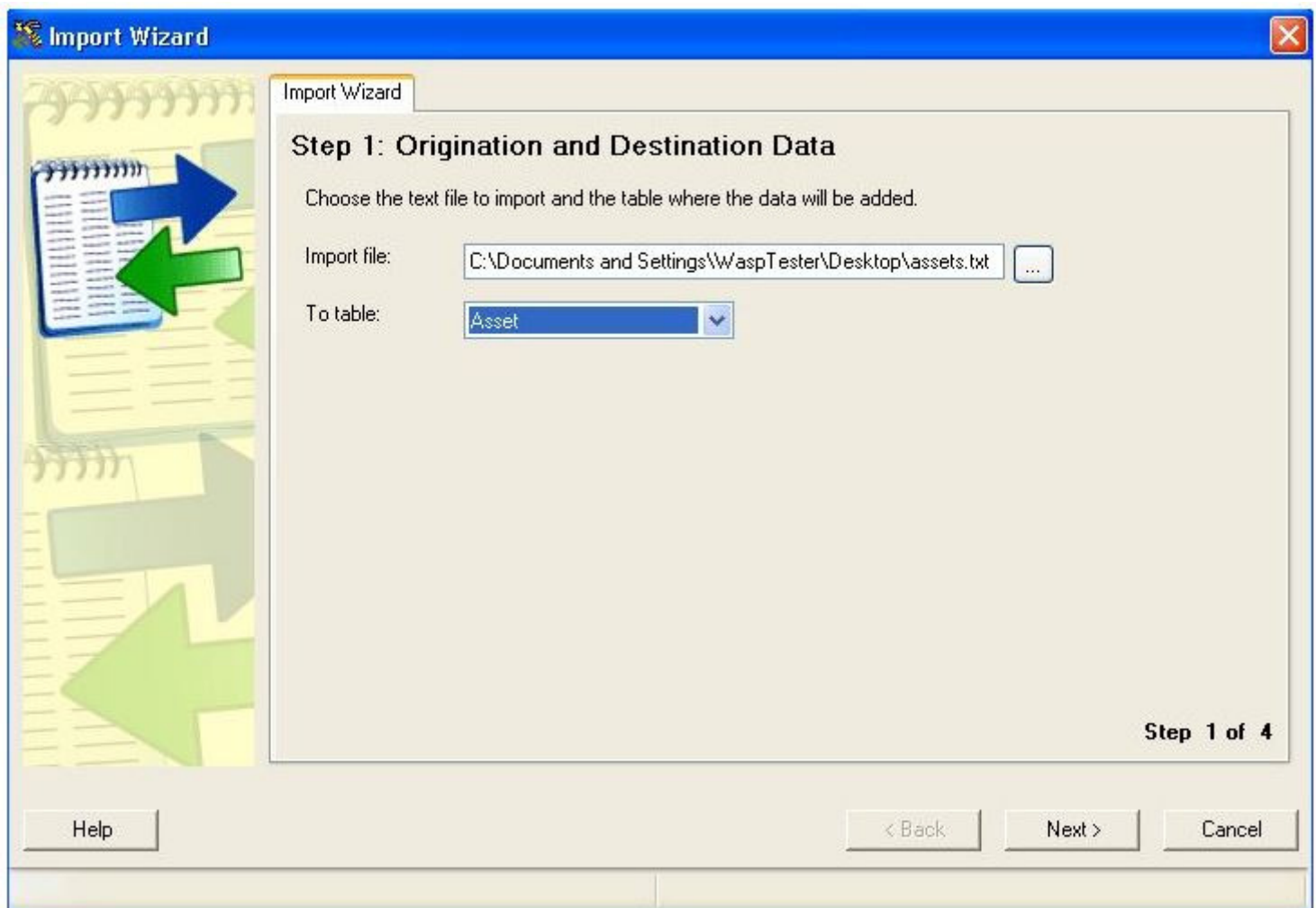
1. Having previously populated the database with Site, Location, Depreciation Class and Asset Type data, in that sequence, proceed with importing information to the Asset table.
2. Select an import file for the Asset table by browsing to a .csv or .txt file that contains Asset data and selecting Asset from the To table dropdown list.

You can only import from a text (.txt or .csv file).

If your data normally resides in a different data format, you must first use your database software's File > Export or File > Save As function to translate the data to a .csv or .txt file. See the **MobileAsset version 6 Import Strategy attachment**.

You must strip out all currency symbols, including (but not limited to) these examples: \$, ¢, ¥, £, §, or ¢, if you are about to import them into a numeric field, such as Purchase Cost, Salvage Value, etc. They are permissible in text fields.

Commas, sometimes used as "thousands" separators, should be removed from numeric fields. Commas are permissible in text fields only when residing within a pair of double quotes, which will cause them to be treated as normal text, not as field delimiters.



