# Importing Inventory records using Data Distribution Services - DDS

1. Backup the Evolution company before importing any records

2. Prepare your import file. This must be a CSV file and should adhere to the rules as stipulated in Step 16 below. To determine the import file's content, and in the correct column order from left to right, refer to Step 11 below.

3. Go to **Start | All Programs | Pastel Evolution |Pastel Evolution Data Distribution Services**
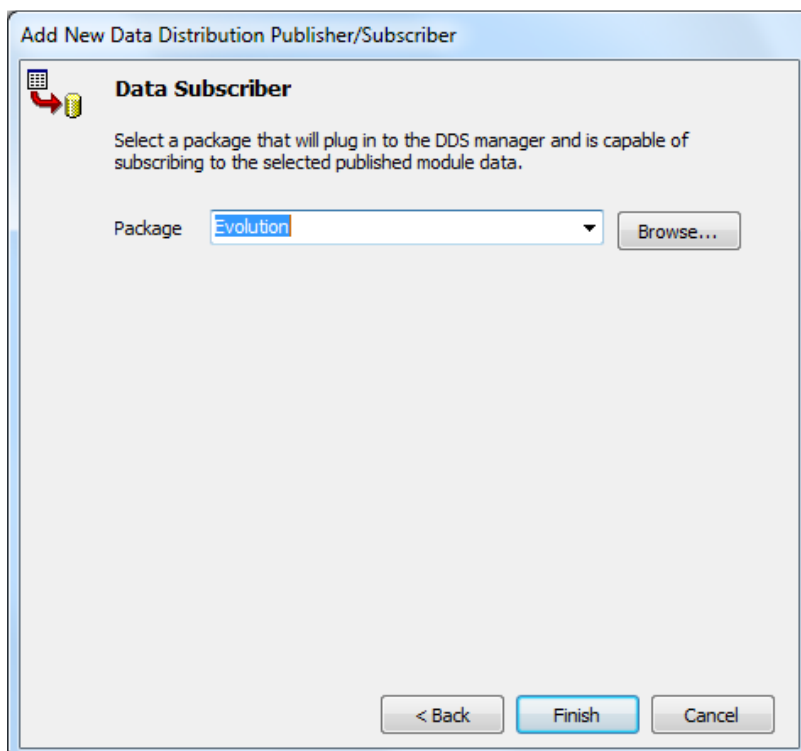
