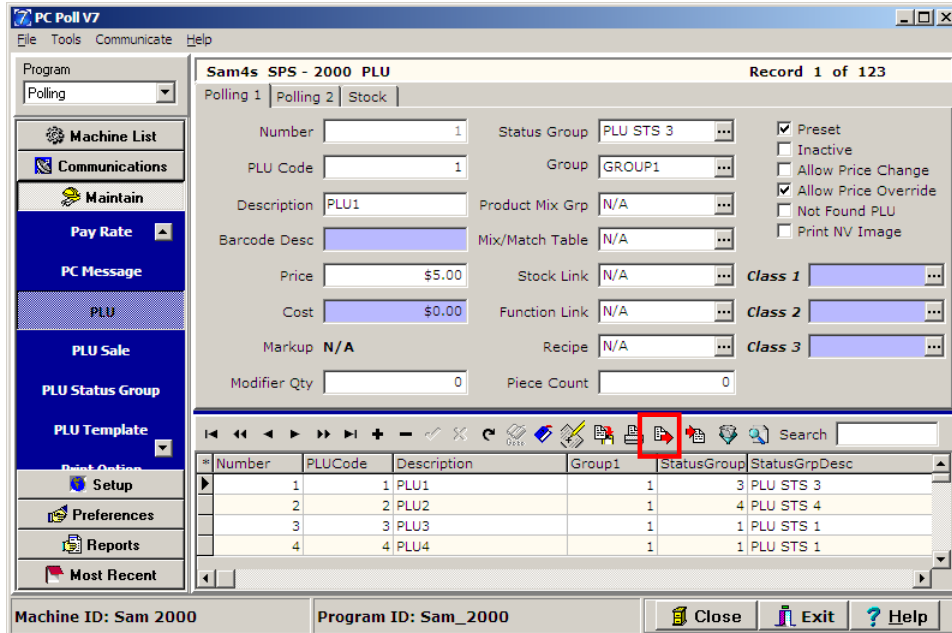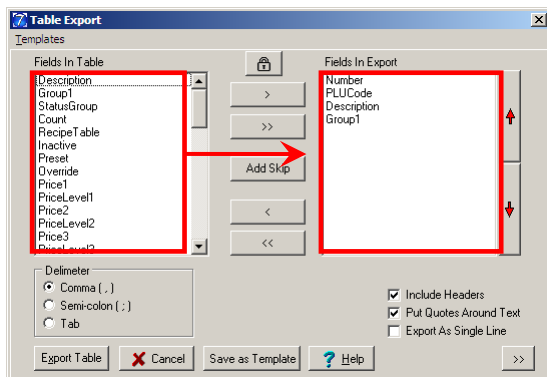# Setting up Auto Import/Export for Version 7

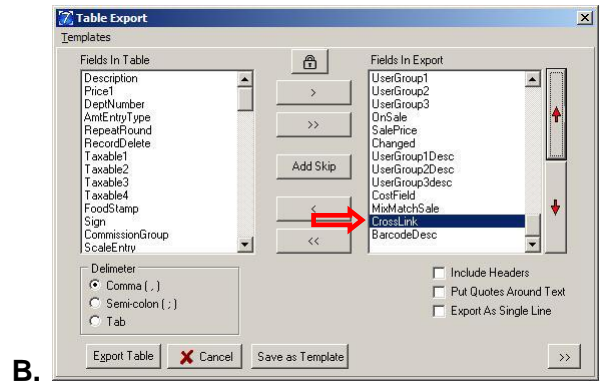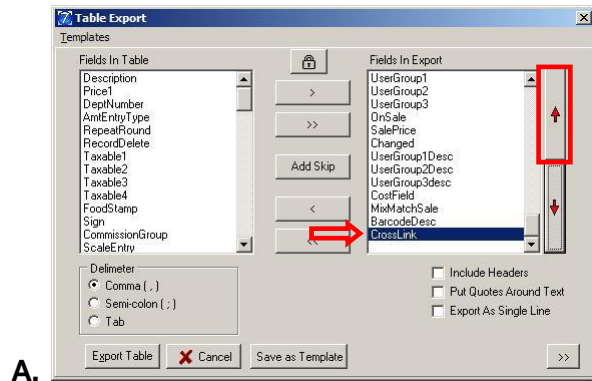The export feature button ![icon] is available in the program Maintain Area of the software and is conveniently located in the grid toolbar. This operation allows the user to custom define an export of their program or machine data. It converts data into a (.txt) or (.csv) file which can be used with other applications such as Microsoft Excel.
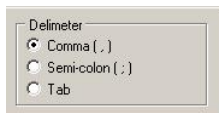

