CompuLEAD Data Import Instructions: Microsoft Access 2003

? **Microsoft Access** 🖉 Mic To import MS Access your data must be in Excel .csv Create a new database using Eile Ed format. 🗅 😅 » P 2 G. Blank Access database Click here to convert to .csv Access database wizards, pages, and projects Start Microsoft Access **Click Blank Access** Open an existing file database ^ "ANDY05\CANDY05_onsite_esglookup.mde~1 N:\NHS05\NHS05_ESGLOOKUP N:\NHS05\Onsite ESG Look Up_v32 N:\CANDY05\Onsite ESG Look Up v32 ¥ Ready ÖK Cancel Click OK

Save the new dbase file to your choice of location

Type the File name: Save as type: *.mdb Click Create



Click File

Click Get External Data Click Import...

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Rei	I		

Locate your *.txt file in the Look in: field

Select Files of type: (*.txt;*.csv;*.tab;*.asc)

Select the *.csv file

Click Import

Import		? 🗙
Look in:	🔁 Home 💽 🔶 🛍 🗰 🔻 Tools 🗸	
() History	D00999A01q_XYZCOMPANY_A_READY.csv D00999A01q_XYZ_COMPANY_A.bct A01q_XYZ_COMPANY_A.bct	
My Documents		
Desktop		
Favorites		
<u></u>		
My Network		mport
Places	Files of type: Text Files (*.txt;*.csv;*.tab;*.asc)	Cancel

	🗉 Import Text Wizard 🛛 🔀
	Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.
Click Delimited option	© Delimited Characters such as comma or tab separate each field
	C Fixed Width - Fields are aligned in columns with spaces between each field
	Sample data from file: C:\HOME\000999A01Q_XYZ_COMPANY_A_READY.CSV. 1 Booth Number, Show Name, First Name, Last Name, Title, Cc 2 001564, MDM_EO5, YONGPING, WANG, "DIRECTOR, ENGINEERING" 3 001564, MDM_EO5, JAMES, WEI, EXEC. DIRECTOR-QC, "NEOSTRAT 4 001564, MDM_EO5, JAMES, MARSH, TECHNICAL REPRESENTITIVE, 5 001564, MDM_EO5, STEPHANE, GUERIN, PROCESS ENGINEER, SURF 6 001564, MDM_EO5, NATHAN, BRASSARD, MANUFACTURING ENGINEE
Click Next >	Advanced Cancel < Back Einish Einish

	🗉 Import Text Wizard 🛛 🔀				
	What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.				
	Choose the delimiter that separates your fields:				
Click Comma	C Tab C S	emicolon	Comma	Space C	Other:
	First <u>R</u> ow Contain:	Field Names		Text <u>Q</u> ual	ifier: {none} 💌
Click First Row Contains Field Names					
	Booth Number	Show Name	First Name	Last Name	Title
	001564	MDM_EOS	YONGPING	WANG	"DIRECTOR 🔺
	001564	MDM_EOS	JAMES	WEI	EXEC. DIR
	001564	MDM_EOS	JAMES	MARSH	TECHNICAL
	001564	MDM_EOS	STEPHANE	GUERIN	PROCESS E
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	001564	MDM_EOS	DEREK	MITCHELL	PTFE TECH 🖵
	•				
Ad <u>v</u> anced Cancel < <u>Back</u>					
Click Next >					

Click on OK if you get this message

Import Text Wizard Import TextWizard Import Text Wiz

🕮 Import Te	xt Wizard										
You can store your d	You can store your data in a new table or in an existing table.										
Where would you like	to store your da	ita?									
In a New Table											
C In an Existing Tab	ole:		•								
											
Booth Number	Show Name	First Name	Last Name	Title							
001564	MDM_E05	TAMES	WANG WET	EXEC DIR							
001564	MDM EOS	JAMES	MARSH	TECHNICAL							
001564	MDM EOS	STEPHANE	GUERIN	PROCESS EI							
001564	MDM EOS	NATHAN	BRASSARD	MANUFACTU							
001564	MDM_EOS	DEREK	MITCHELL	РТГЕ ТЕСН 🖵							
				>							
Advanced Cancel < Back (Next >) Finish											

Click Next >

Click In a New Table

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area. Field Options Booth Number Data <u>T</u>ype: Field Name: Indexed: No • 🗌 🗌 Do not im Select Data Type: Text for Booth Number Show Name First Name Las OLE Object 001564 MDM EO5 YONGPING MDM EOS 001564 JAMES 001564 MDM EO5 JAMES 001564 MDM EO5 STEPHANE

001564

001564

- | ►

Advanced...

MDM EOS

MDM EO5

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Import Text Wizard

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BRASSARD

MITCHELL

Next >

Currency

Click Next >

all fields



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Select Let Access add primary key.

Click Next

The second secon	's all the information the wizard needs to import your data.
	rt to Table: 199 <u>A01g_XYZCOMPANY_A_READY</u> would like a wizard to analyze my table after importing the ata. isolay Help after the wizard is finished.

Click Finish



Click OK

🗊 Eile Edit View Insert Tools Window Help _ 8 × 🗅 😅 🔄 🎒 🖪 🧐 🐇 🛍 🛍 🚿 📨 🥦 - 🌆 - 🛬 🖆 😪 ⁄淘 -2 ← → 🕺 🛃 🚮 🤕 Favorites - 📴 - 🔜 🛱 Open 🔟 Design 👘 New 🗙 🏻 🖭 🏥 🏢 Create table in Design view Objects 🖉 Create table by using wizard III Tables Create table by entering data 📰 Querie 000999A01q_XYZ__COMPANY_A_READY == 1 🙇 Macro 44 Groups Ready NUM

Microsoft Access - [show : Database]

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Double-click on your

table you have just

created

Your data should look something like this

🖉 Microsoft Access - [000999A01q_XYZCOMPANY_A_R 💷 🗖 🔀								
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	JD	Booth Number	Show Name	First Name	Last Name	Title	Company 1 🔺	
	1	001564	MDM_E05	YONGPING	WANG	"DIRECTOR	ENGINEERING	
	2	001564	MDM_E05	JAMES	WEI	EXEC. DIRECTOR	"NEOSTRATA	
	з	001564	MDM_E05	JAMES	MARSH	TECHNICAL REPF	DUPONT	
	4	001564	MDM_E05	STEPHANE	GUERIN	PROCESS ENGIN	SURFX TECHN	
	5	001564	MDM_E05	NATHAN	BRASSARD	MANUFACTURING	DPC	
	6	001564	MDM_E05	DEREK	MITCHELL	PTFE TECH SERV	AGC CHEMICA	
	- 7	001564	MDM_E05	CLAUDIA	CAMPBELL	DIRECTOR OF BU	ITC	
	8	001564	MDM_E05	CLAUDIA	CAMPBELL	DIRECTOR OF BU	ITC	
	9	001564	MDM_E05	STEPHEN	KERTESZ	ELECTRICAL ENG	WHITECAP CC	
	10	001564	MDM_E05	ADAM	EGERT		SSE TECHNO	
D	atash	ieet View					NUM	

You Are Done!

If you need assistance importing your sales lead data into your third party software, please contact a technical support specialist at 708-786-5565.