Importing, Exporting, and Emailing Data

Importing Data

Before importing data into the system you should create a new database backup file and make sure no other users are entering data in the system. The reason is because if you want to remove the imported data and start over, you must remove each imported record one by one. It is much easier to simply restore the database to a point just before the import process.

- The data must be in a comma separated text file (*.csv).

- Strings should be quoted if the data contains any commas.

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.

It helps to have the field names in the first row when mapping the target fields. If the field names are included in the first row of the import file, you can press the "*Auto*" button to attempt to automatically map the fields according to the field name. Otherwise the field will be referenced by field number. Click on the "*Next*" button to preview the records in the imported file.
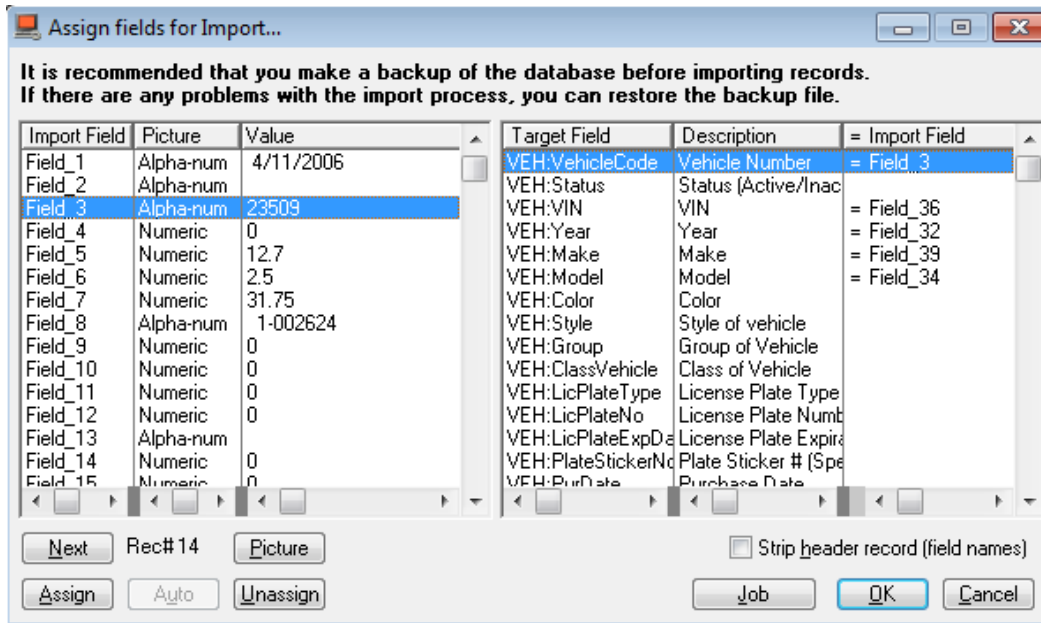
Choose the field from your import file on the left and then choose the target field on the right that you want to assign to. Press the "*Assign*" button to assign the field from

the import file to the target database field. Press the "*Unassign*" button to un-assign the field.

To specify the data type and format of the imported field, select the field and press the "*Picture*" button. Now enter @N12.2 for numeric and decimal fields, and @S30 for alphanumeric data. For date and time fields, enter the correct format according to your requirements from the data format codes below.

Data Format Codes (also known as picture tokens) define the way a field displays when a file is imported into or exported out of Truck Tracker software. There are six types of Data Format Codes: Numeric and Currency, Scientific Notation, Date, Time, Picture Patterns, and String. Both the import and the export screens have a Picture button where Data Format Codes can be defined. Below are examples of different Data Format Codes:

Numeric and Currency Codes

@N   All numeric and currency codes begin with @N. Here are some examples:

Numeric	Result	Format
@N9	4,550,000	Nine digits, group with commas (default)
@N_9B	4550000	Nine digits, no grouping, leading blanks if zero
@N09	004550000	Nine digits, leading zero
@N*9	***45,000	Nine digits, asterisk fill, group with commas
@N9_	4 550 000	Nine digits, group with spaces
@N9.	4.550.000	Nine digits, group with periods
Decimal	**Result**	**Format**
@N9.2	4,550.75	Two decimal places, period decimal separator
@N_9.2B	4550.75	Two decimal places, period decimal separator, no grouping, blank if zero
@N_9'2	4550,75	Two decimal places, comma decimal separator
@N9.'2	4.550,75	Comma decimal separator, group with periods
@N9_'2	4 550,75	Comma decimal separator, group with spaces,
Signed	**Result**	**Format**
@N-9.2B	-2,347.25	Leading minus sign, blank if zero