1. Use the menu on the left, to click on **Maintain**. Under **Maintain** pick the file to be exported. In the example above the **PLU/UPC** file is chosen. To use the Export feature, click the **Export** button in the toolbar to bring up the Table Export option screen.

2. Highlight items in the Fields In Table menu on the left and move them to the active Fields In Export area with the **Chevron** (**>, >>, <, <<**) buttons. The single **Chevron** buttons (**<** and **>**) move one highlighted item at a time either to the right or left. The double **Chevron** buttons (**<<** or **>>**) move all the fields to the right or back to the left. The default fields (in this case PLUCode, Type, and PLUIndex) will stay on the active side.

A.   **B.**

3. In Figure A, use the red up and down **arrow** buttons on the right side of the screen to change the order of the items in the Fields in Export window. The top red **arrow** button moves the highlighted item up one space while the bottom red **arrow** button moves items down one space in the list. Figure B shows that the highlighted item, CrossLink, has moved up one line in the Fields In Export window after the red up arrow button was clicked once.
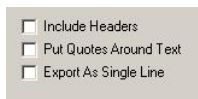

4. The user also has the option to choose the type of export delimiter by simply clicking on the desired type.

    Comma Delimited will separate exported data by commas (**,**).

    Semi-Colon Delimited will divide exported data using a semi-colon (**;**).

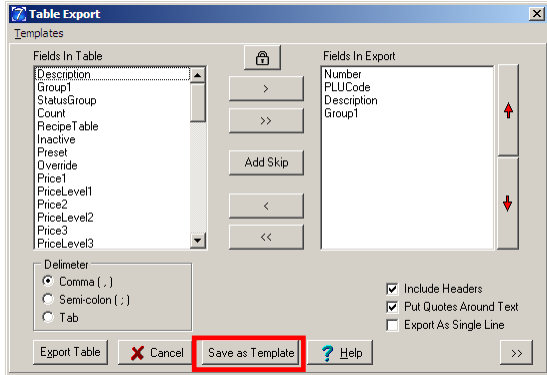   **Tab Delimited** will partition exported data by inserting a tab between values.

5. Chose Table Export Options.

    Include Headers option if checked, will export the headers from the grid along with the program data.
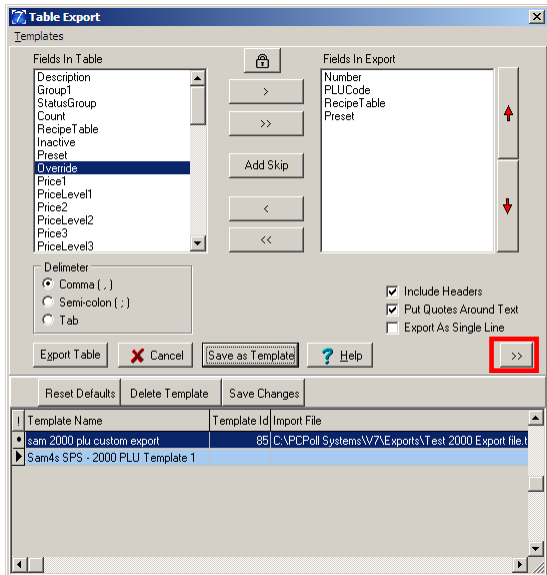
    Put Quotes Around Text option if checked, will add quotation marks around any field that has text data.

