

## **Free Input Program**

This program is designed to work with any of our programs to put the data, you have elsewhere on your computer, into the program.

The first task is to transfer the information you have into a CSV file, which the program uses. If your data is in Excel, the exercise is easy as you just have to save the file as a CSV one, which you can then use.

You can also export your names and addressees from Outlook to a CSV file.

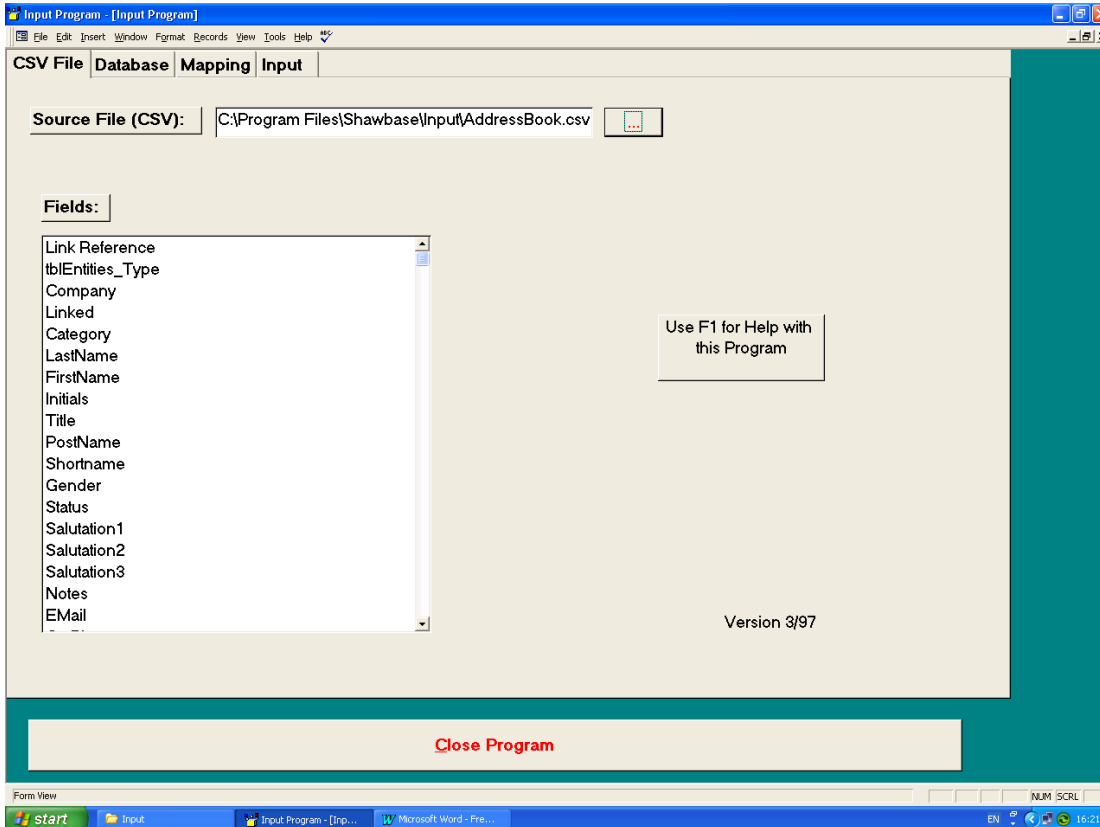
IF your Information is in Access, you can export a Table as a TXT file.

IF your information is in Word , save it as a TXT file.

Then if you have information in either a TXT file or as an HTML it can be read by Excel and saved as a CSV File.

