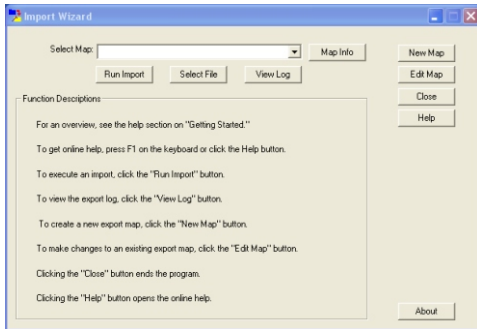


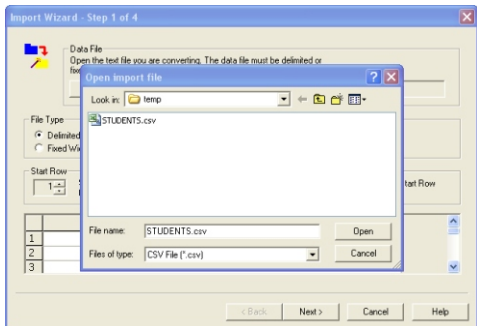
Rapid32 IMPORT WIZARD

The Rapid32 Import Wizard is a useful tool for importing text files into your Rapid database. The following steps describe how to use the Import Wizard.

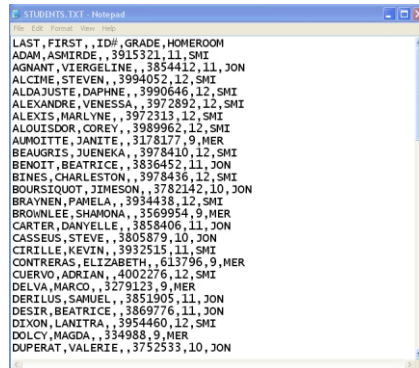
NOTE: You must have a valid DSN setup that "points" to your Rapid32 database. See the DSN



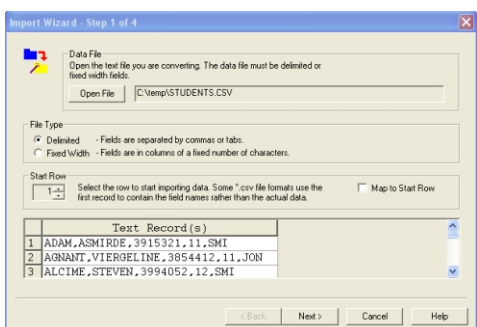
Start IMPORT WIZARD and click NEW MAP



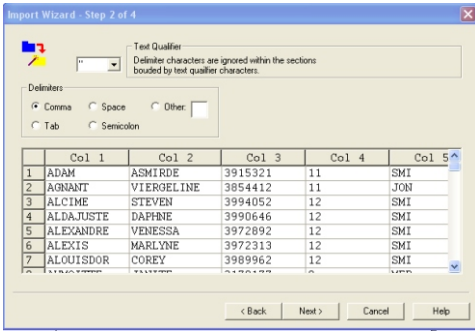
STEP1 - Open the text file you wish to import. We recommend a ".csv" file (comma separated values) that can easily be saved from MS Excel.



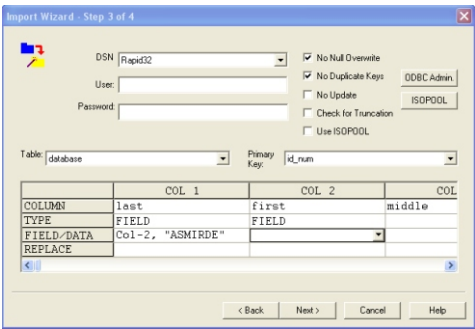
Sample ".csv" text file saved from MS Excel.



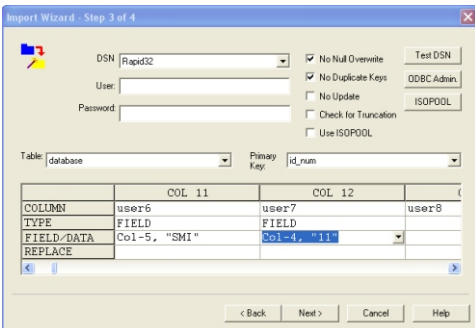
Once your text file is opened, it should appear similar to the example shown. Delimited is the default and should be checked. Click NEXT to continue.



STEP2 - If you are importing a .csv file, your data should appear similar to the example shown. If your text file is tab delimited, you will need to click in the "tab" box. Your data should appear in separated columns when the proper selection is made. Click NEXT to continue.



