

Importing Data

Full Color Ordering System

Thursday, July 9, 2009

File Edit View Tools Help

- New Order
- Manage Orders
- Manage Projects
- Import Data**
- Export for Shoot Cards
- Register Another Account
- Switch Account
- Print
- Exit

Pic-A-Pac School

Reference	Type	Status	Total
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Upload Selected Orders Select one or more 'Ready' orders in the list above

Start a New Order Edit Delete

Recently Submitted Orders

Submitted	Order	Reference	Type	Status	Total
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Refresh Order Status Reset to Pending View Summary

New Cropping Features
We have added the ability to crop in the image panel. - [learn more](#)

Ready

Importing Data

The screenshot shows a web application window titled "Full Color Ordering System" with a menu bar (File, Edit, View, Tools, Help) and a date display (Thursday, July 9, 2009). The main content area is titled "Systems" and has tabs for "All", "Prints", "Proofs", "Sports", "Pic-A-Pac", and "School".

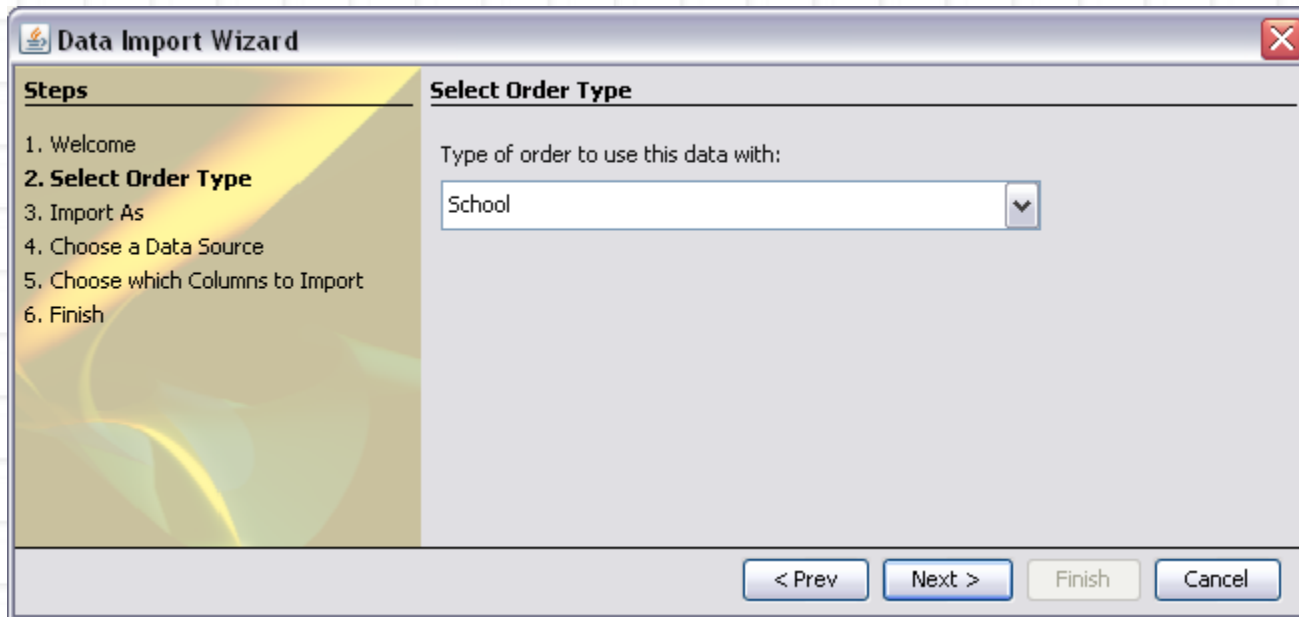
Under the "Pending Orders" section, there is a table with columns: Created, Reference, Type, Status, and Total. Below this table is a "Data Import Wizard" dialog box. The wizard has a "Steps" list on the left and a "Welcome" message on the right. The "Steps" list includes: 1. Welcome, 2. Select Order Type, 3. Import As, 4. Choose a Data Source, 5. Choose which Columns to Import, and 6. Finish. The "Welcome" message reads: "Welcome to the Data Import Wizard. This wizard will guide you through the process of importing data from either Microsoft Excel or CSV formatted files. The imported data can then be associated with image fields during the ordering process. Click next to begin." The "Next >" button is highlighted.

Below the "Pending Orders" table, there is a "Recently Submitted Orders" section with a table that has columns for Submitted and Order. At the bottom of the main content area, there are buttons for "Refresh Order Status", "Reset to Pending", and "View Summary".

At the bottom left, there is a "New Cropping Features" notification with a lightbulb icon and the text: "We have added the ability to crop in the image panel. - [learn more](#)".

The status bar at the bottom left shows "Ready".

Importing Data



Importing Data

School name must be complete.
It will be used on some products.