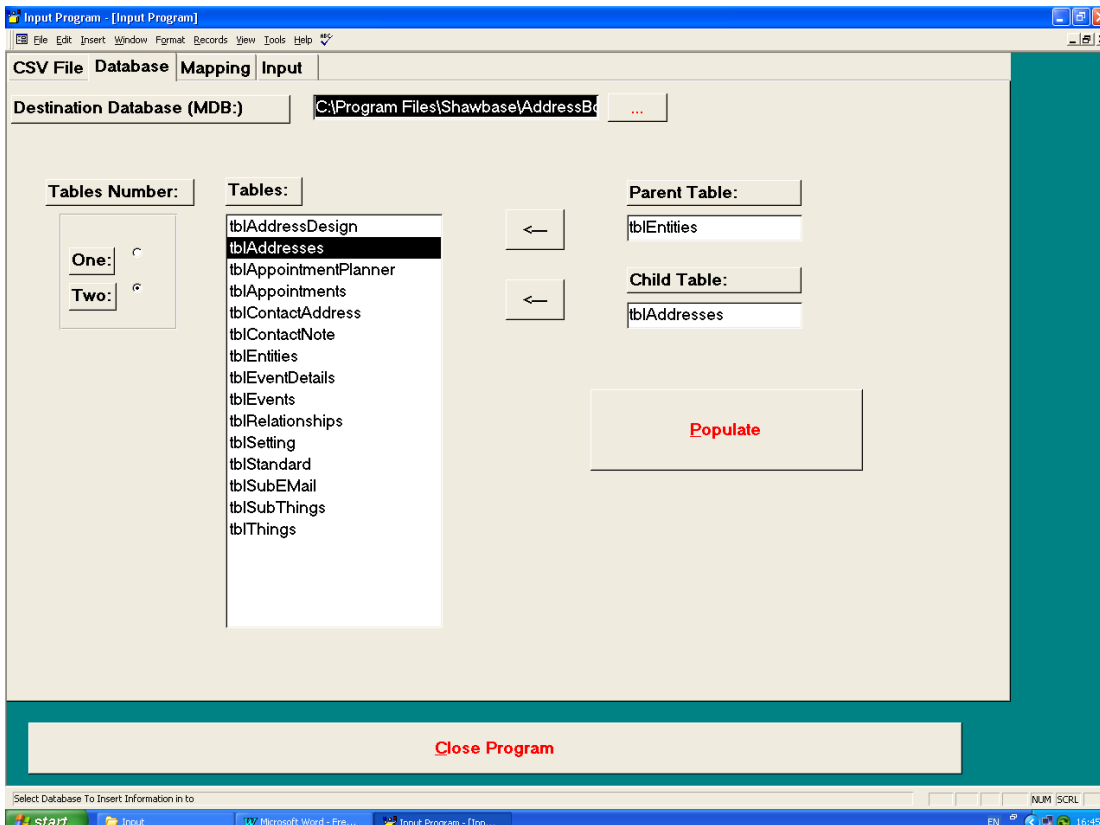
The top line of the csv file must have the headers for the information to be added and there must be no gap between the headers and the information being used. You must also, in the case of Entities, add a Column to insert either Person Or Company.

# The Opening Page



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As you will see from the opening Page of the Program, once you have selected a CSV file, the details will be shown on the left hand Screen.