STEP3 - Select the DSN that points to the RAPID database. (If you do not have a DSN setup yet, refer to the instructions on how to create one.)
 Select the table name: DATABASE
 Select the primary key: ID_NUM
 In the columns section, match the field names with the data from your text file by first clicking in the TYPE dropdown box and selecting FIELD. Next, click in the FIELD/DATA dropdown box and select the appropriate field from your text file (ex.: SMITH=LAST).



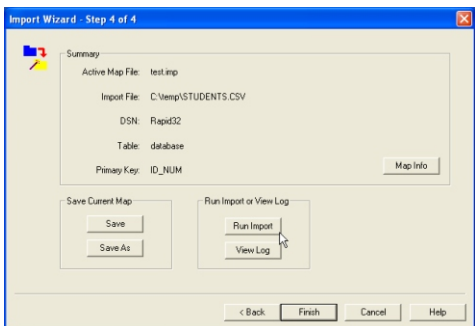
Continue mapping the appropriate column names with the data in your text file. The most common items imported are "LAST, FIRST, ID#, GRADE, H.R."

If you do not see a particular field that you need to match, it may be a "user-defined" field. Rapid32 allows you to create 45 user-defined fields. Common examples are shown below but you can also tell what is defined in your database by starting Rapid32, selecting UTILITIES - SETUP - DATABASE - User Fields DEFINE.

Common default examples of user-defined fields:

USER6 = HOMEROOM USER8 = DEPARTMENT
 USER7 = GRADE USER9 = TITLE

Click NEXT after all desired columns have been matched.



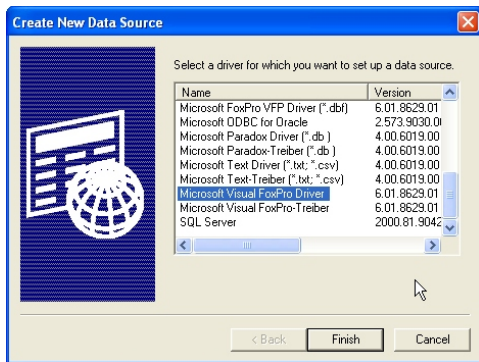
STEP4 - Click SAVE MAP if you wish to run this map again in the future.

Click RUN to run the import immediately.

How to create a Windows DSN using Windows XP

A DSN is basically a shortcut for making a database connection in Microsoft Windows. The following steps indicate how to create a DSN that "points" to the Rapid32 database.

1. Choose Start > Control Panel > Administrative Tools, then double-click Data Sources (ODBC).

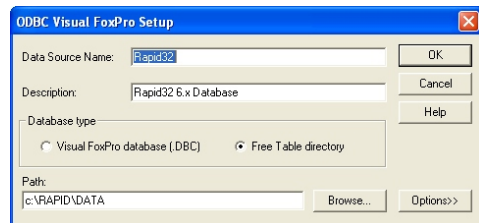


2. Choose SYSTEM DSN then click ADD. Select the Microsoft Visual Foxpro Driver from the list.

Note: IF THE ABOVE DRIVER IS NOT ON THE LIST, YOU WILL NEED TO DOWNLOAD IT FROM MICROSOFT.

Microsoft Visual Foxpro ODBC driver can be found here:

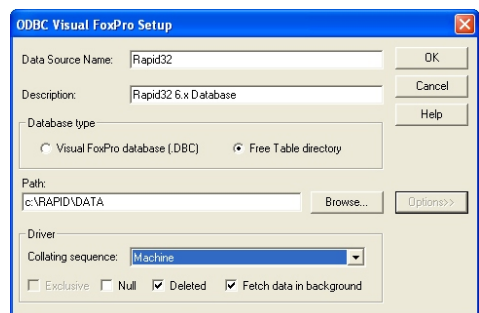
[Http://download.microsoft.com/download/vfoxodbcdriver/Install/6.1/W9XNT4/EN-US/VFPODBC.msi](http://download.microsoft.com/download/vfoxodbcdriver/Install/6.1/W9XNT4/EN-US/VFPODBC.msi)



3. Type a DataSourceName for the DSN such as RAPID32. In the description field, you can add notes to remind you what this is for.

Click FREE TABLE DIRECTORY.

Under PATH, browse to locate your Rapid32 "data" folder. The default directory is C:\Rapid\Data.



4. Click OPTIONS and uncheck the "NULL" box. Click OK and then OK again to close the ODBC manager. Your DSN setup is complete and a pointer to the Rapid32 database has now been created.