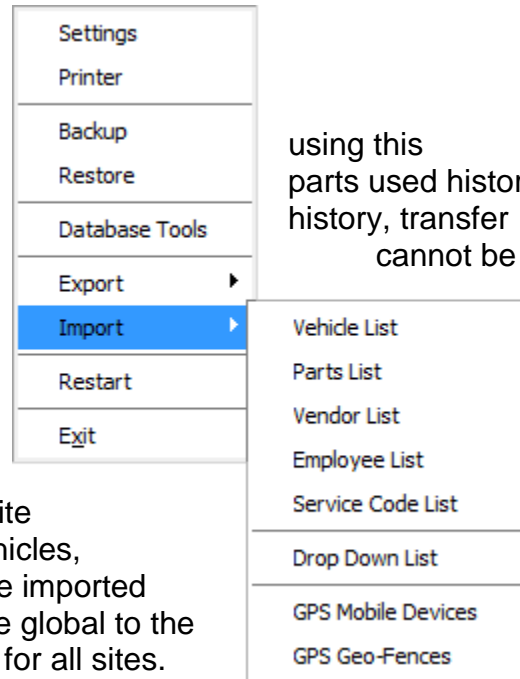


## Importing and Exporting Data

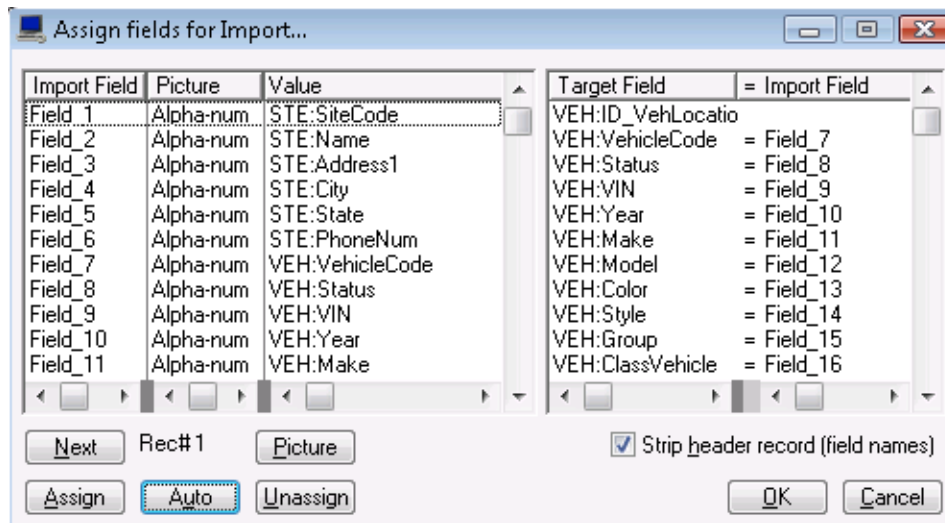
### Importing Data

The types of data that can be imported are:

- 1) No transactional data can be imported process; for example, service history, pm schedules, receipt history, purchase history, fuel history, and daily log history imported.
- 2) The data must be in a comma delimited text file (\*.csv).
- 3) Multiple site import is not supported. The import will associate the records with the site that the user is currently logged on to. Vehicles, vendors, employees and parts lists must be imported separately for each site. Service codes are global to the entire company and can be imported once for all sites.



Assigning fields for Import:



Choose the field from your import file on the left and then choose the target field on the right that you want to assign to. Press the "Assign" button to assign the field from the import file to the target database field. Press the "Unassign" button to un-assign the field.

Currently there is no option to save the assigned fields. You must assign the fields each time. If you include the proper header record with field names in the first row of the import data file, you can “Auto” assign the fields.

**HINT:** You can get the proper header record by performing an export for the corresponding list. Select the desired fields and choose “include header record with field names”. Now you can inspect the exported file for the generated header record.

## Exporting Data from the Export Menu

*The types of data that can be exported are:*

- Parts List
  - On Hand List
  - Parts Usage List
  - Transfer List
  - Adjustments List
  - Purchase Order List
  - Purchase Order Parts List

