



# Data Import Instructions: *Microsoft Access 2007*

Copyright © CompuSystems, Inc. All rights reserved. The material in this document is proprietary and confidential. No part of this document may be reproduced without the express written permission of CompuSystems, Inc.

# Data Import Instructions: *Microsoft Access 2007*

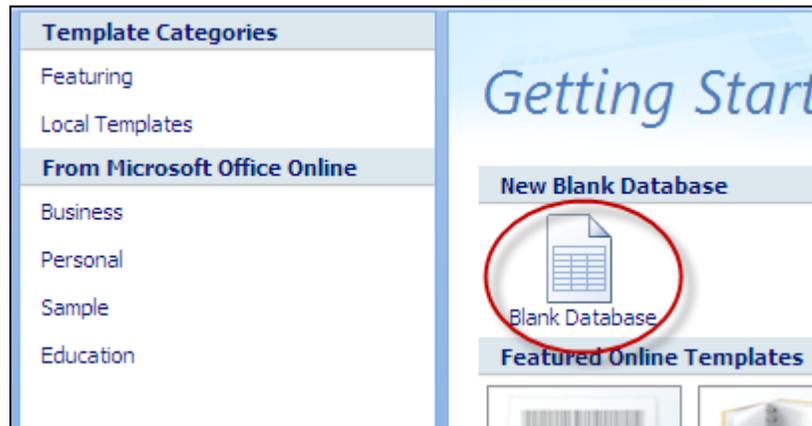
## Instructions

To import MS Access your data must be in Excel .txt format.

[Click here to import your file into txt format](#)

Start Microsoft Access.

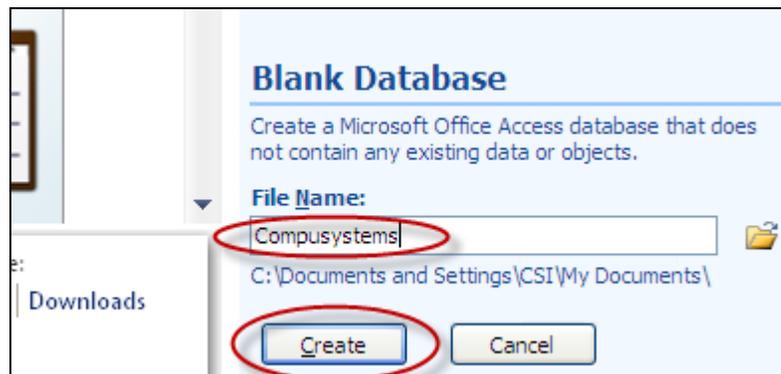
Click on **[Blank Database]**.



Save the new database file to your choice of location.

Type the name of your file in the "File Name" section.

Click on **[Create]**.



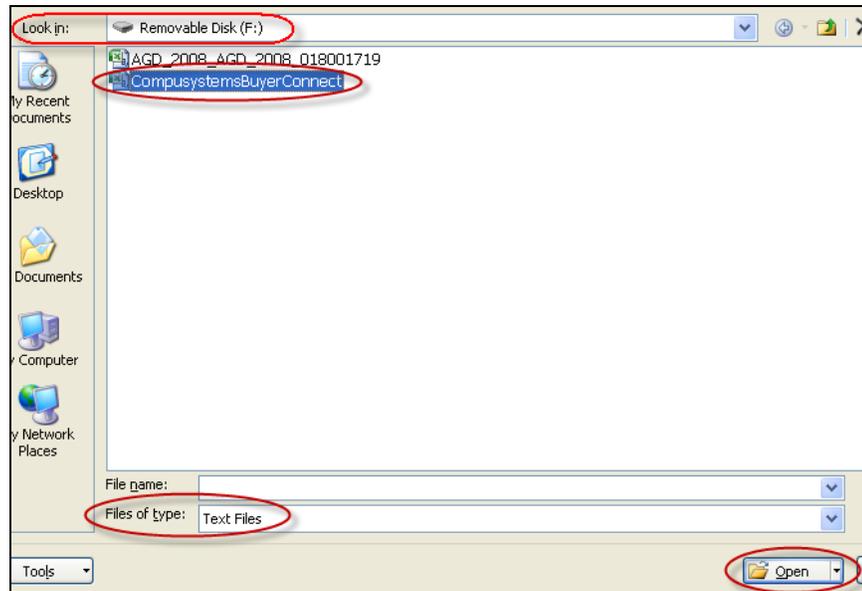
# Data Import Instructions: Microsoft Access 2007

Locate the downloaded .csv file in the "Look in:" field. (If you're on-site, this'll likely be your Removable Disk.)