    Export as Single Line option is checked, will export the file as one single line. *Note: The file cannot be re-imported to Version 7 Polling if this option is used.*
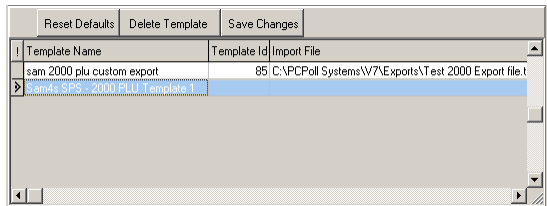
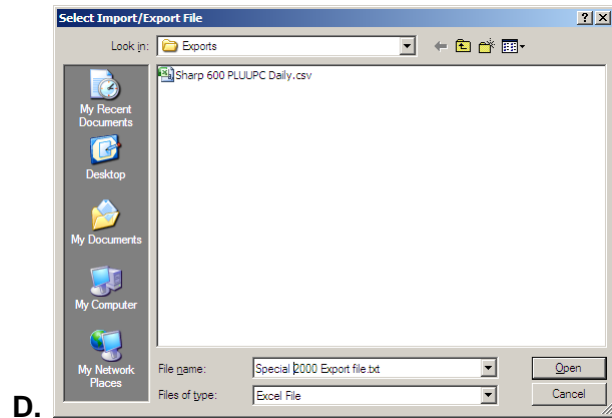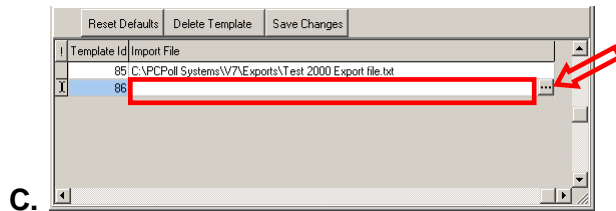**Cancel** button will exit the user from the table export screen.

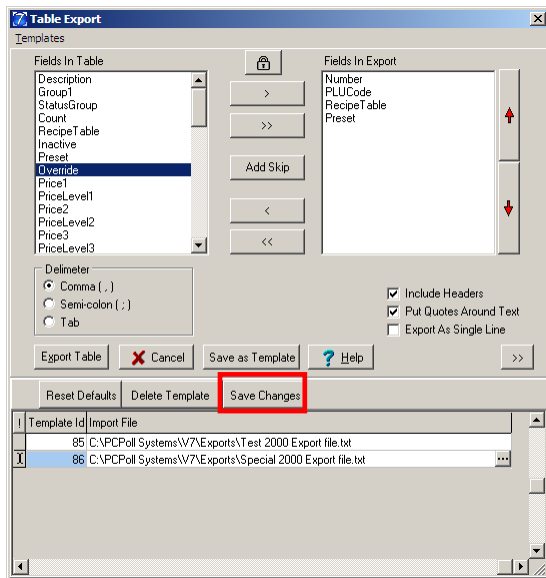6. Click the **Save as Template** button.