@N9.2-	2,347.25-	Trailing minus sign
@N(10.2)	(2,347.25)	Enclosed in parens when negative
Dollar Currency	**Result**	**Format**
@N$9.2B	$2,347.25	Leading dollar sign, blank if zero
@N$10.2-	$2,347.25-	Leading dollar sign, trailing minus when negative
@N$(11.2)	$(2,347.25)	Leading dollar sign, in parens when negative
Int'l Currency	**Result**	**Format**
@N12_'2~ F~	1 5430,50 F	France
@N~L. ~12'	L. 1.430.050	Italy
@N~£~12.2	£1,240.50	United Kingdom
@N~kr~12'2	kr1.430,50	Norway
@N~DM~12'2	DM1.430,50	Germany
@N12_'2~ mk~	1 430,50 mk	Finland
@N12'2~ kr~	1.430,50 kr	Sweden

Scientific Notation Format Codes

@E   All scientific notation codes begin with @E. Here are some examples:

Code	Value	Result
@E9.0	1,967,865	.20e+007
@E12.1	1,967,865	1.9679e+006
@E12.1B	0	
@E12.1	-1,967,865	-1.9679e+006
@E12.1	.000000032	3.2000e-008
@E12_.4	1,967,865	1 967.865e+003

Date Format Codes

@D   All date codes begin with @D. Here are some examples:

Code	Format	Result
@D1	mm/dd/yy	10/31/59
@D1>40	mm/dd/yy	10/31/59
	!This defaults to 1959	
@D01	mm/dd/yy	01/01/95
@D2	mm/dd/yyyy	10/31/1959
@D3	mmm dd, yyyy	OCT 31,1959
@D4	mmmmmmmmm dd, yyyy	October 31, 1959
@D5	dd/mm/yy	31/10/59
@D6	dd/mm/yyyy	31/10/1959
@D7	dd mmm yy	31 OCT 59
@D8	dd mmm yyyy	31 OCT 1959
@D9	yy/mm/dd	59/10/31
@D10	yyyy/mm/dd	1959/10/31
@D11	yymmdd	591031
@D12	yyyymmdd	19591031
@D13	mm/yy	10/59
@D14	mm/yyyy	10/1959
@D15	yy/mm	59/10
@D16	yyyy/mm	1959/10
@D17		Windows Control Panel setting for Short Date
@D18		Windows Control Panel setting for Long Date
	Alternate separators	
@D1.	mm.dd.yy	Period separator
@D2-	mm-dd-yyyy	Dash separator
@D5_	dd mm yy	Underscore produces space separator
@D6'	dd,mm,yyyy	Grave accent produces comma separator

Time Format Codes

@T   All time codes begin with @T. Here are some examples:

Code	Format	Result
@T1	hh:mm	17:30
@T2	hhmm	1730
@T3	hh:mmXM	5:30PM
@T03	hh:mmXM	05:30PM
@T4	hh:mm:ss	17:30:00
@T5	hhmmss	173000
@T6	hh:mm:ssXM	5:30:00PM
@T7		Windows Control Panel setting for Short Time
@T8		Windows Control Panel setting for Long Time
	Alternate separators	
@T1.	hh.mm	Period separator
@T1-	hh-mm	Dash separator
@T3_	hh mmXM	Underscore produces space separator
@T4'	hh,mm,ss	Grave accent produces comma separator

Pattern Codes

@P   All pattern codes begin with the @P delimiter and end with the P delimiter. The case of the delimiters must be the same. Here are some examples:

Code	Value	Result
@P###-##-####P	215846377	215-84-6377
@P<#/##/##P	103159	10/31/59
@P(###)###-####P	3057854555	(305)785-4555
@P###/###-####P	7854555	000/785-4555

@p<#:##PMp	530	5:30PM
@P<#' <#"P	506	5' 6"
@P<#lb. <#oz.P	902	9lb. 2oz.
@P4##A-#P	112	411A-2
@PA##.C#P	312.45	A31.C2