4. Select the **New** button
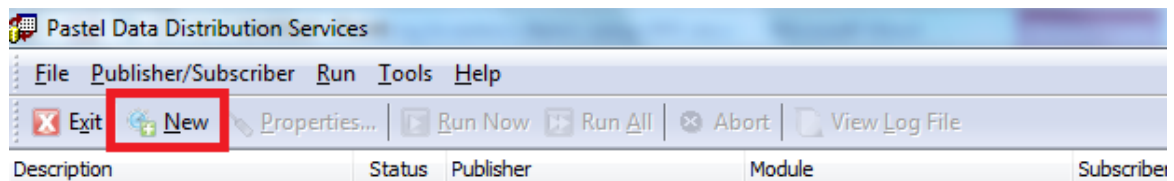
5. Select **ASCII** from the **Package** dropdown. If not on the dropdown, select the **Browse** button on the right to select it
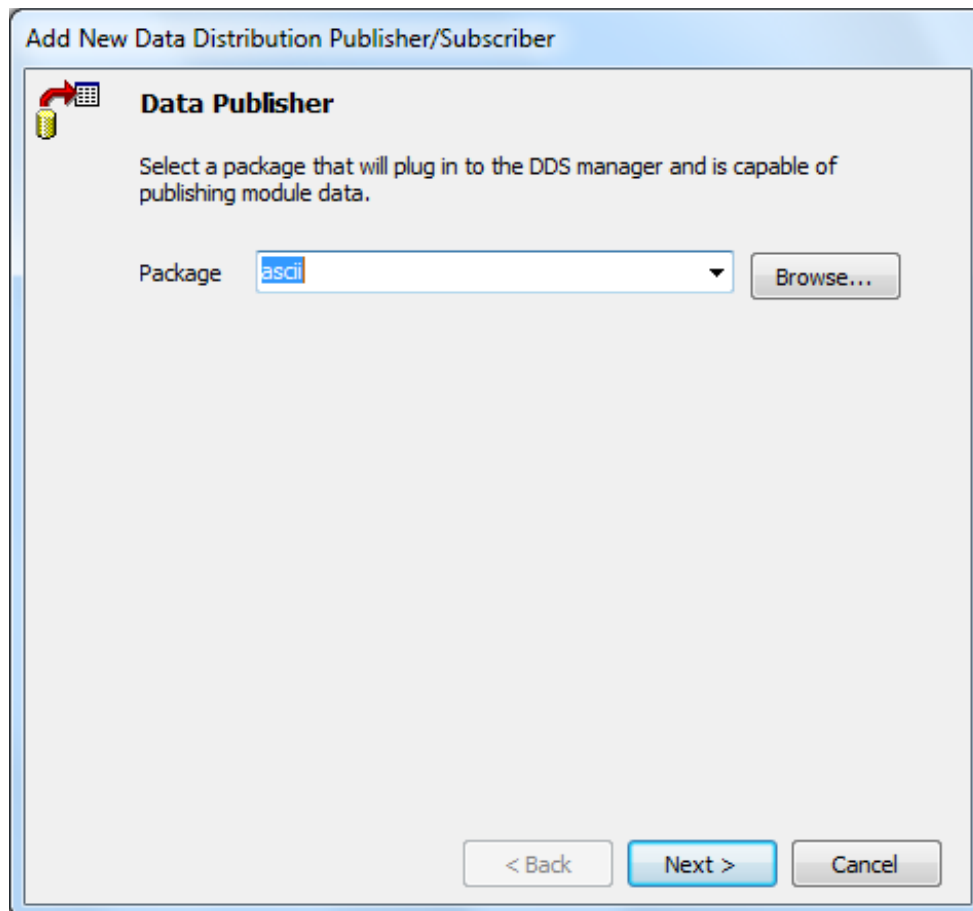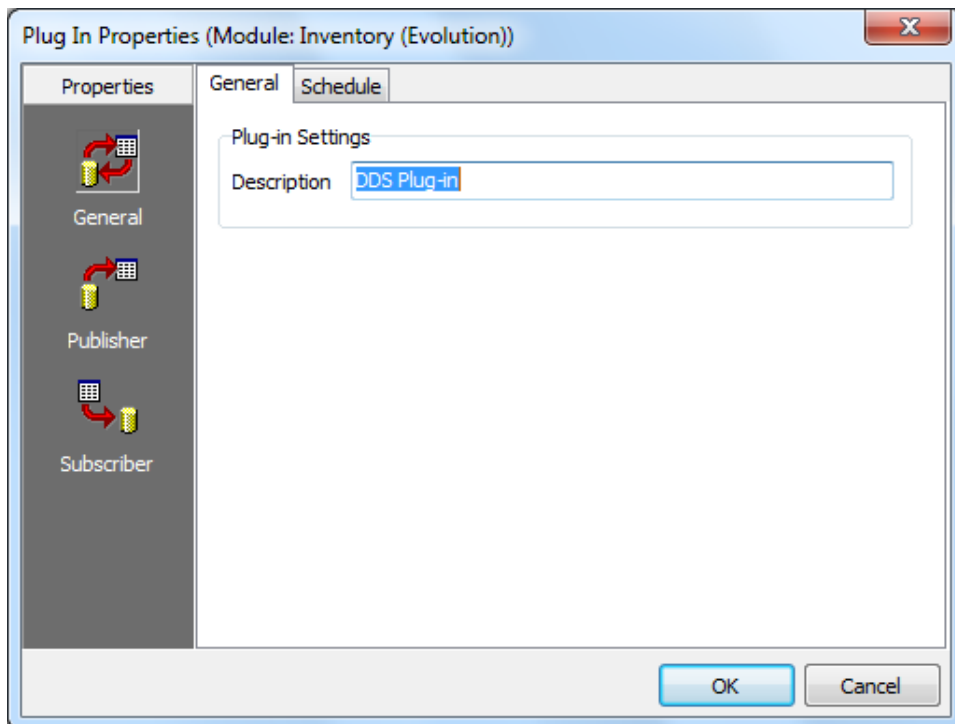
6. Select **Inventory (Evolutio**n), and then click on **Next**.
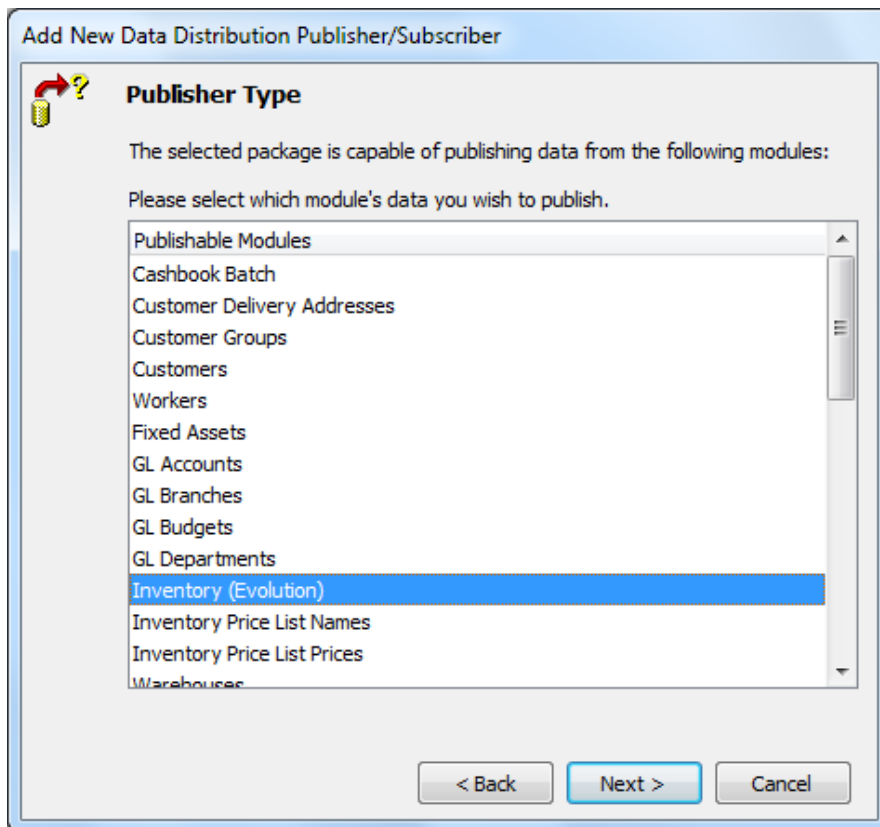
7. Select **Evolution** as the Data Subscriber package or Browse for it on the right, and then the **Finish** button