7. Click on the double **Chevron** (**>>**) button in the red box above. This will open the template table display grid. This grid will open at the bottom of the screen. The template that was just saved will be added to the bottom of the list.
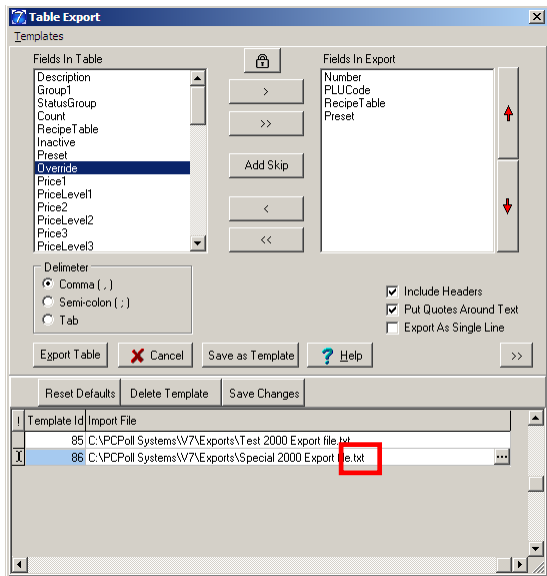
8. Select the template in the lower grid by clicking on it. Add a unique template name and ID by clicking in the cell of the grid to be changed.
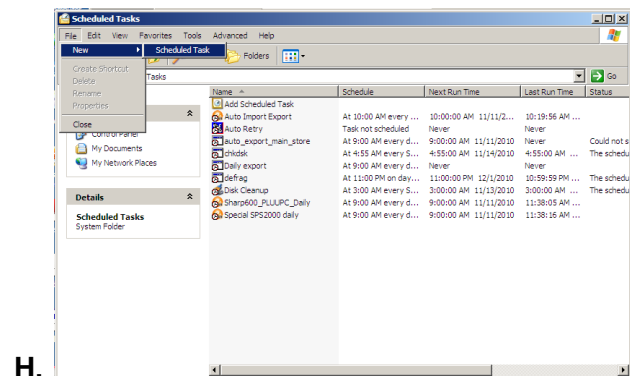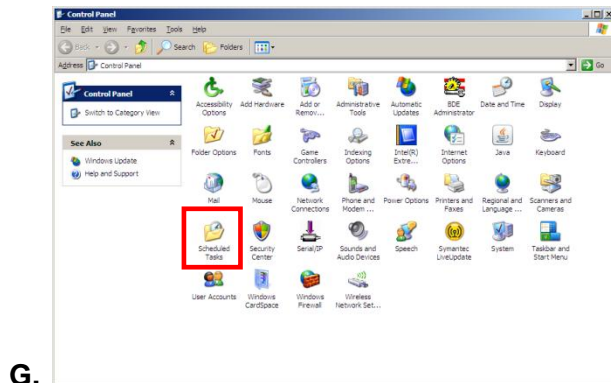

C.

D.

9. In Figure C, click under **Import File** to highlight the cell (in the red box in the figure on the left). Scroll to the right to the end of the grid line. Click on the three-dot button ⊞ at the end of the line. In Figure D, the Select Import/Export File screen opens. Pick a path and file name for the Export File field. Click **Open**. *Note: This path must exist.* Users can save files as text (.txt) or comma separated Excel® (.csv) files.
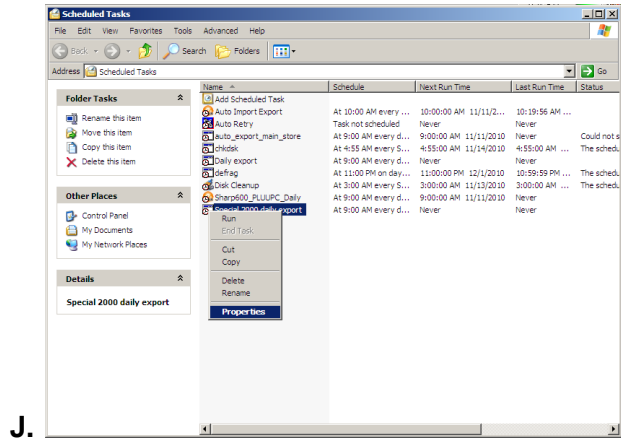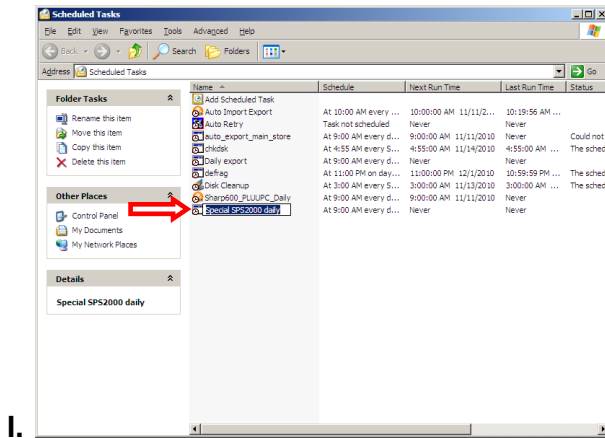

