



File #218

Platform: Windows

## Exporting Reports in Windows 2000



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### What It Does

You can easily export information from DDMS reports into other applications, such as Microsoft® Excel or Access. We'll show you two ways to export information. We'll also explain how to import this information into Excel, since this is the application most users want to import information into.

### How to Do It

Exporting files from a DDMS Windows system requires two steps: exporting the file from your Windows system, and importing into your application. We'll describe two methods for exporting files (as text files and as database files). Then, we'll explain how to import both file types into Excel.

### Exporting Information as Text Files

To export information from your Windows system as a text file, you perform three basic steps:

- Setting up a generic file printer
- Adding the file printer to your TBL server
- Creating the file.

### Setting up a Generic File Printer

- 1 Go to the Windows server.  
Click the **Start** button, then click **Settings** and **Printers**.
- 2 In the Printers window, double-click **Add Printer**.
- 3 In the Add Printer Wizard, click **Next**.
- 4 Select **Local Printer**. Uncheck Automatically detect and install my plug and play printer. Then click **Next**.

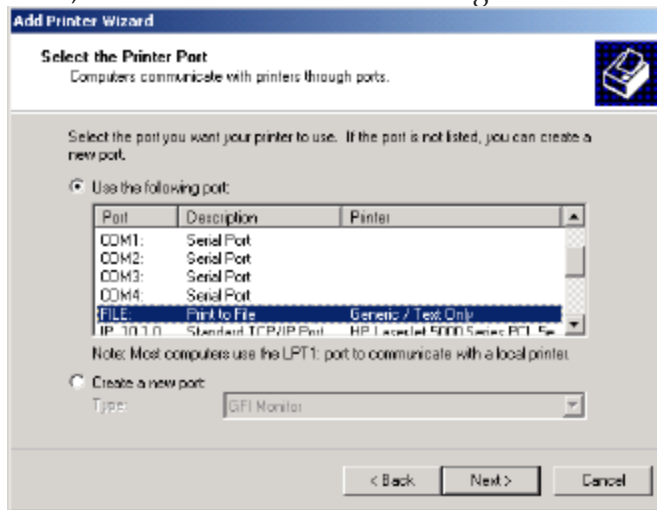
You can set up file printers in two ways:

- Use the File port, which lets you specify the path and file name each time you print, so you can create several text files before you import them. To set up this type of file printer, go to **Step 5**.
- Add a new port, which lets you predetermine the path and file name of the printer text file. However, you must import each text file before printing the next, or the new data will overwrite the previous data. To set up this type of file printer, go to **Step 6**.

- 5 To set up a file printer with the File port:

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- At Use the following port, scroll down and select **File**, and then click **Next**. See the figure below.



- In the Manufacturers list, click **Generic**.
- In the Printers list, which is on the right, click **Generic/Text Only**, and then click **Next**.
- If you see a Generic/Text Only window now, click **Keep Existing Driver**, and then click **Next**.
- At Printer Name, keep the default name or specify another name.
- The same window also displays Do You Want Windows-based Programs to Use This Printer as

the Default Printer: click **No**. Then click **Next**.

- Click **Do Not Share this printer**, and click **Next**.
  - At Would You Like to Print a Test Page, click **No**, and click **Next**.
  - At Completing the Add Printer Wizard, click **Finish**.
  - Go to **Adding the File Printer to your TBL Server**.
- 6 To set up a file printer by adding a new port:

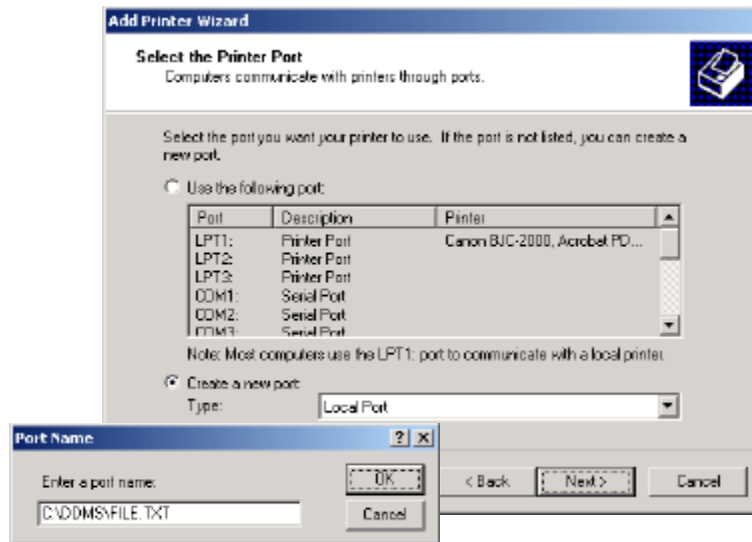
- In the Select the Printer Port window, click **Create a New Port**.
- In the Type list, click **Local Port**, then click **Next**.
- In the Port Name window, specify the path for the reports you'll be exporting, followed by the file name FILE.TXT. Click **OK**. (See the figure on the next page.)