8. This screen below will then appear.

9. Select **Publishe**r on the left and the **Publisher (1/2)** tab on the right, browse for the CSV import file that contains the item records to be imported into Evolution.

10. Select the **Header Record** option if your import file has a header record. Keep the rest of the fields unchanged.
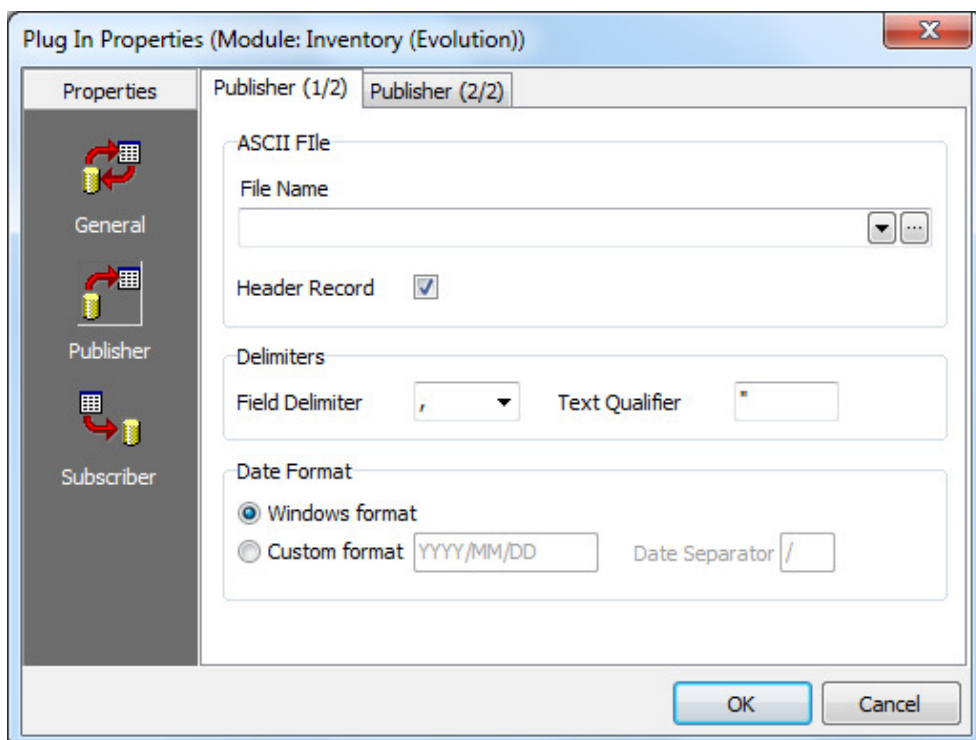
11. Select **Publisher (2/2)** and then individually select the relevant fields below.