10. Click **Save Changes** button on the Table Export screen.

11. In Figure E, click the **Export Table** button. A Save As screen, Figure F, will open and require a name for the export and a location. Click **Save**.
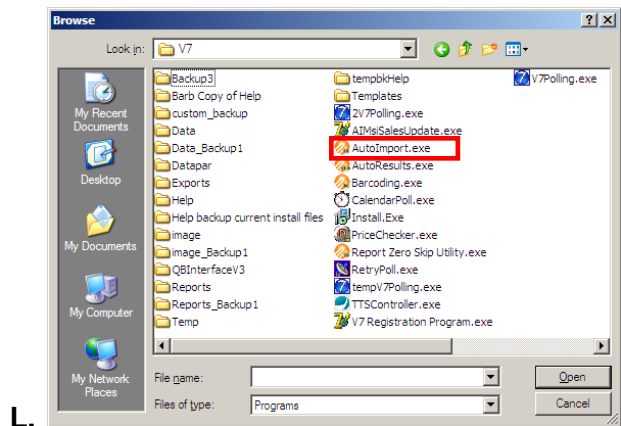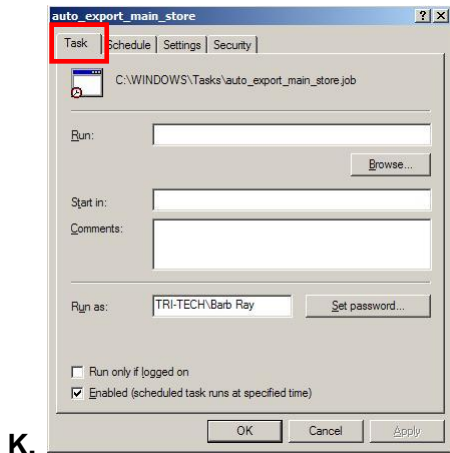
12. There should be a file extension at the end of the **Import File** entry, for example (.txt) or (.csv). Exit the Table Export screen by clicking on the **Close** button at the top right of the screen or do a manual export.
13. Click on the PC's Windows **Start** button, and then click on **Control Panel**.
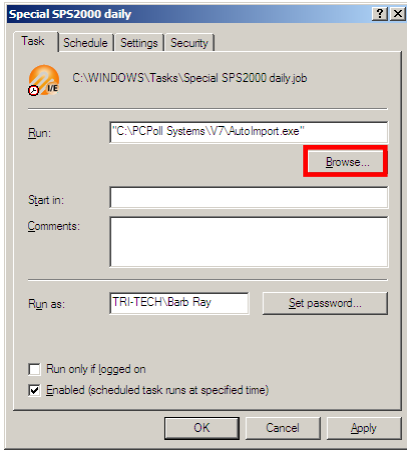

G.

H.

14. On the screen in Figure G, double click on **Scheduled Tasks**.
15. On Scheduled Tasks screen in Figure H, click on **File** from the top menu, and then scroll down to **New** then scroll over to **Scheduled Task**.
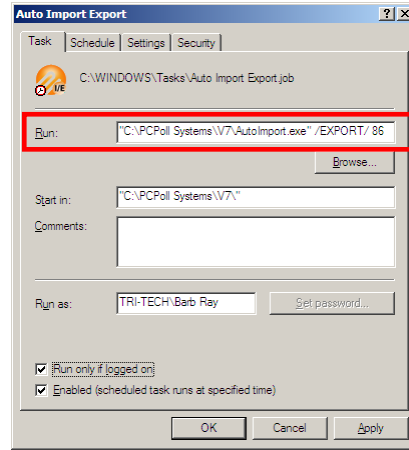
5

I.

J.

16. In Figure I, type in a name for the scheduled task that will indicate its function.
17. Right click on the scheduled task and select **Properties** as on the screen in Figure J.

K.

L.

