

WorkExpo

Software for managing work experience programs



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WorkExpo On-Line Guides
IMPORTING RECORDS INTO WORKEXPO

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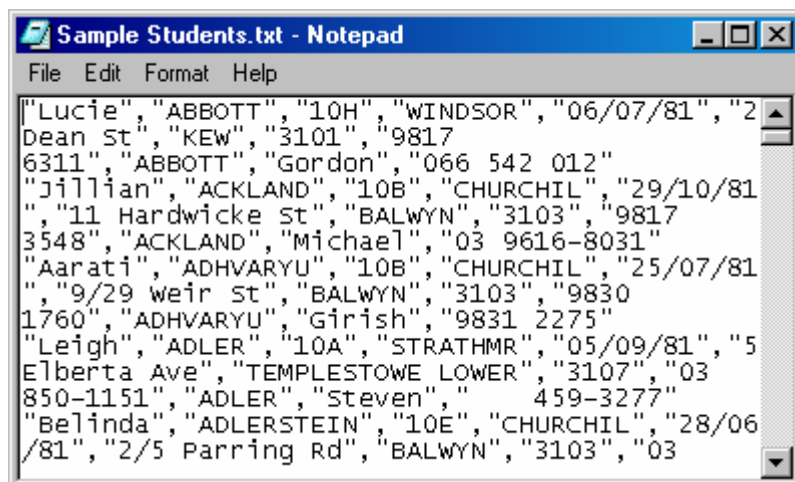
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Importing Records Into WorkExpo from Central Database

What to do	Notes
1. Export the data from CASES/CASES21 or any other school computer system as a comma delimited (separated) text file.	All school databases can export data as text files or CSV (comma separated values) files.
2. It's important that the fields WorkExpo needs are exported. See the required list to the right:	<ul style="list-style-type: none"> • FirstName • LastName • Date Of Birth • Form • Homegroup • Street • Suburb • Postal Code • Phone • Parent Name • Parent Phone • Note • Email
3. Name the exported text file and save it to floppy or a shared network location	<p>Exported file can be named anything but should have a .txt (TEXT) file extension.</p> <p>e.g. Year9_2002.txt</p>

4. Text file can be opened using Windows Notepad and should look similar to this.



5. Start Microsoft Excel

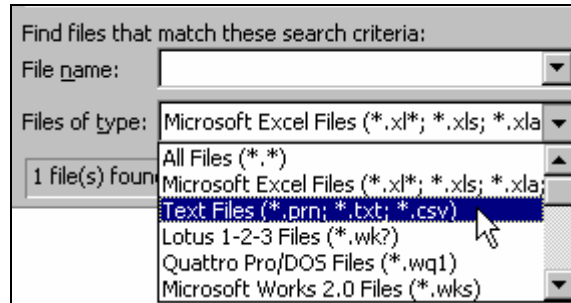


6. Open the file **WorkExpo.xls** in the WorkExpo folder.

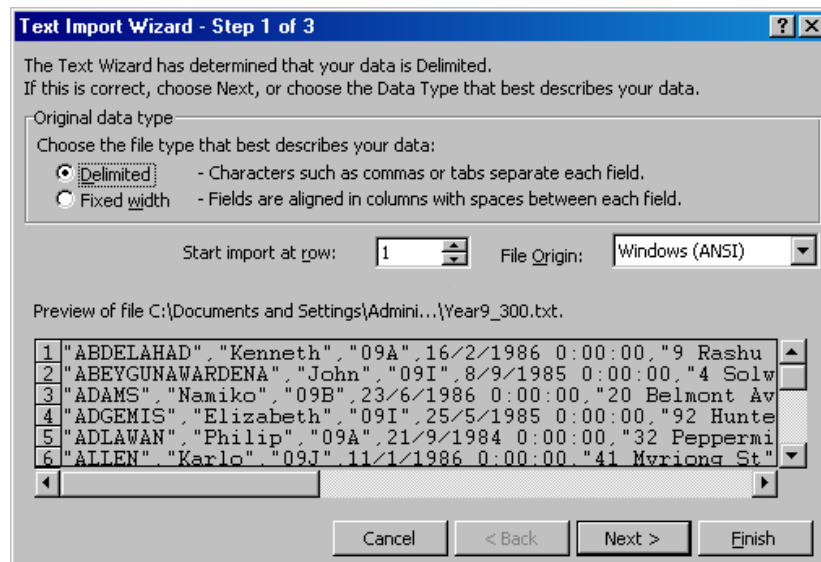
This file contains macros to help you set up the text file for import into WorkExpo. If Excel asks you to open with macros you should say YES.