Select files of type: **Text Files**.

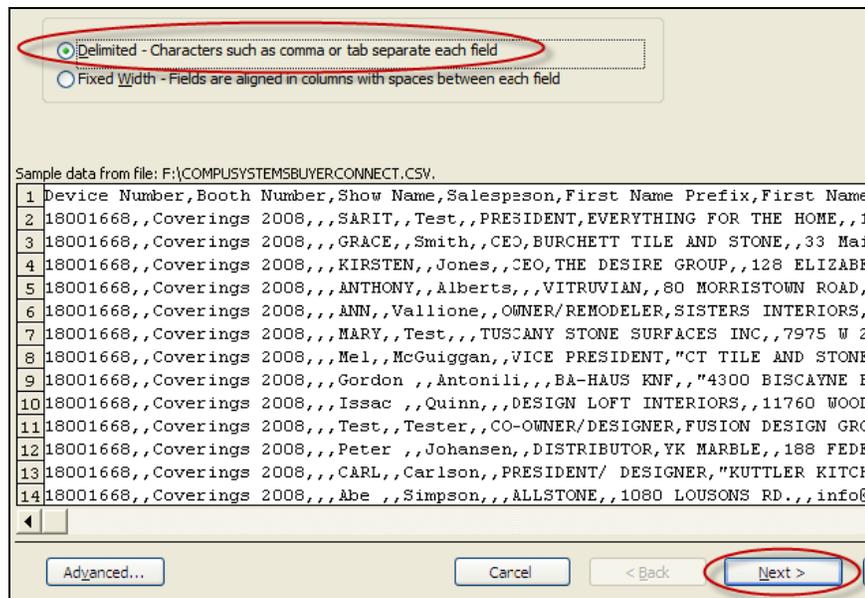
Highlight the file you downloaded.

Click on **[Open]**.



Click the radio button for the **Delimited** option.

Click on **[Next >]**.



# Data Import Instructions: Microsoft Access 2007

Click on the radio button for **Comma** delimited.

Click on the check box for **First Row Contains Field Names**.

Click on **[Next >]**.

Choose the delimiter that separates your fields:

Tab  Semicolon  Comma  Space  Other:

First Row Contains Field Names Text Qualifier: (none) ▼

Device Number	Booth Number	Show Name	Salespeson	First Name Prefix	First N
18001668		Coverings 2008			SARIT
18001668		Coverings 2008			GRACE
18001668		Coverings 2008			KIRSTEN
18001668		Coverings 2008			ANTHONY
18001668		Coverings 2008			ANN
18001668		Coverings 2008			MARY
18001668		Coverings 2008			Mel
18001668		Coverings 2008			Gordon
18001668		Coverings 2008			Issac
18001668		Coverings 2008			Test
18001668		Coverings 2008			Peter
18001668		Coverings 2008			CARL
18001668		Coverings 2008			Abe
18001668		Coverings 2008			GENE

Advanced... Cancel < Back **Next >**

Select all of the fields by highlighting the first field, holding down the **[Shift]** key, moving the scroll bar all the way to the right, then clicking on the last field.

Device Number	Booth Number	Show Name	Salespeson	First Name Prefix	First Name	Middle
18001668		Coverings 2008			SARIT	
18001668		Coverings 2008			GRACE	
18001668		Coverings 2008			KIRSTEN	
18001668		Coverings 2008			ANTHONY	
18001668		Coverings 2008			ANN	
18001668		Coverings 2008			MARY	
18001668		Coverings 2008			Mel	
18001668		Coverings 2008			Gordon	
18001668		Coverings 2008			Issac	
18001668		Coverings 2008			Test	
18001668		Coverings 2008			Peter	
18001668		Coverings 2008			CARL	
18001668		Coverings 2008			Abe	
18001668		Coverings 2008			GENE	

Select Data Type: **Text** from the drop-down list.

Field Options

Field Name: Device Number Data Type: **Text** ▼

Indexed: No ▼  Do not import field (Skip)

Click on **[Next >]**.