Step 2 of the wizard allows you to specify how you want your information broken up in the export file. This is called the **Field Delimiter**. Make your selection from the Field Delimiter drop down list, then select the checkbox if you want to include field names in the first row of your export file. Select the **First row contains column headings** option only if the first record of the file you are importing does not contain actual data. The software cannot remove subtotals, section headers, nor any other records within the file that do not match the format of the actual data records. These must be removed before you attempt the import.

The **Preview of data from table** grid displays the information using the selected delimiter, as shown below. If all the data is in one column of the preview pane, you have not selected the right Delimiter.

Import Wizard

Step 2: Field Delimiter

Select a field delimiter. A delimiter is a character used in the file to separate individual fields.

Import Format

Field delimiter: <Comma> First row contains column headings

Preview of data from: C:\Documents and Settings\WaspTester\Desktop\assets.txt

Asset Tag	Departmen...	Asset Type	Item Descri...	Site	Location	Chec
238		123	Printer	001	001	F
2466		123	Printer	001	001	T
2424		123	Printer	001	001	F
1558		123	Printer	001	001	F

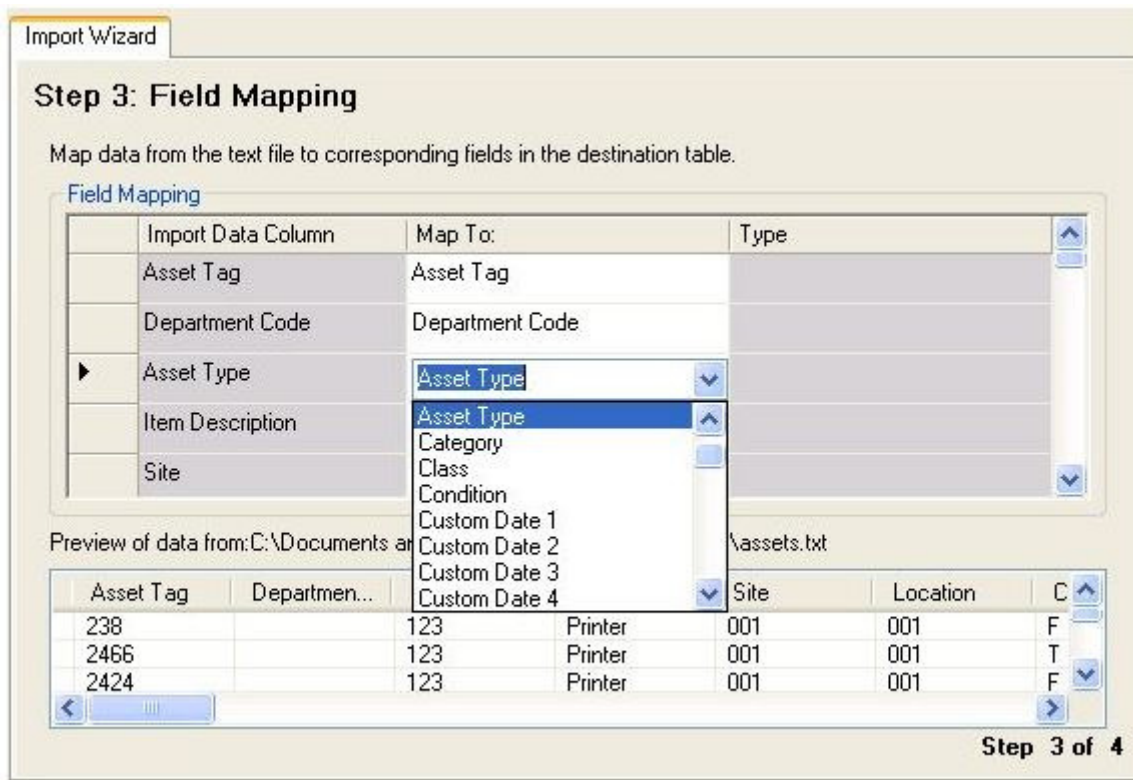
Step 2 of 4

< Back Next > Cancel

Next, the **Field Mapping** screen appears. This screen allows you to associate columns in your imported data file with corresponding fields in the table into which you are importing the data. Depending on the contents of your original database, not every column in your imported data needs to be mapped to a corresponding field in the software. The object is to bring over at least the required fields and any others that may be of use.

Note: Your .csv or .txt file may have column headers with names that do not exactly match field names the way this example data does. By mapping the imported data's columns to each table's columns, any difference in field names can be accommodated.

Select the appropriate **Map To** field names by clicking on a field in the **Import Data Column**, then selecting from the resulting drop down list, then click **Next** to continue.



If you failed to map columns for one or more of the table's required fields, you will receive a prompt like this:



When all the required fields have been mapped correctly, click **Finish**. A confirmation message will appear when the file has imported correctly.

Click **OK** and then **Close** to exit the Import Wizard.

You can confirm that the data imported correctly by checking the List screens (From the **Main** screen, click **List Forms** > < list screen name >).