   a. The most important rule to follow here is that the selected fields, from top to bottom, must be in exactly the same order as the columns from left to right on your CSV import file.

   b. In order to assist with this, use the **Move Up** and **Move Down** buttons on the right to reposition the field's order.

   c. And don't use the **ID** field at all to import into, therefore use the **Move Down** button to move it to below your required and selected import fields
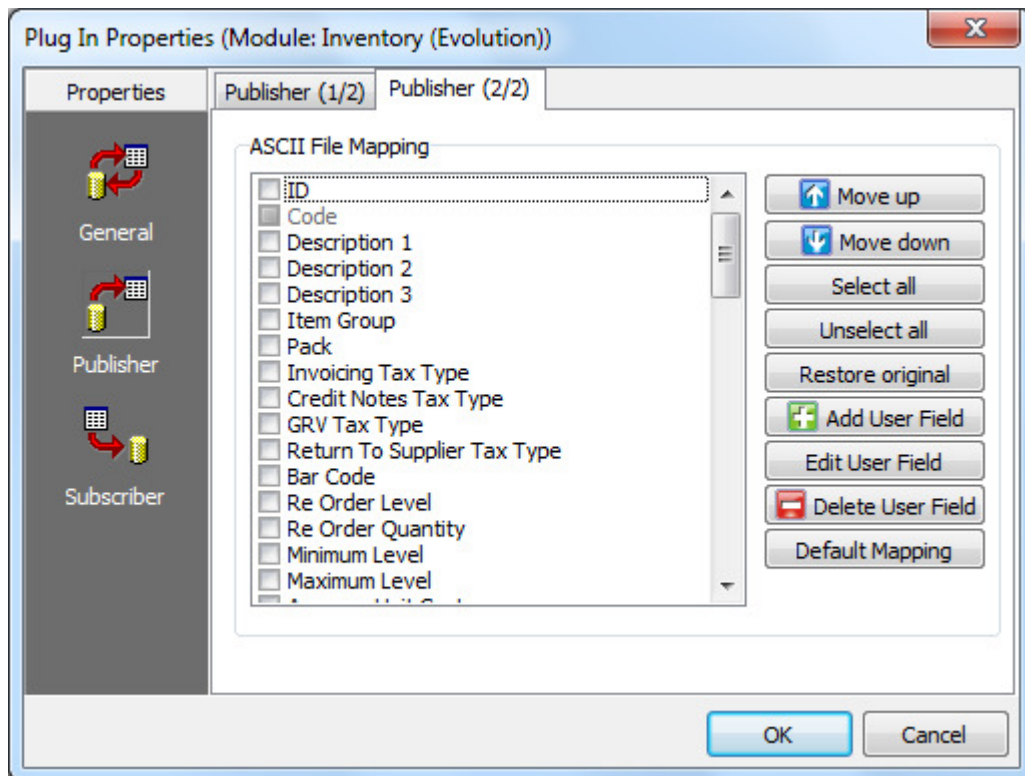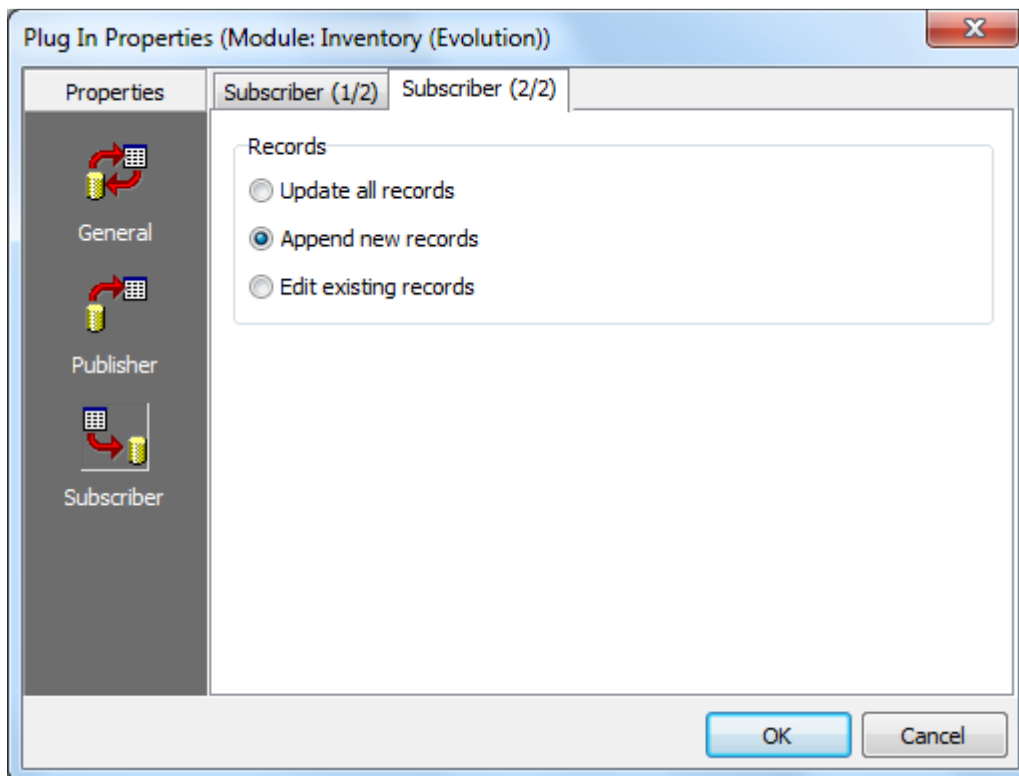