Data Import Wizard

Steps

1. Welcome
2. Select Order Type
- 3. Import As**
4. Choose a Data Source
5. Choose which Columns to Import
6. Finish

Import As

School:
Central High School

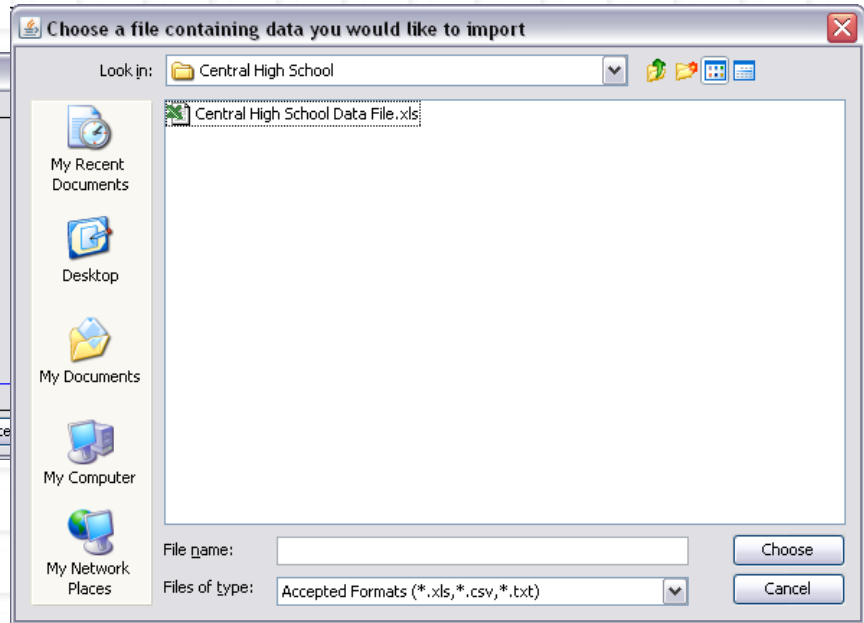
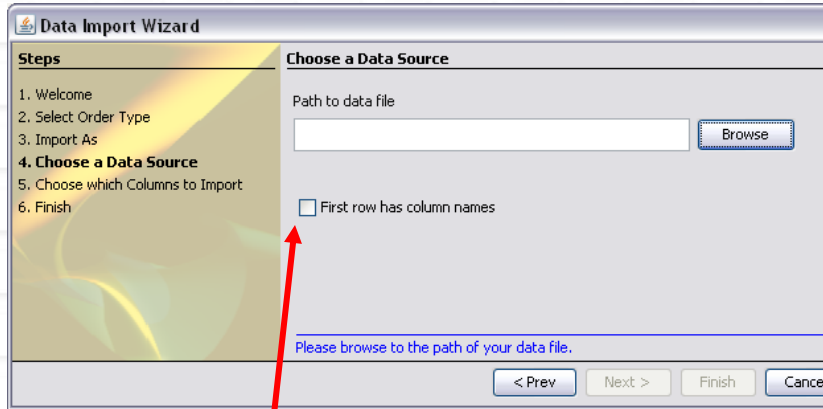
Project:
CHS 2010 Fall Yearbook Shoot

*a project will be created using this name if one does not already exist.

< Prev Next > Finish Cancel

Project name must contain.
School Name Reference
Year
What the pictures are.

Importing Data



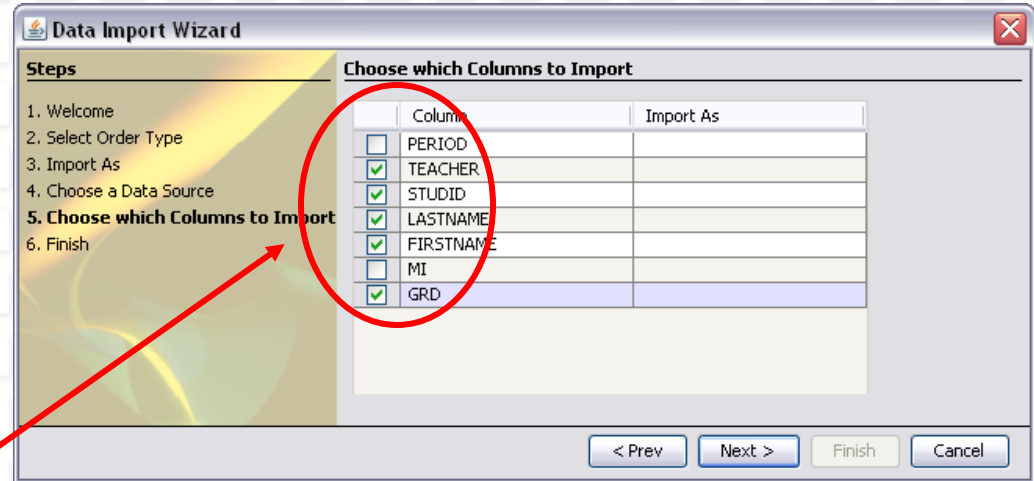
First row contains headings

The screenshot shows Microsoft Excel with the file 'Central High School Data File.xls' open. The data is imported into a worksheet with the following table structure:

	A	B	C	D	E	F	G	H	I
1	PERIOD	TEACHER	STUDID	LASTNAME	FIRSTNAME	MI	GRD		
2	01	E DECK	269024	ARCINIEGA	NICHOLAS	A	09		
3	01	E DECK	263243	GUZMAN	NEENU		09		
4	01	J COSTELLO	259965	RIVERAS	CURTIS	L	09		
5	01	B LACY	270048	VERTZ	CHASE	R	09		
6	01	E HOLLOWAN	248850	ESCAMILLA	ADAM		09		
7	01	E HOLLOWAN	335242	FREIHEIT	BRIAN	L	09		
8	01	E HOLLOWAN	354510	GARCIA	LAUREN	N	09		

Choose what to import:

In this case we are not importing the PERIOD and MI.



