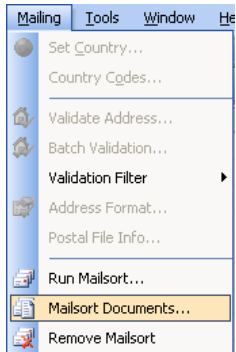


Exporting the CFL Bag Requirements

Creating the Export Layout for Walksort

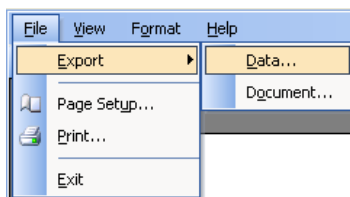
Once you have Mailsorted your data click on 'Mailing', 'Mailsort Documents'.



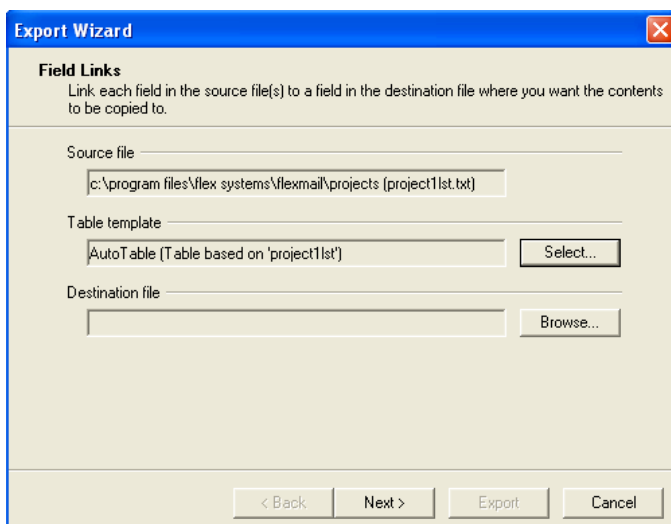
When the reports are displayed click on 'Line Listing'



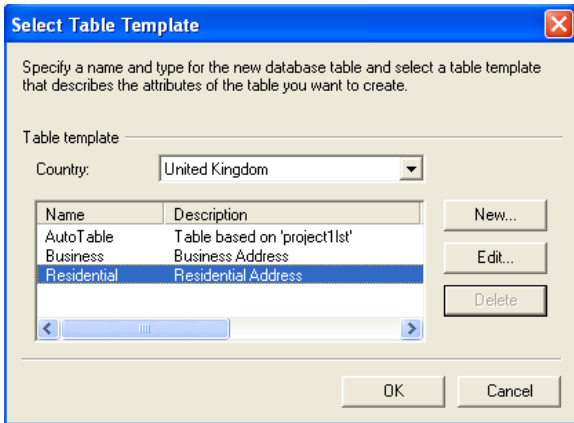
Click on 'File', 'Export', 'Data'



When the 'Export Wizard' screen appears click on 'Select'



Click on 'New'



Specify a name and type for the new database table and select a table template that describes the attributes of the table you want to create.

Table template

Country:

Name	Description
AutoTable	Table based on 'project11st'
Business	Business Address
Residential	Residential Address

Buttons: New..., Edit..., Delete, OK, Cancel

In 'Table Template Wizard' type 'Walksort CFL' in 'Name' (you can also add a description if required)
 From 'Copy values from:' select 'Auto Table'

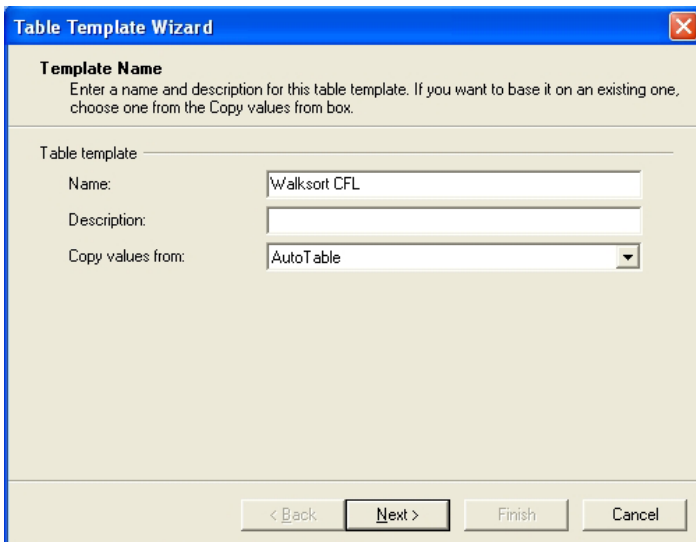


Table Template Wizard

Template Name
 Enter a name and description for this table template. If you want to base it on an existing one, choose one from the Copy values from box.