String Codes

@S   All string codes begin with @S. Here is an example:

Code	Value	Result
@S20	xxxxxxxxxxxxxxxxxx xxxxxxxxxxx	!A 20 character string field

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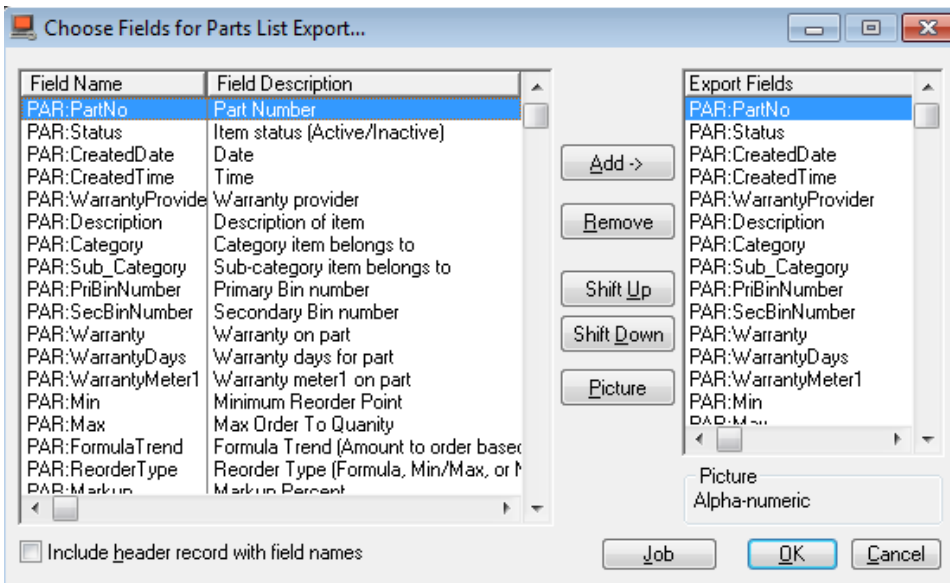
Choose the fields on the left that you want to include in the export file. Press and hold the CTRL key to select multiple fields or the SHIFT key to select a range of fields and press the "Add" button. To remove a field from export fields, select the field and press remove. You can shift the order of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

To change the format of the exported data, highlight the field and press "Picture" button. Then enter the correct picture token.

Import / Export Jobs

Once you have an import or export process ready to run, you can save the settings as a template by pressing the "*Jobs*" button, then clicking "*Add*", entering the *Job Name* and finally pressing Ok to save. You can modify or remove this template at any time.
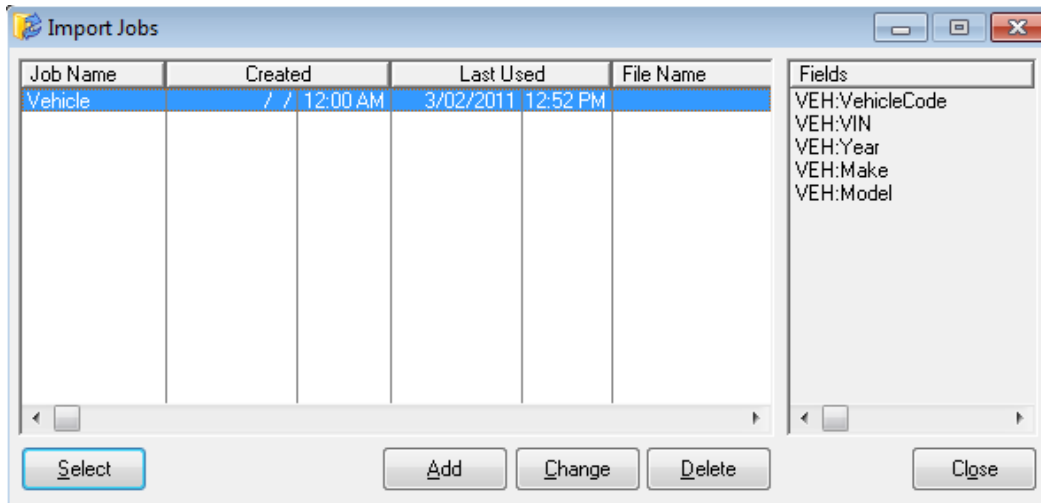
To quickly apply a saved Job to your process, press the "*Jobs*" button, highlight the template you want to use, and press "*Select*". This will apply the settings and save you from reconfiguring the entire process.

