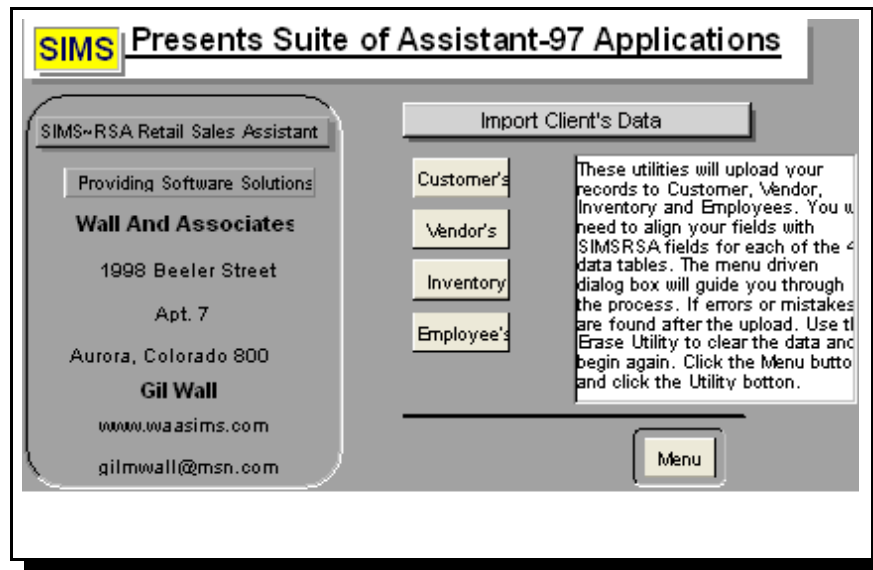


## SIMS POS

### IMPORT CLIENT'S DATA



This utility will import your files in to the SIMSPOS data tables from many different file structures. Selecting one of the four sets, Customer, Vendor, Inventory or Employee you will be working with that found set rather than the entire database, Approach updates only the records in the found set.

#### **Delimited text files**

If you select the Text - Delimited file type, Approach opens the Text File Options dialog box. A delimited text file uses separators (special characters like commas, spaces, or tabs) to show where one field ends and the next one begins. Refer to the manual for the application used to create the delimited text file to see what field separator it uses.

#### **Character set for text files**

Identify the character set used in the import file. If you import DOS text with international characters, change the character set of the current database before importing into it. DOS text with international characters uses the DOS or OS/2 (PC-8) character set.

#### **Fixed-length text files**

If you select the Text - Fixed-Length file type, Approach opens the Fixed-Length Text File Setup dialog box.

In a fixed-length text file, a specific field is always the same length in each record, regardless of how much data it contains. When you import a fixed-length text file, you provide the names, data types, and widths of each field. You enter the starting position for only the first field; Approach automatically calculates the starting position for all fields after the first one.

#### **Oracle, SQL Server, DB2, or server-based ODBC files**

If you select Oracle, SQL Server, DB2, or a server-based ODBC application, Approach opens the appropriate Connect dialog box. Complete this dialog box to connect to the server.

**How to Import Records**

1. Selecting one of the four sets.
2. Choose File - Import Data.
3. Select the database file containing the data you want to import.
4. Click Import.

Your next step depends on the file type you selected. See details

**Assigning imported data to the correct fields**

The Import Setup dialog box appears. The left-hand column lists information from the import file. The right-hand column lists the fields of the current database. The arrows show how Approach plans to map the imported data.

1. Be sure the database you want to import data into is showing in the "Fields in" box.
2. Map the fields.

**Selecting an import option**

1. Select an import option.

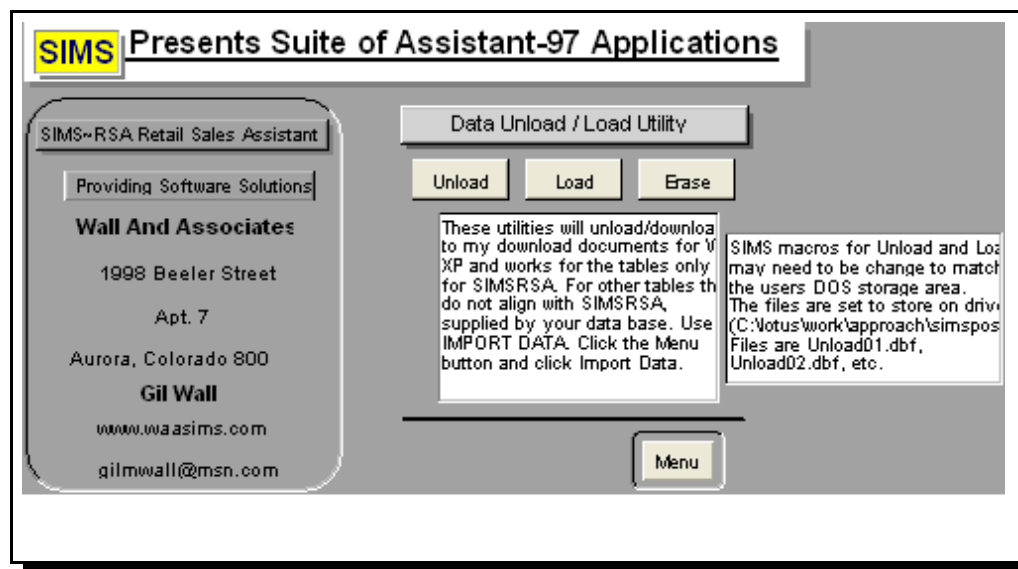
If you select the second or third option, a new column appears at the far right.

In this column, click the field(s) whose data must be matched exactly by the imported data. This ensures that Approach updates existing records accurately.

2. Click OK.

Always use Lotus Approach HELP for additional information.

## Data Unload, Load and Erase Utilities



### Unload Utility

Unload will not harm your data. Unload copies the data from SIMSPOS data sets tables and writes it to unload files. Not all data sets are unloaded because those sets have proprietary data. There are 17 files created. These files are stored in your shared directory.

[shared directory]\simspos\waarsa\waadocs\unload

Most data sets will unload three files.

- Unload[nn].ADX
  - Unload[nn].DBF
  - Unload[nn].APX
- [nn] is 02-17

Its a good idea to unload periodicity, creating a back of your data.

### Erase Utility

Erase Utility will mark all records as deleted. But they are not removed from the dBASE structure. After Running the Erase Utility. Must exit SIMSPOS and compress the data set tables. **\*\*Warning\*\*** this will destroy your data in all data tables.

### Load Utility

This will read your unload files and restore your data tables. This is a appended write! It is important to perform the Erase Utility and Compression before loading.

**\*\*Warning\*\*** Not erasing the data set tables. The Load Utility will add to your records creating duplicate records in every data set table.

Helpful Hints (HH) dialog boxes will instruct you and provide remarks with a 'Yes' to continue and 'Cancel' to stop.