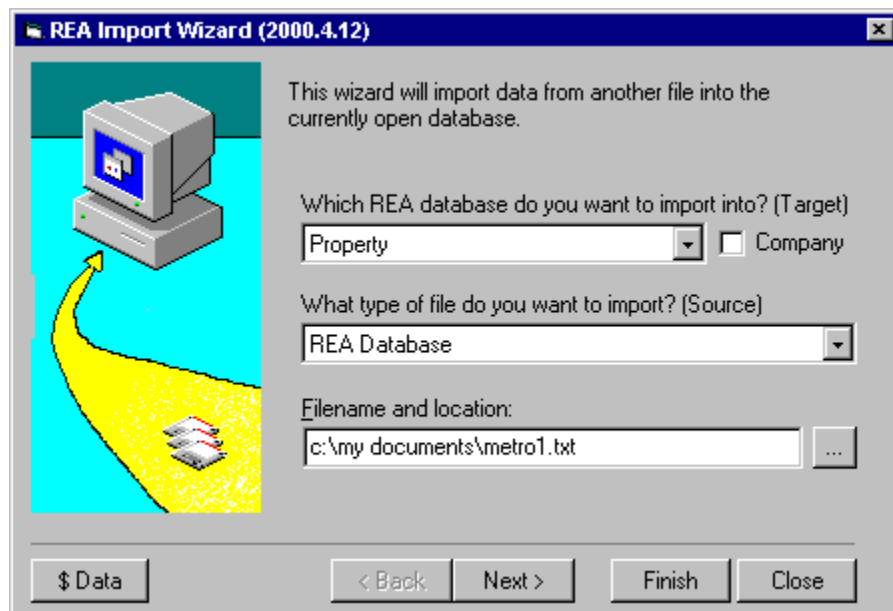


Importing "Raw" Delimited Formated File:

- 1) In the REA program, open the database you want to import data into.
- 2) In the currently open database, go to the File menu and select the option "Data Exchange". From Data Exchange, select "Import".
- 3) The Import Wizard will appear. The Target Database should already be listed as the database you have open at the moment. If the database you want to import data into is not listed as the Target dtabase, click on the down arrow to the right to select the database you wish to import data into. Network Users: REA 2001 Network users will have a checkbox named "Company". Check this checkbox if you want to import data into your company shared databases. If this checkbox is unchecked, then the data will be imported into the Private databases. See *Import Screen Figure 1* below for example.



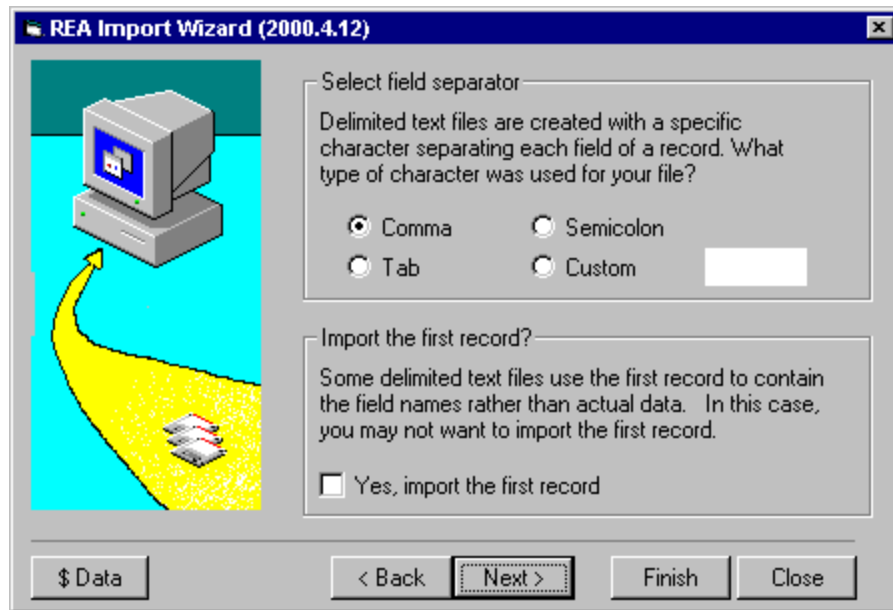
(Import Screen Figure 1)

- 4) The next selection to make is to select what type of data you are going to import into REA. Click the down arrow to the right and select the option "Delimited Data".
- 5) The Filename and Location is the location and name of the file you are about to import into REA. Click on the button to the right that has 3 dots to browse your hard drive or network for the file you are about to import. ⇒ See [The "File to Import Browse Window"](#) for more help locating your file to import.
- 6) Once you have completed this screen click on the **[Next]** button to continue the import.
- 7) The next window in the Import Wizard will ask you some details about the delimited file you are importing. Definitions of what these options are are listed below. See *Import Screen Figure 2* below for example.

Select Field Separator: All delimited files have a special character that separates each field of information. You will need to tell REA what type of delimiter is used in the file being imported. The selection for "Custom" is provided if you have a delimiter that is not comma, tab, or semicolon.