If you want the files to be accessible from a client machine, make sure that the folder you specify is a shared folder. (If you need help creating a shared folder, contact your network administrator.)

Suppose the DDMS folder on your server is shared. You would specify a path of c:\ddms\file.txt, as shown on the next page.

- In the Add Printer Wizard window, click **Next**.

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- In the Manufacturers list, click **Generic**.
- In the Printers list, which is on the right, click **Generic/Text Only**, and then click **Next**.
- At Keep Existing Driver, click **Next**.
- At Printer Name, keep the default name or specify another name.
- The same window also displays Do You Want Windows-based Programs to Use This Printer as the Default Printer: click **No**. Then click **Next**.
- Click **Do Not Share this printer**, and click **Next**.

- At Would You Like to Print a Test Page, click **No**, and click **Next**.
- At Completing the Add Printer Wizard, click **Finish**.

### Adding the File Printer to your TBL Server

- 7 From the Windows server's desktop, double-click the **TBL Configuration** icon.
- 8 In the TBL Config window, click **Printer Definitions** to highlight it.
- 9 With Printer Definitions highlighted, right-click to display **Add New**, and click it.
- 10 In the Printer Definition window, click next to the **P** in the TBL Name field, and specify the number you want to assign this printer.

Specify a unique number. If your system already has printers P1–P4, for example, make the file printer P5. To do this, type 5 after the P in the TBL Name field.

- 11 In the Network list, click the printer you added earlier. (If you accepted the default name, it's Generic/Text Only, as shown here.)



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- 12 In the Emulation list, click **PR**.
- 13 At Description, enter a name of your choice, such as FILE PRINTER, and click **OK**.
- 14 Before you can create a file, you must close TBL Server, and then start it again.

*This is a dedicated function.* Make sure that all other users have logged off the system before you close TBL Server.

### Creating the File

- 15 To export information, print a report as you usually do, with one exception: specify the file printer. (Using our previous example, where we defined P5 as the file printer, you would specify P5 to export a report.)
- 16 If you added a new port, the system automatically saves your information in file.txt, which is created in the folder you specified in **Step 6**. To import your file, go to **Importing a Text File into Excel**.

If you used the file port, at Output File Name, specify the path where you want the file saved, and a unique file name.



*Make sure you add an extension of .txt, as shown in the figure.*

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**Note:** The default path for these files is C:\Winnt\system32. If you want to use this path, type a file name, such as report.txt, without a path.

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To import your file, go to **Importing a Text File into Excel**.

### Exporting Information as Database Files

You can export information from your Windows system as a database file, if the information you want can be generated from a Report Writer screen. (Report Writer screens use selectors; examples are the (N) and (R) screens, but not the (NR) or (RR) screens.) To export information as a database file, follow these steps:

- 17 Go to the screen where you normally print the report. Print the report as you normally do, with one exception:  
At Prt, instead of specifying a printer, type **S** and press **TAB**.
- 18 When you complete the last field in the screen, the prompt Save Print to File appears.

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Specify the file name the system will create, as shown in the figure on this page. (You do not need to specify the .dbf file extension.)

If you do not fill the field, press RETURN.

- 19 Complete the report request as you normally do.

The system will create a file from your report on your work unit. It will have a .dbf extension.

Go to **Importing a Database File into Excel**.

```
15:45:00      (R) INVENTORY SELECTORS  rev. (04/22/99)      03/31/00
Number      Report: R_CAT3      Selector: R-CAT3
1 = * * * CLASSIC REPORTS * * *      SELECT THE CLASSIC R SCREEN WITH #1
2 = BASIC INVENTORY SET-UP REPORT      SORT: 1-ITEM #, 2-CO.  NO LIMITS
3 = ITEM CATALOG MASTER LISTING      SORT: 1-ITEM #, 2-CO.  NO LIMITS
4 = ITEM ALIAS MASTER LISTING      SORT: CUSTOMER NAME  NO LIMITS
5 = ITEM CATALOG: O/O, O/H, B/O      SORT: 1-ITEM #, 2-CO.  NO LIMITS
6 = ITEM CATALOG: COST, PRICE, MARGIN  SORT: 1-ITEM #, 2-CO.  NO LIMITS
7 = ITEM CATALOG: AVG, REPLACE, PRICE  SORT: 1-ITEM #, 2-CO.  NO LIMITS
8 = ITEM PRODUCT LABELS W/LIST PRICE  SORT: 1-ITEM #, 2-CO.  NO LIMITS
9 = ITEM PRODUCT LABELS W/BIN LOCATIONS  SORT: 1-ITEM #, 2-CO.  NO LIMITS
10 = ITEM SHELF LABELS      SORT: 1-ITEM #, 2-CO.  NO LIMITS
11 = ITEM SHELF LABELS W/QUANTITY BREAKS  SORT: 1-ITEM #, 2-CO.  NO LIMITS
12 = LOW STOCK WHOLESALER REPORT-MIN/MAX  SORT: ITEM #,CO.,LIMIT: NEEDED ITEM
13 = LOW STOCK WHOLESALER REPORTS-CYCLE  SORT: ITEM #,CO.,LIMIT: NEEDED ITEM
14 = INVENTORY EXTENDED DOLLARS      SORT: 1-ITEM #, 2-CO.  NO LIMITS
15 = INVENTORY USAGE REPORT      SORT: 1-ITEM #, 2-CO.  NO LIMITS
16 = CONTRACT REPORT      SORT: 1-CONTRACT #, 2-ITEM #, 3-CO.
17 = CONTRACT REPORT FOR CUSTOMERS      SORT: 1-CONTRACT #, 2-ITEM #, 3-CO.

Lowstock [      ] weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ ] Up Rec [ ]
[6 ] Selector Totals Only :N Loc :  Prt :S  Copies : 1 Recs :      Chain :
SAVE PRINT TO FILE [ITEMLIST ] (NO PRINT)
```