Note: This file is available for download from our website. www.infoplan.com.au

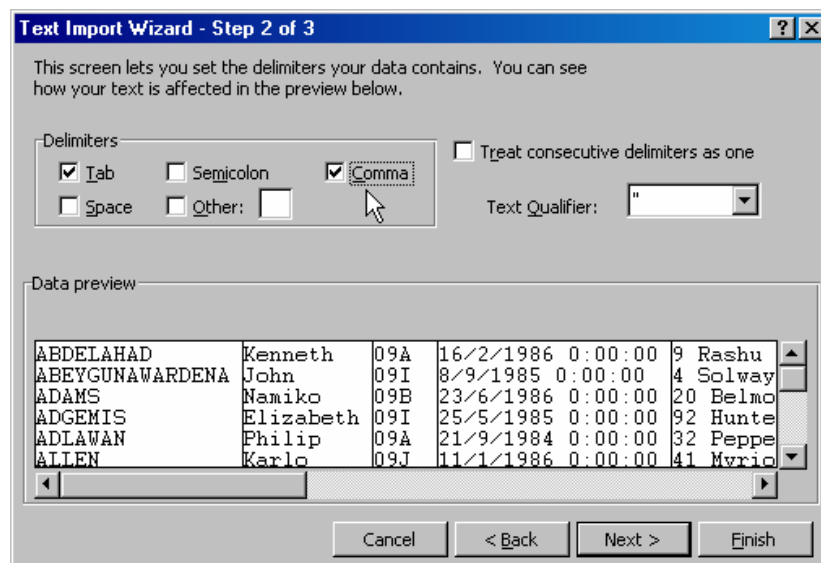
7. Next, open the TEXT file you saved earlier. You must select TEXT FILES from the files of type.



8. Excel will automatically start the TEXT IMPORT WIZARD. Under the **Original Date Type** section make sure that you choose **DELIMITED**



9. In STEP 2 of the wizard make sure under **Delimiters** you have selected **COMMA**

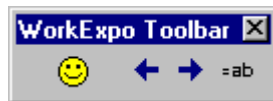


10. Make sure that the columns in WorkExpo are in the correct order. Use the WorkExpo toolbar to move columns to the left or right.

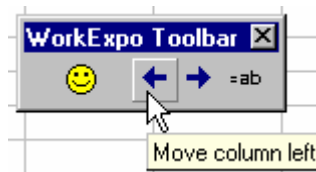
COLUMN ORDER (Include all columns)

- FirstName
- LastName
- DateOfBirth
- Form
- Homegroup
- Street
- Suburb
- PostalCode
- Phone
- ParentName
- ParentPhone
- Note

11. Use the WorkExpo toolbar to help you set up the spreadsheet. Although some setting up needs to be done manually.



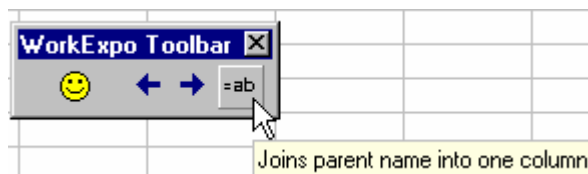
12. Use the ARROWS to move Excel columns to the left or right.



Select the column to move by placing the cursor in the selected column, then click move left or right on the toolbar

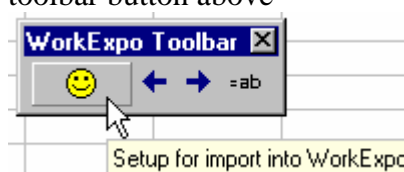
	A	B	C	D	E	F	G	H
1	FirstName	LastName	DateOfBirth	Form	Homegroup	Street	Suburb	PostalCc
2	Kylie	Thomes	12/07/84	09C		61 Lakewood Drive	Knoxfield	3180
3	Jason	Ash	7/09/81	10B		4/1 McLennan Place	Preston	3072
4	Sarah	Ivett	21/10/82	10Z		10 Amery Street	Reservoir	3073
5	John	D'Silva	27/11/80	10Z		71/141 Nicholson St	Carlton	3053

13. The PARENT NAME needs to be in single column but the spreadsheet may contain two columns i.e. parent' first name and parent last name.



You can get the parent names into a single column by placing the cursor into the parent first name column and clicking the toolbar button above

6. When all is ready click the SETUP icon on the WorkExpo toolbar to finish the job.



The sheet is now ready to be saved.

Clicking this button will add column headers, change text case to proper case and format the spreadsheet correctly, ready for import.

7. Finally the spreadsheet is now ready to be saved. It must be saved as an Excel file. i.e. it must have an .xls file extension.

e.g. **YEAR9_2002.xls**

The spreadsheet is now ready to be imported into WorkExpo.

8. Close Excel and start WorkExpo. Start the WorkExpo import wizard again and import the newly saved Excel spreadsheet. **That's it!**
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