Import the first record: At times, the first row of data in a delimited file contains names of the

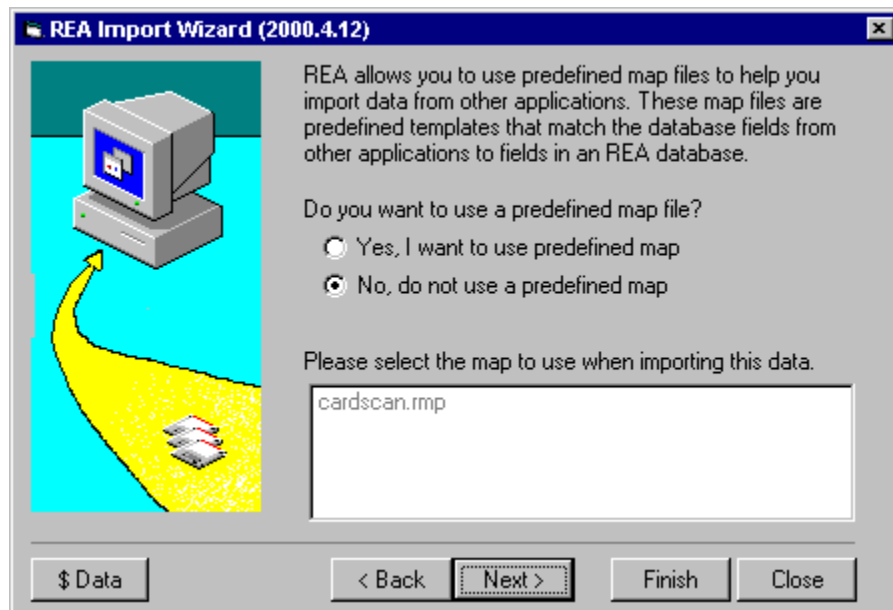
Once you are finished making your selections, click on the **[Next]** button to continue.



(Import Screen Figure 2)

7) The next window that appears asks if you would like to use a Predefined Map. A Predefined map is a data map that you have made for a import of raw data in the past. You have 2 options at this point. See *Import Screen Figure 2* below for example.

- | If you have created a map for this type of data format select the option "Yes, I want to use a Pre-Defined Map" and highlight the name of your saved data map and click **[Next]** to continue.
- | If you do not have a pre-defined map for this file, choose the option "No, Do Not use a Pre-Defined Map" and click **[Next]** to continue.

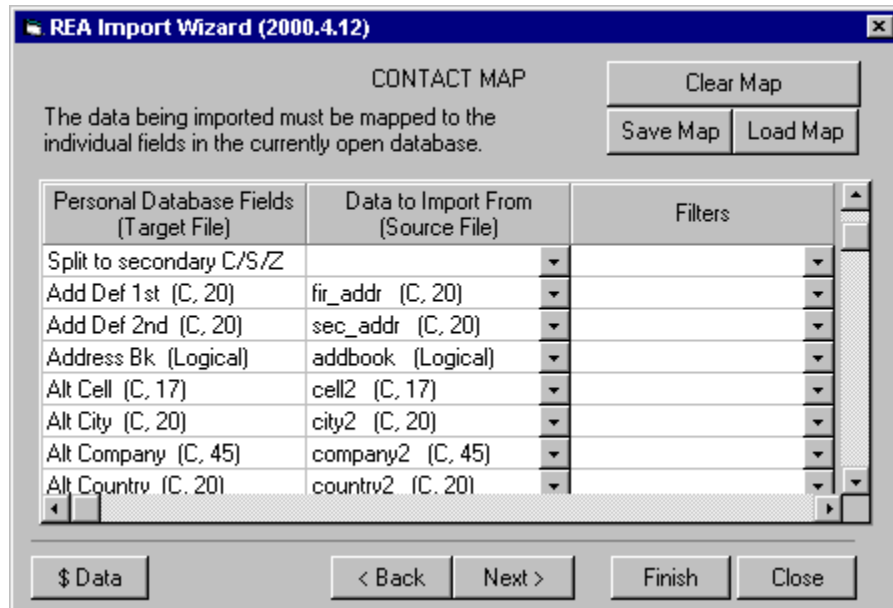


(Importing Screen Figure 2)

8) The "Contact Map" screen will appear. This is were you map data from the file you are importing into REA's fields. Here are some descriptions on this window: See *Import Screen Figure 3* below for example.

- | Database fields (Target File): A list of REA fields you will be importing into. Use the scroll bar on the far right to see more fields.
- | Data to import from (Source File): This column contains the fields for the data you wish to import.

Some Notes about Mapping Fields: Use the corresponding REA target field to activate a list of fields to import. This list of fields from the file that you are importing will allow you to select the field to match to a corresponding REA field. Use the scroll bat to see more of the list. Click on the field of your choice and it will be placed in the mapping window.



(Import Screen Figure 3)

Mapping Notes:

- | If you had mapped a field and then decided not to map that field, select No Map from the top of the pull down list in the column (Data To Import From).
- | What Split to means: If you are importing a field that has the city, state, and zip code all in one line of information, REA will split up the information into the state field, state field, and the zip code field if the SPLIT TO CITY/ST/ZIP is chosen from the Target File column.
- | Once you are done with the mapping of fields and such, you can choose to save your work by clicking on the "Save Map" button to save the field map that you have created to import into REA. You can choose to use this "Field Map" again in the future for this type of data.

Once you have completed creating your data map, click on the **[Next]** button to continue.

9) The final window of the Import Wizard will appear. When importing raw (unformatted data) into REA, keep in mind that there is no way to check for duplicates. When importing data from another REA program or a Information Service, REA uses a unique ID to locate records to update or add to the database. ⇒ See "Duplicate Checking" for help usign the Duplicate Checker. Click on the **[Finish]** button to import your data.

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