Exporting and Emailing Data using the "Send To" Button

When you press the "Send To" button (on the bottom left side under each list), you can choose to export that list in a number of ways.
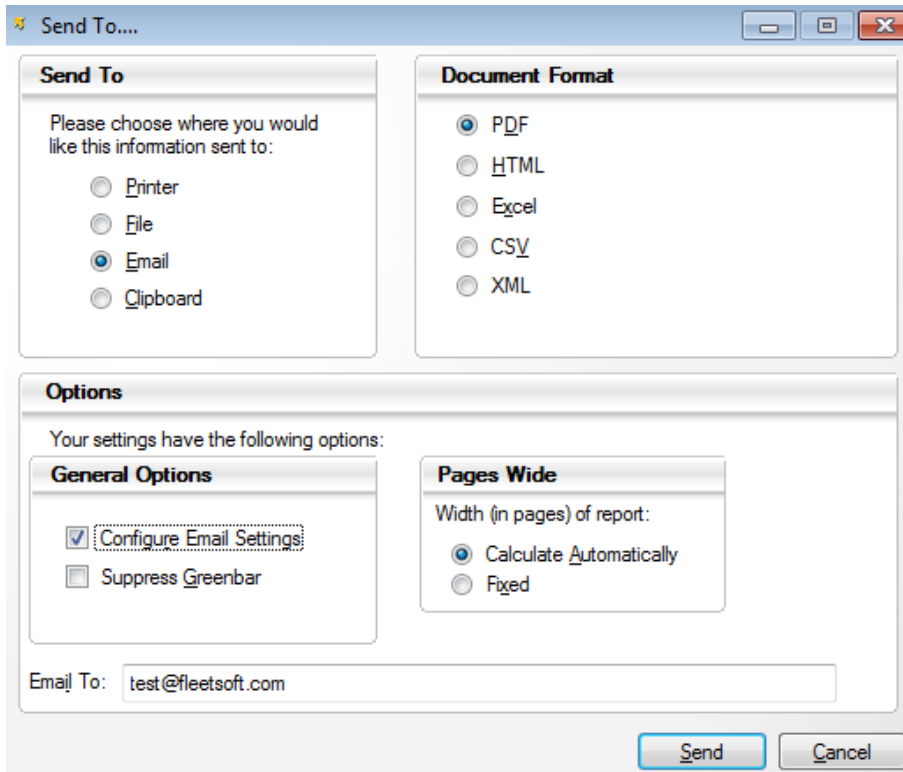
Choose "Printer" to print the list directly to one of your printers as a report. Choose "File" to export the list to the chosen Document Format. Choosing "Email" will export the list to the chosen Document Format and automatically attach it to an email. You must supply an email address to continue sending the list to an email attachment. If you have already configured your email settings you can press the "Send" button and it will be sent automatically. If you need to configure these settings check the box "Configure Email Settings".

Below is a screenshot of the Send Email Options window. If you are using Microsoft Outlook and it's currently running on your desktop then select "Use MS Outlook" option in the bottom left corner. Otherwise you need to enter your SMTP server address, port number, username, password, and optional security settings.

You can have this pre-fill on all workstations to the same SMTP server settings by enabling the setting "Pre-Fill Local SMTP settings" under File->Settings->Email Settings.

Specify a "From" field for the email. Usually this needs to match the email address from which the mail will actually be sent.

"Email To" will be pre-filled from the previous screen; you can add more addresses separated by commas or a semi-colons.

Subject will be pre-filled based on the list you are sending. The attachments list will be set to the temporary export file generated for this email. You can add attachments here if you like by pressing the ellipse button (…). You can also change the email text before it is sent.

Reading Data directly from SQL Server

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

The SQL Server login account is named "TruckTrackerRead", and the default password is "TruckTr@ck3rR3@d". The database is named "TruckTracker" (no space). This password can be changed from the *File* menu, *Database Tools* section. It's recommended that you change the password for security.