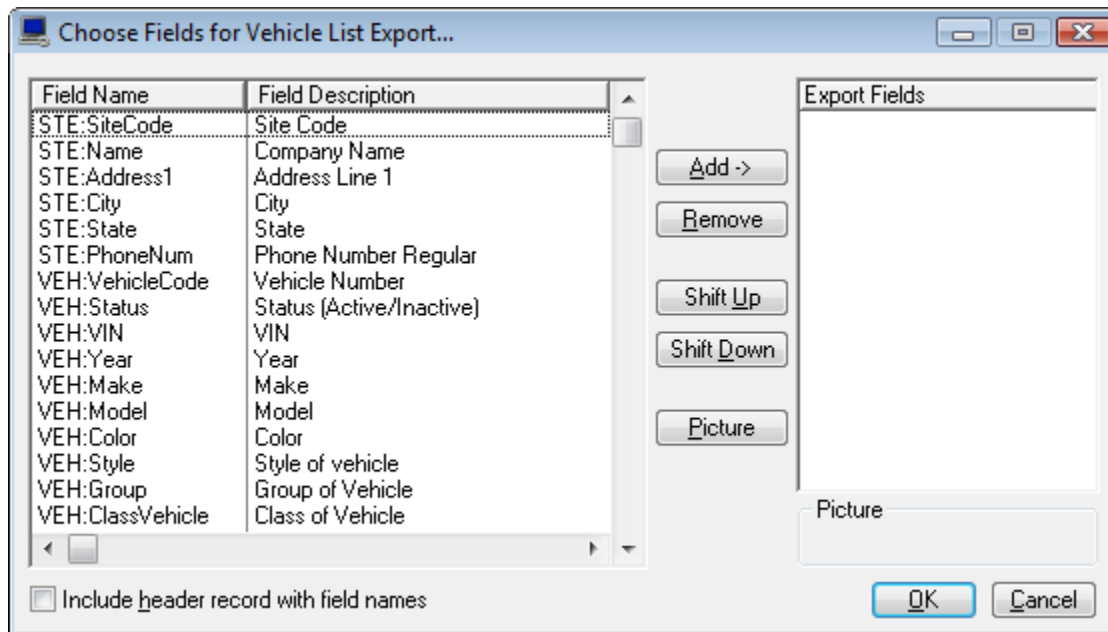
- Vehicle List
  - Fuel List
  - Log List
  - Reported Problems
  - Licensing and Permits List
  - Tire List
  - Parts Reference List

- Service Code List
  - PM Schedule List
  - Work Order List
  - Work Order Part Usage List
  - Work Order Service List

- Employee List
- Physicals List
- License List
- Certifications List
- Training List

- GPS Alerts
- GPS Routes
- GPS Fixes

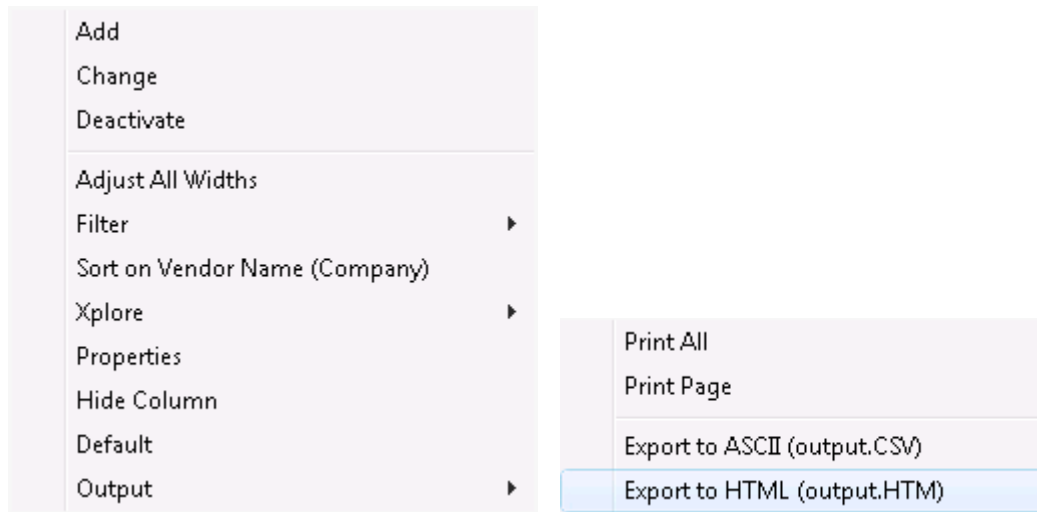
### Choosing fields for Export:



Choose the fields on the left that you want to include in the export file. Press and hold the CTRL key to select multiple fields or the SHIFT key to select a range of fields and press the "Add" button. To remove a field from export fields, select the field and press remove. You can shift the order of the fields by pressing the "Shift Up" and "Shift Down" buttons.

It is usually best to select "Include header record with field names" so that the first record of the export file has a header record with the field names.

## Exporting Data from a list with the “Right-Click” Menu



The “Output” function lets you export the data in the list -- exactly as it appears in the list -- to a printer or file. ASCII files (.csv) are compatible with most spreadsheet software such as Excel. HTML files (.htm) are compatible with web browsers. In conjunction with the other “right-click” menu functions, you can customize the data and the format of the data before exporting using the Output function.

## Exporting Data directly from the SQL Server

Truck Tracker includes an SQL Server Login account with read-only and backup permissions on the database.

SQL Server Name: (Computer Name)\TruckTracker

Database Name: TruckTracker

Username: TruckTrackerRead

Default Password: TruckTr@ck3rR3@d

**The default password can (and should) be changed in the File Menu, Database Tools window.**