Microsoft Excel - Central High School Data File.xls

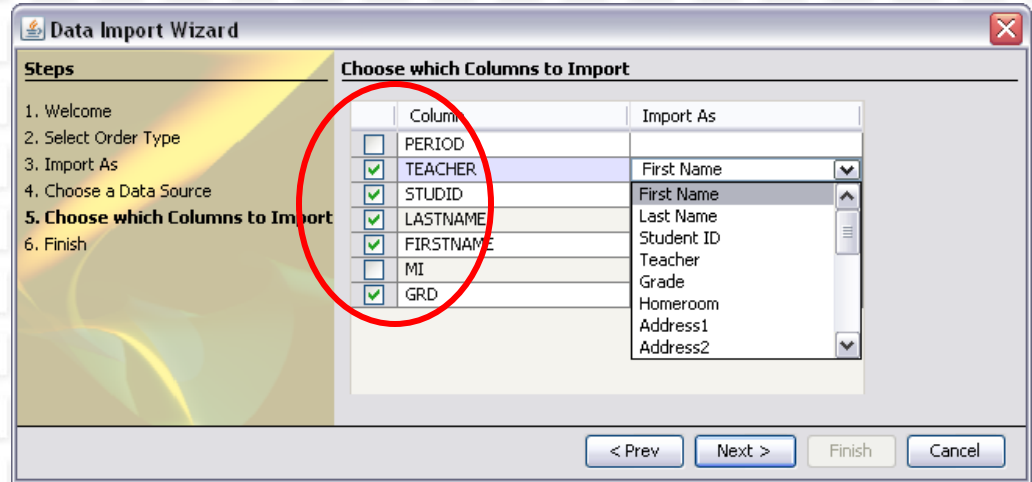
File Edit View Insert Format Tools Data Window Help

J26 =

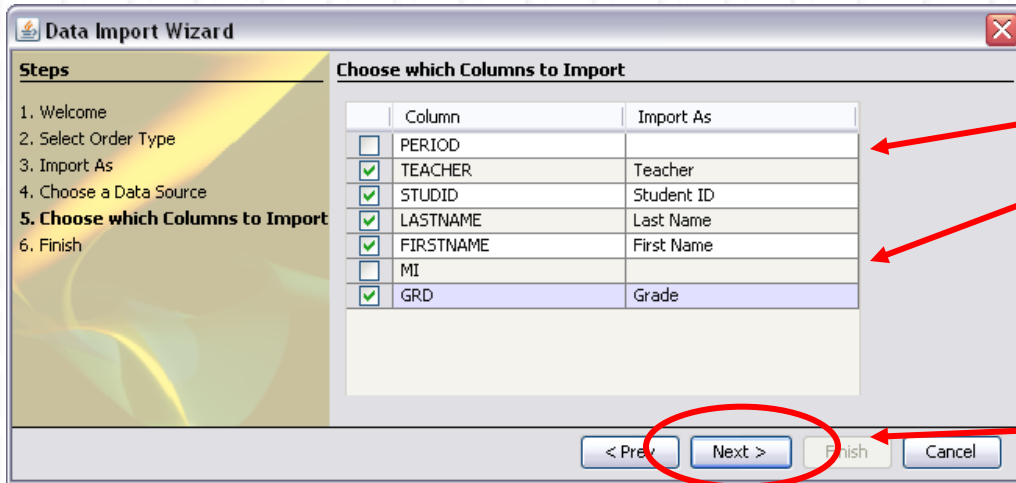
PERIOD	TEACHER	STUDID	LASTNAME	FIRSTNAME	MI	GRD
2 01	E DECK	263243	ADONIEGA	NICHOLAS	A	09
3 01	E DECK	263243	GUZMAN	NEENU		09
4 01	J COSTELLO	259965	RIVERAS	CURTIS	L	09
5 01	B LACY	270048	VERTZ	CHASE	R	09
6 01	E HOLLOMAN	248850	ESCAMILLA	ADAM	W	09
7 01	E HOLLOMAN	335242	FREIHEIT	BRIAN	L	09
8 01	E HOLLOMAN	354510	GARCIA	LAUREN	N	09
9 01	E HOLLOMAN	253465	GILBY	OSCAR	A	09
10 01	E HOLLOMAN	254426	JONES	MACKENZIE	K	09
11 01	E HOLLOMAN	310394	LLOYD	MATTHEW	E	09

Assign data fields:

Example:
Teacher = Teacher
Studid = Student ID



Finished Mapping



Not Imported.

Finish the import.