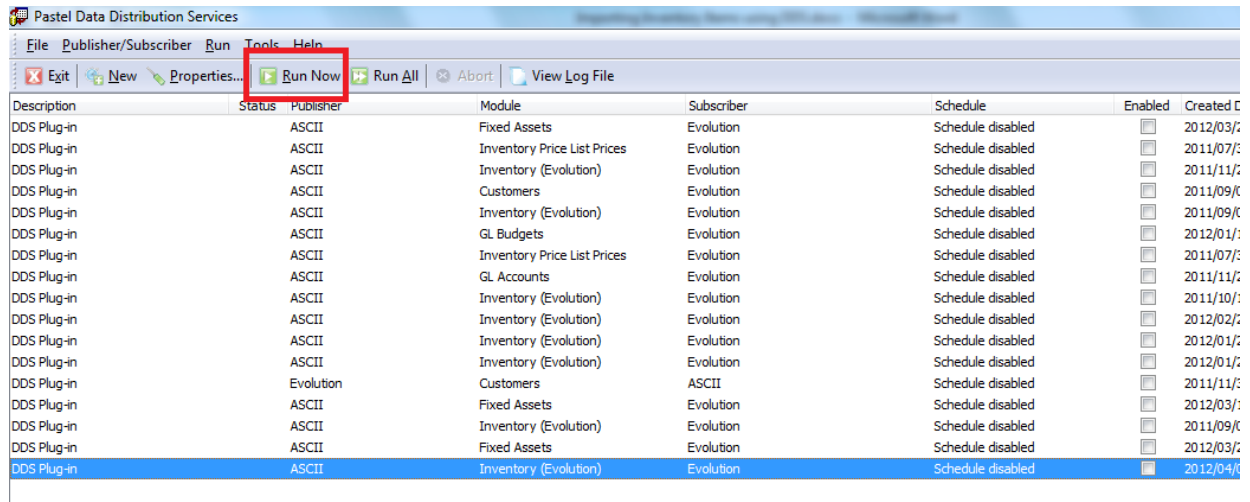12. Select the **Subscriber** button on the left

