

Using DataPorter to Import Data

Process overview

The import process includes the following steps, which are discussed in this section:

- 1 Open DataPorter.
- 2 Map the spreadsheet and enter the information that you want to import into MAS 500.
- 3 Perform the import.

Opening DataPorter

Open DataPorter by pressing Alt+F7 while in any supported MAS 500 task. This opens Excel and creates the DataPorter toolbar.

Mapping the spreadsheet

To map the spreadsheet for the current MAS 500 form, click the Map Controls button on the DataPorter toolbar.



If records for the form exist in the MAS 500 application database, the spreadsheet is formatted automatically to include the actual data controls on the form. If there are no existing records, DataPorter formats the spreadsheet to contain all of the default controls on the form.

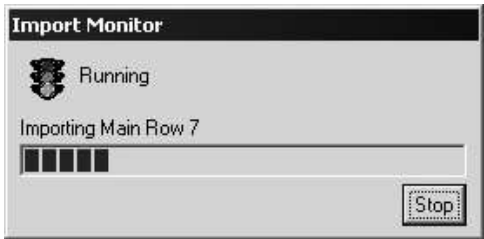
Importing

After you have mapped the spreadsheet (or opened an existing spreadsheet) and entered the information you want to import, click the Import Data (exclamation mark) button on the DataPorter toolbar to begin the import process.



Import Monitor

The Import Monitor appears while DataPorter is importing rows from the spreadsheet into MAS 500. A green light on the monitor indicates the import is running.



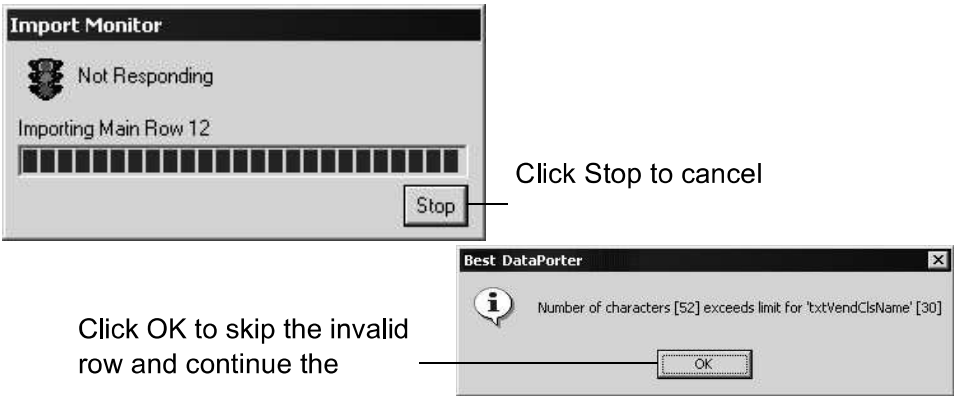
Click Stop on the Import Monitor window at any time to cancel the import process.

Invalid data

When invalid data is encountered in the spreadsheet during the import, the import pauses, the Import Monitor indicates a Not Responding state, and a separate message dialog box appears. You can then choose either of the following options:

Option	Required Action
Cancel the import	Click Stop on the Import Monitor window.
Skip the unimportable row	Click OK on the message window and continue with the remainder of the import. (DataPorter will not resume importing in the middle of a record or row.)

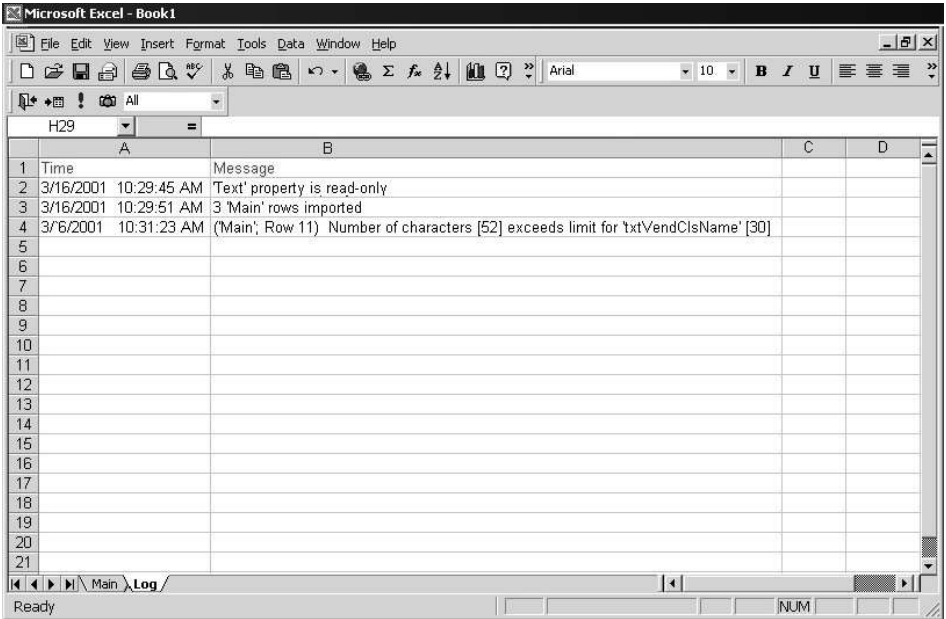
Following is an example of an dialog box that appears when the Import Monitor is not responding.



Log worksheet

The Log worksheet records import activity, such as the number of successfully imported rows and errors.

Main and Detail worksheet cells associated with errors are flagged with red corners to indicate a comment related to the error. Place your pointer over the flagged cell to view the comment. Following is an example of a Log worksheet.



Using DataPorter to Export Data

Introduction

Use the Export feature to export the record that appears on the current MAS 500 window into the DataPorter spreadsheet.



Export procedure

To export information:

- 1** Open the MAS 500 window from which you want to export information.
- 2** Select the desired record in the window.
- 3** Press Alt+F7 to open DataPorter.
- 4** Either map the worksheet or open an existing worksheet.
- 5** Click the Export Data (camera icon) to begin the export process. The information on the selected record appears on the spreadsheet.

Supported fields

Only fields that appear on the form or on tab controls are supported by DataPorter. Fields that can only be accessed through buttons on a window are not supported. Grids are not supported.