< Back **Next >** Finish

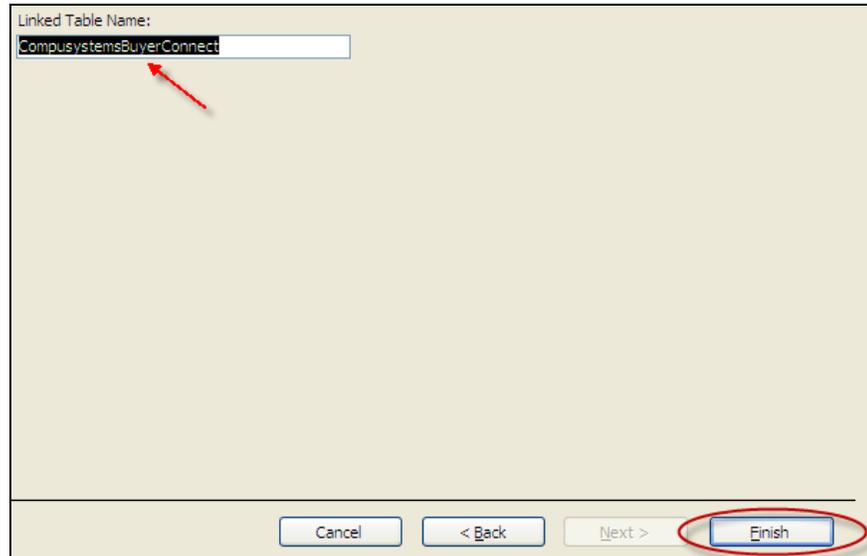
## Data Import Instructions: *Microsoft Access 2007*

---

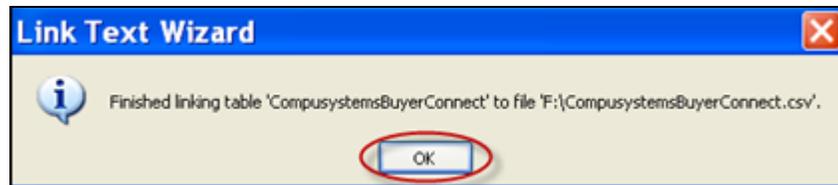
---

Click on **[Finish]**.

*(The name auto-fills the "Linked Table Name" field.)*



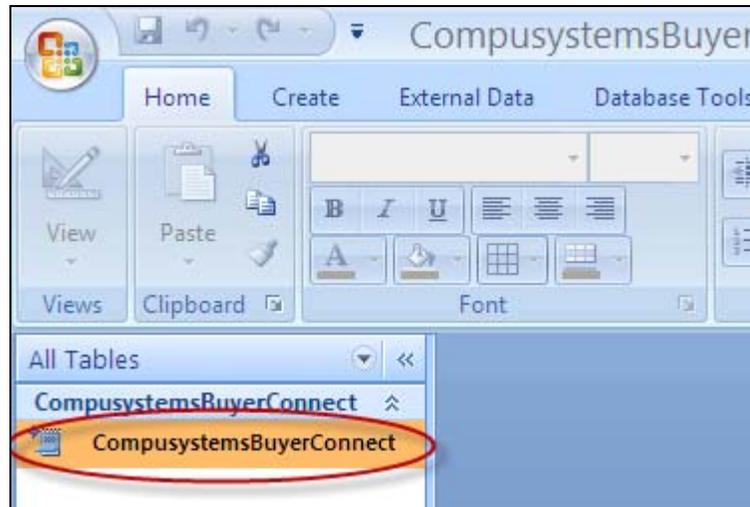
Click on **[OK]**.



## Data Import Instructions: *Microsoft Access 2007*

---

Double-click on the table you have just created.



Your data should look something like this:

Device Num	Booth Num	Show Name	Salespeson	First Name F	First Name	Middle Init	Last Name
18001668		Coverings 2008		SARIT			Test
18001668		Coverings 2008		GRACE			Smith
18001668		Coverings 2008		KIRSTEN			Jones
18001668		Coverings 2008		ANTHONY			Alberts
18001668		Coverings 2008		ANN			Vallione
18001668		Coverings 2008		MARY			Test
18001668		Coverings 2008		Mel			McGuiggan
18001668		Coverings 2008		Gordon			Antonilli
18001668		Coverings 2008		Issac			Quinn
18001668		Coverings 2008		Test			Tester
18001668		Coverings 2008		Peter			Johansen
18001668		Coverings 2008		CARL			Carlson
18001668		Coverings 2008		Abe			Simpson

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.