13. On the **Subscriber (1/2)** screen, enter the SQL Server Name and the Database name that the items will be imported into.
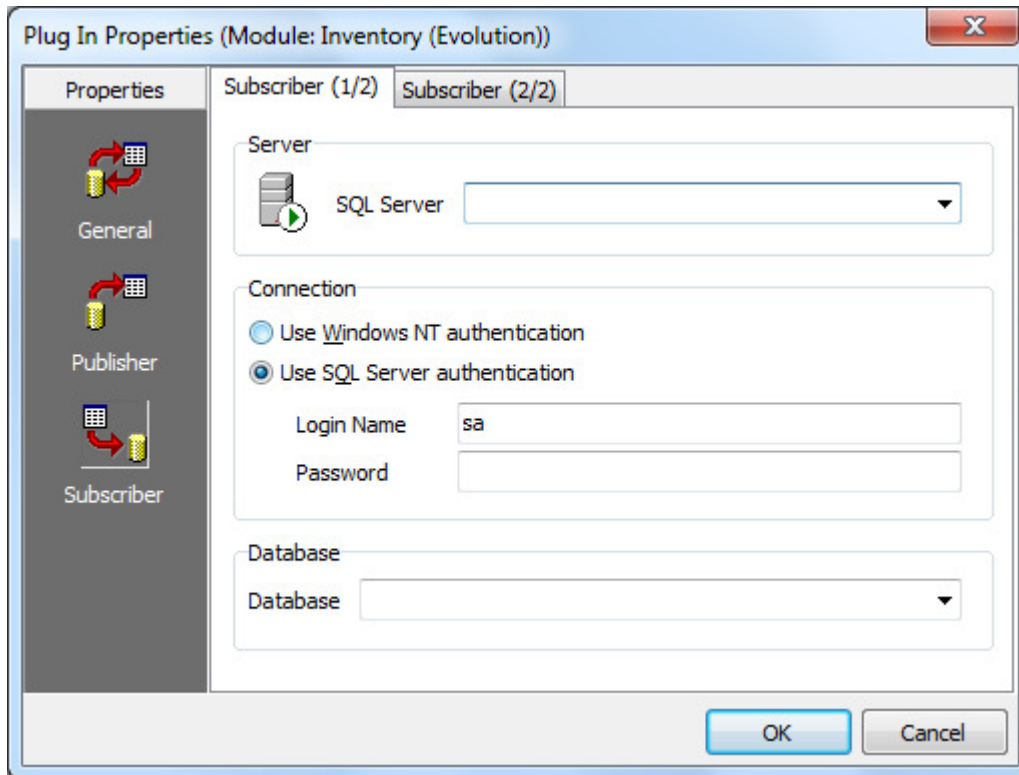
14. On **Subscriber (2/2)**, select the **Append New** records option, and **OK** below

15. When the setup is completed, highlight the relevant DDS import schedule below, and select the **Run Now** button on the to

16. **GENERAL RULES FOR THE CSV IMPORT FILE**

- There should be no commas (,), semicolons (;), single (') or double apostrophes (") or any other special characters such as hash (#), asterisk (*) etc. on the import sheet
- Don't have any hidden rows or columns on the import sheet
- Always make use of **Sheet 1** of the import file and don't have any values in any of the other sheets.
- When importing, make sure that the import file is closed.
- Always follow a strict, **one-to-one** relationship when importing: for every field to be used on the Publisher 2/2 screen, the equivalent field must exist on the import file and vice versa
- Don't make use of the ID (stock links) field below as the Evolution will automatically create the stock links when importing. Therefore, **don't select** the **ID** field at all.