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## Importing a Text File into Excel

The following instructions explain how to bring a text file containing information from your DDMS system into Excel. Importing text files into other Windows programs is similar.

**Note:** These instructions are for Microsoft ® Excel 2000; earlier versions of Excel will be very similar, if not identical.

- 20 Start Microsoft Excel.
- 21 From the **File** menu, click **Open**.
- 22 In the Open window, click the Files of Type list. Select **Text Files** from the list.
- 23 Navigate to the folder containing your text file.
- 24 Double-click on the file name to open the Text Import Wizard.
- 25 At Original Data Type, click **Fixed Width**.
- 26 The bottom portion of the window shows what each row of the file contains.

Determine the top row you want to include. DDMS recommends selecting the row containing the column headings, since they'll make it easier to define column breaks, which you'll do in the next step.

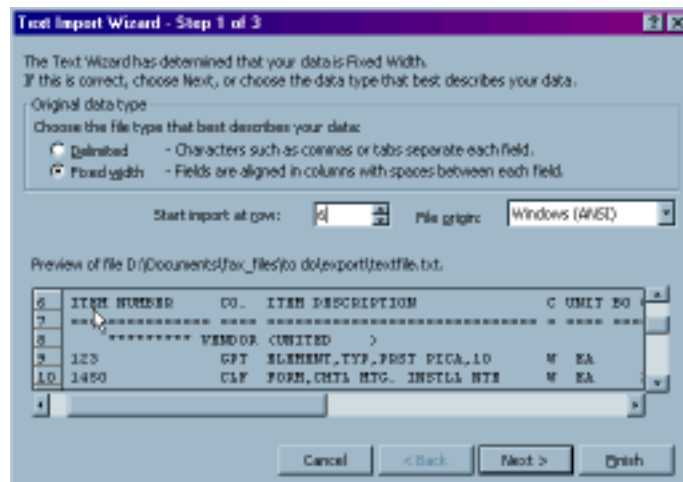
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- 27 In Start Import at Row, specify the top row to import. In the figure, we're specifying row six, which contains the column headings.

Click **Next**.

- 28 In the next window, adjust the column breaks:
- To add a column break, click to the right of the column heading.
  - To delete a column break, double-click it.
  - To move a column break, click and drag it.

When you finish adjusting the column breaks, click **Next**.



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- 29 In the next window, under Column Data Format, click **General**, and then click **Finish**.

- 30 The program will import your data into a spreadsheet.

### Importing a Database File into Excel

The following instructions explain how to bring a database file containing information from your DDMS system into Excel. Importing database files into other Windows programs is similar.

**Note:** These instructions are for Microsoft ® Excel 2000; earlier versions of Excel will be very similar, if not identical.

- 31 Start Microsoft Excel.
- 32 From the **File** menu, click **Open**.
- 33 In the Open window, click the Files of Type list. Select **dBase Files** from the list.
- 34 Navigate to your DDMS work unit.
- 35 Double-click on the file name to open it in Excel.
- 36 The majority of the data will appear in a single column.

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Click on the column heading to select the entire column. (Column headings are lettered: A, B, C, and so forth.)

- 37 From the **Data** menu, click **Text to Columns** to open the Convert Text to Columns Wizard window.
- 38 At Original Data Type, click **Fixed Width**.
- 39 Click **Next**.
- 40 In the next window, adjust the column breaks. To do this, scroll down in the Data Preview window until you see the report's column headings, as shown here. Then adjust the column breaks to each heading has its own column. To do this, follow these steps:
  - To add a column break, click to the right of the column heading.
  - To delete a column break, double-click it.
  - To move a column break, click and drag it.When you finish adjusting the column breaks, click **Next**.
- 41 In the next window, under Column Data Format, click **General**, and then click **Finish**.

- 42 At Do You Want to Replace the Contents of the Destination Cells, click **OK**.

**Note:** The column that originally contained the majority of the data will retain its original width, so at first it may be all that you see. Drag one of its borders to make it a manageable width.