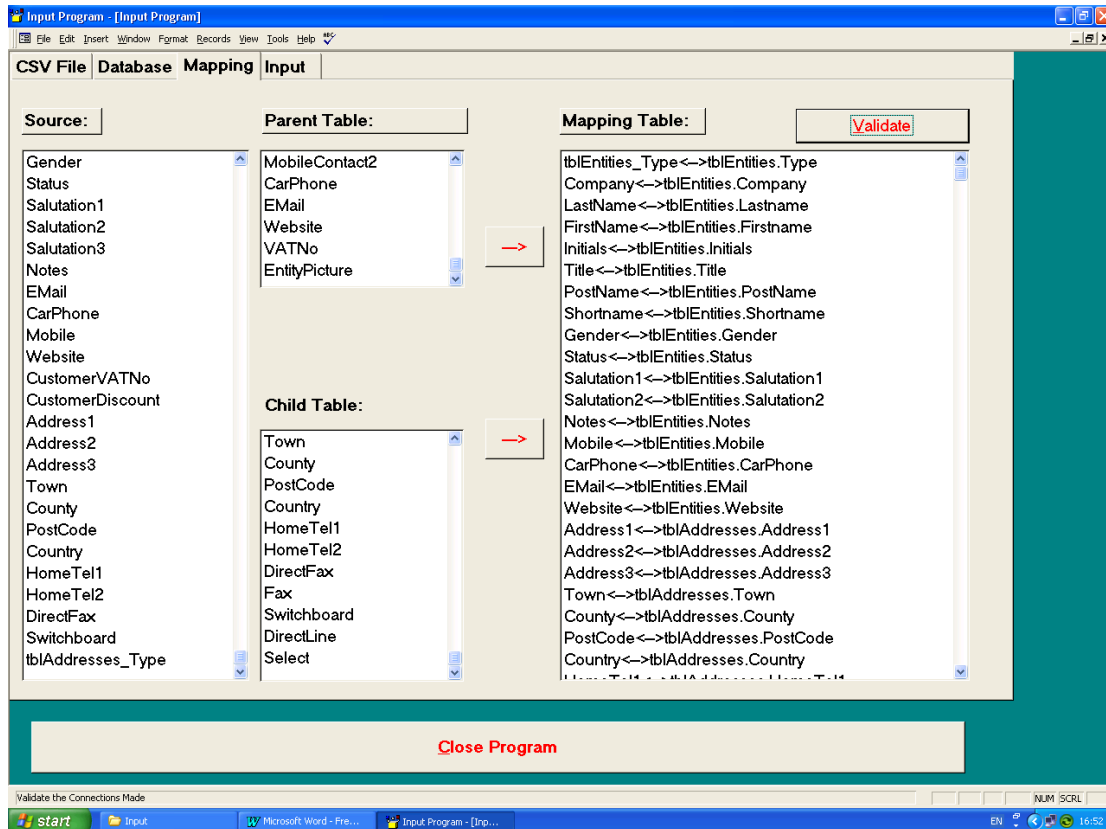
# Databases



You Select the Database you want to put the Information in to and then Select either One or Two Tables. For Example in the Address Book the Information goes into two Table one for the Name and the other for the Addresses. (One person can have more than one Address).

You must then use the populate button to line up the selection chosen with the information in the CSV file.

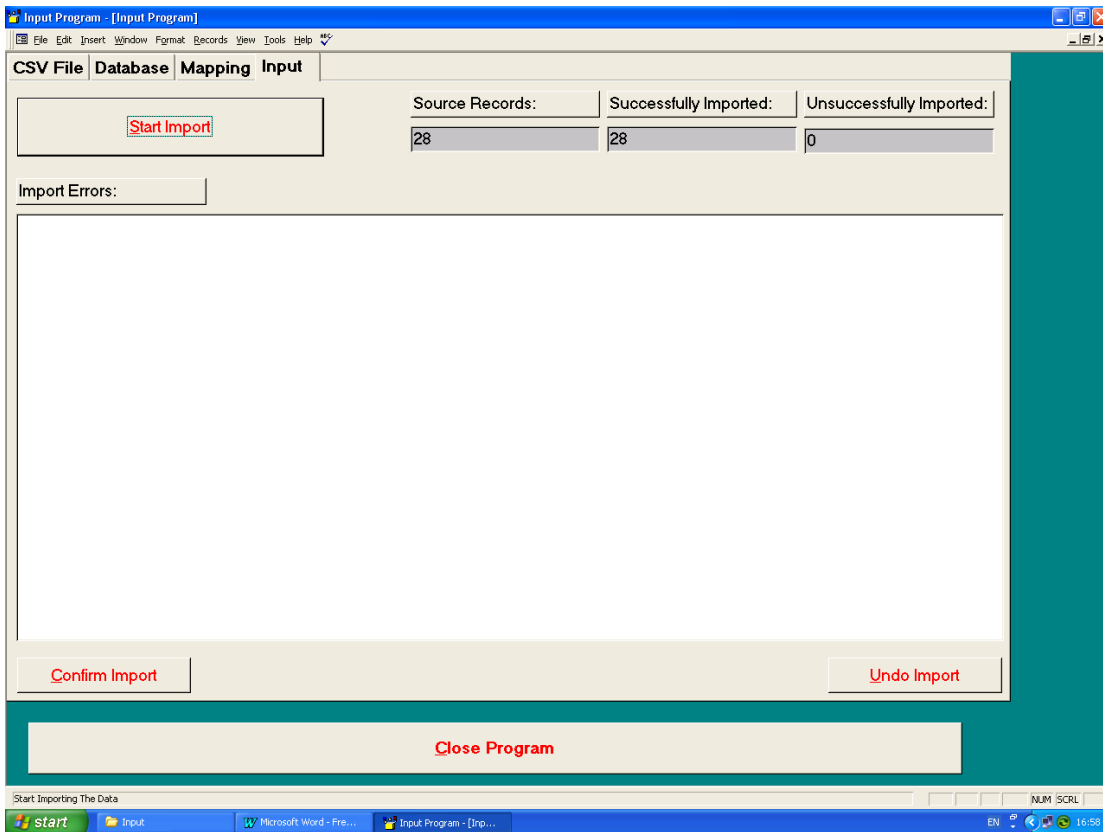
## Mapping Page



You must select the entries from the appropriate Columns and add them to the Mapping Table, using the two arrows from the two tables (If Appropriate)

You then click the Validate button to ensure all necessary fields have been used.

# The Input Form



When you start the import, you will see the number of records imported and any comments of problems are shown in the window below.

There is then the option to **Confirm the Import** or to **undo the Import** and start again.

There are full instructions on the Program on how to use it.