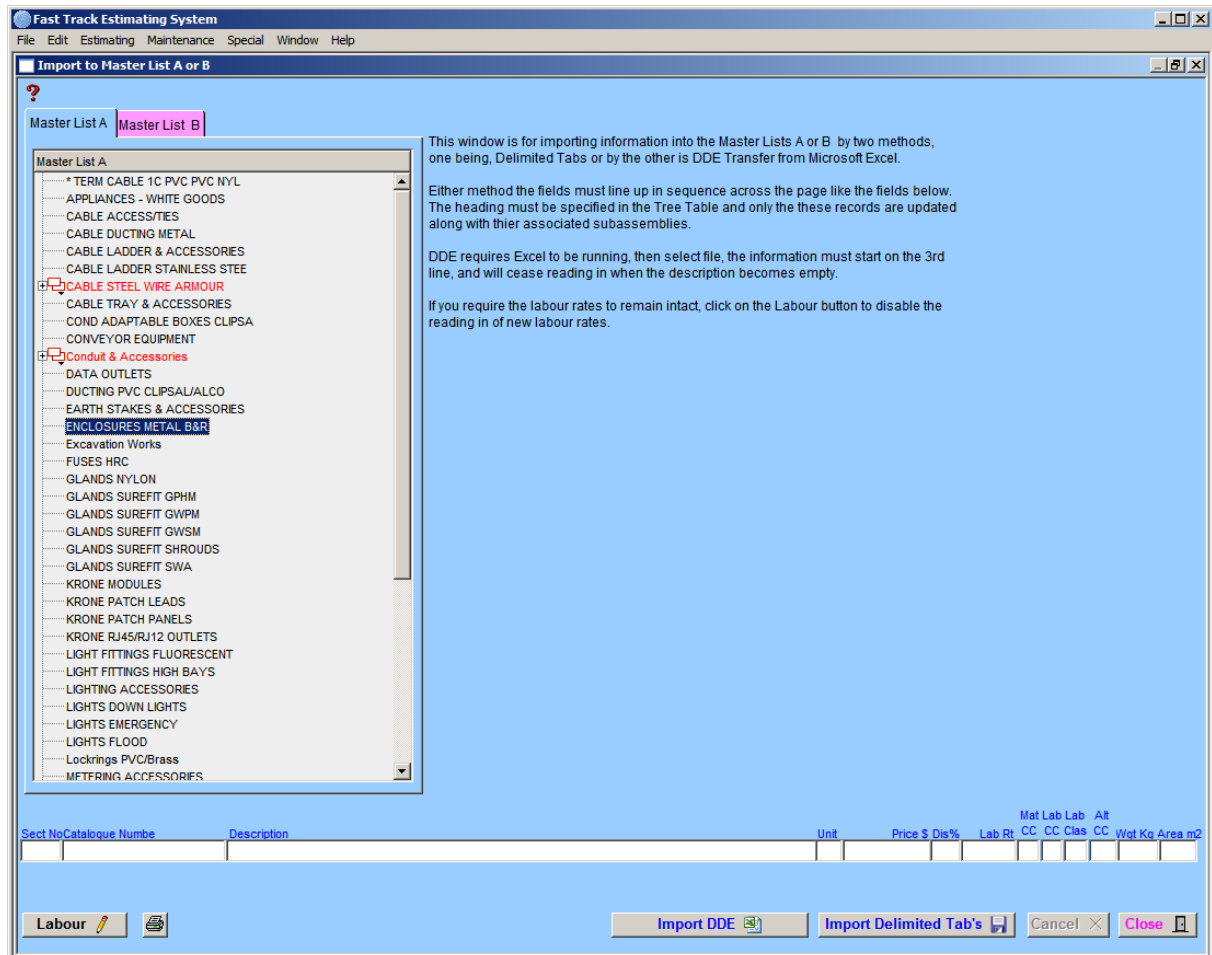


## 8.5 Master List Import

This window is used to import information into the Master List A or B by two methods; one is by Delimited Tabs and the other by DDE Transfer from Microsoft Excel.



### Import DDE


When importing data using DDE method, the excel spreadsheet should be formatted as the fields displayed in the screen above. The heading must be specified in the Tree Table and only those records are updated along with their associated subassemblies. The procedure works by checking if the catalogue number exists. If the catalogue number exists, it updates the data and if it does not exist, it adds a new entry. During the procedure the dates are recorded. At the end of the procedure you will be asked a question: "Do you want to delete all unmodified records?" your answer should be "yes". This stops an accumulation of useless data.

DDE requires Excel to be running. Click on the Import DDE button and select the required file. Data in the excel spreadsheet must start on the 3<sup>rd</sup> line. If the description field is empty the system will stop reading and the subsequent data will not be imported.


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**Import Delimited Tab's** 

When importing data using Delimited Tab's method, the fields must line up in sequence across the page like the fields displayed in the screen above. The heading must be specified in the Tree Table and only those records are updated along with their associated subassemblies.

**Labour** 

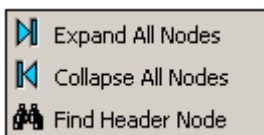
Labour rates can be formed only if prices are to be updated. If the field value equals = zero, the labour rates will be deleted.

**Labour** 

If you require the labour rates to remain intact, click on the Labour button. This will disable importation of the labour rates.

**Right Click Menu**

This menu can be found by right clicking in the table in the window.



The first function is Expand all Nodes. This function allows you to expand all the nodes in the left hand table so that all nodes are displayed without clicking individually.

The second function is Collapse all Nodes. This function allows you to collapse all the nodes so that only the Nodes so that only the headings are showing.

The third function is Find Header Node. This function allows you to find a specific Node by using its header.