18. On the **Task** tab in Figure K on the left, click the **Browse** button. The screen on the right will open.
19. In Figure L. navigate to the V7 Polling folder and double click on **AutoImport.Exe**.
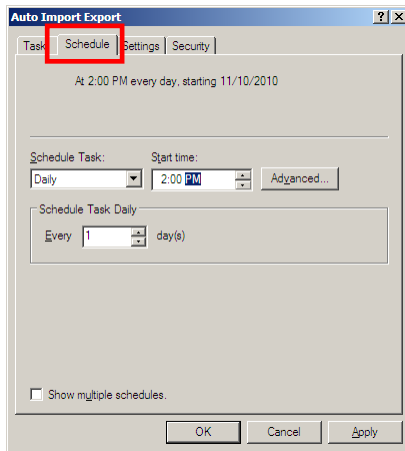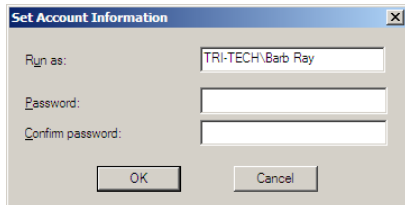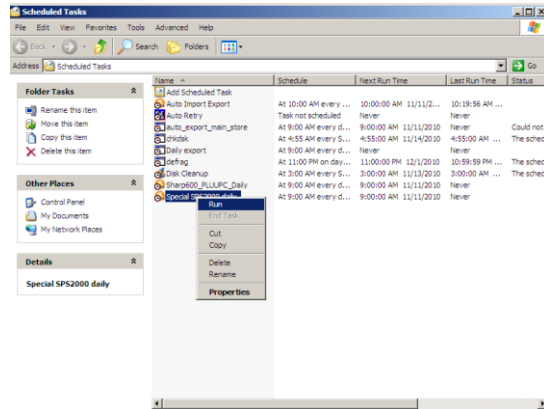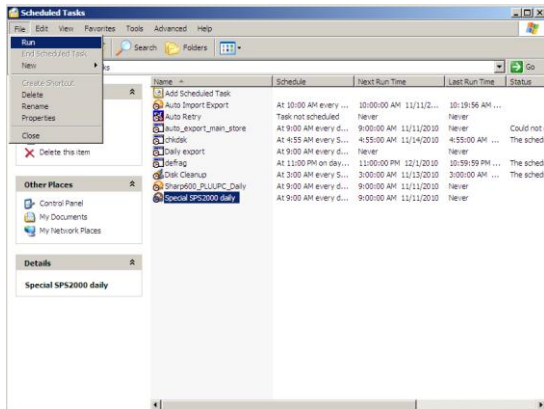
M.

N.

20. In Figure M, clicking the **Browser** button will fill in the <u>R</u>un entry box.
21. In Figure N, add a command line parameter to the end of the Run line to identify it as import or export. For import enter /IMPORT and for export enter /EXPORT.
22. Next add a command line parameter for the template ID at the end of the Run line, for example: /31. *Note: There is one space in front of the import/export command and another space in front of the template id.*
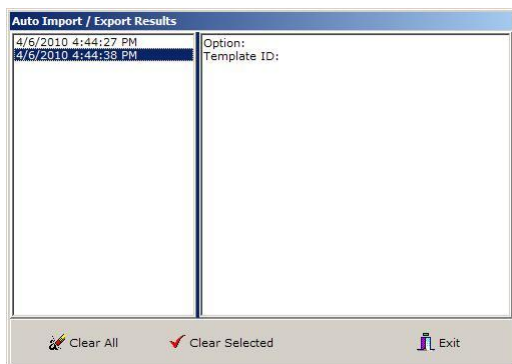

23. Next, go to the **Schedule** tab and set up a schedule for how often you want the task to run.
24. Click **OK** at the bottom of the screen to complete.

25. You will probably be asked for a password. Enter it and click **OK**.

26. To test the task, highlight it, and right click on the task and click on **Run** from the File menu or right click on the task and click **Run** from the drop down menu. Let the software process.

27. To view results of your auto import/export operations, run the program AutoResults.exe located in your polling folder. Click **Exit** when done.

Note: The user needs to create a template and a scheduled task for each import and each export the user wishes to do. For example, the user could export the PLU file automatically each night at 1:00 am from store 1 and auto import (append with update) to store 2 at 2:00 am each night.