Table template

Name:

Description:

Copy values from:

Buttons: < Back, Next >, Finish, Cancel

Click 'Next' then remove all the Fields in table apart from 'Walksort Code' and 'Total Bags'

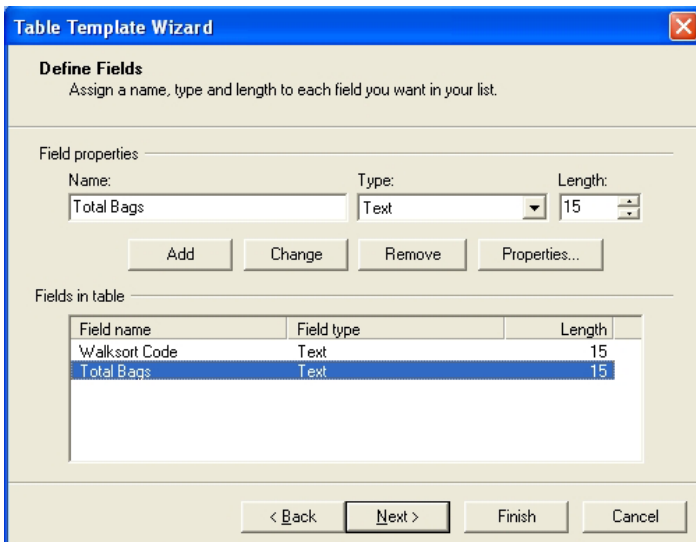


Table Template Wizard

Define Fields
 Assign a name, type and length to each field you want in your list.

Field properties

Name: Type: Length:

Buttons: Add, Change, Remove, Properties...

Fields in table

Field name	Field type	Length
Walksort Code	Text	15
Total Bags	Text	15

Buttons: < Back, Next >, Finish, Cancel

Click 'Next'

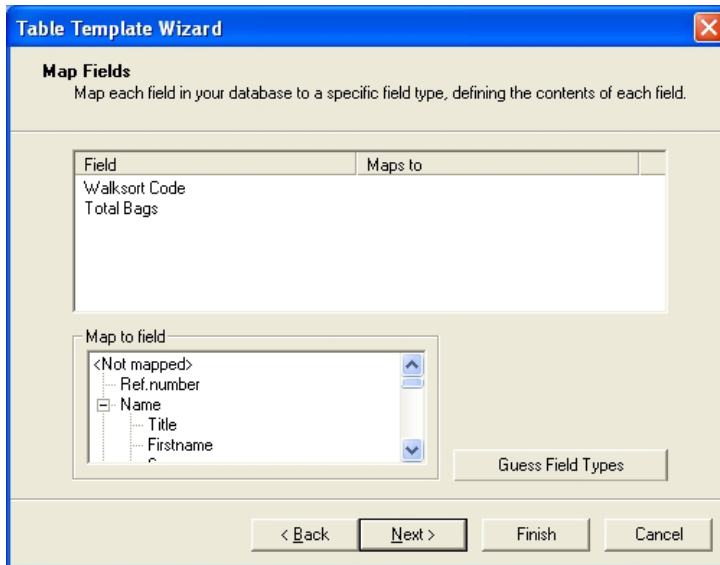


Table Template Wizard

Map Fields
Map each field in your database to a specific field type, defining the contents of each field.

Field	Maps to
Walksort Code	
Total Bags	

Map to field

- <Not mapped>
- Ref. number
- Name
 - Title
 - Firstname

Guess Field Types

< Back Next > Finish Cancel

Click 'Next'

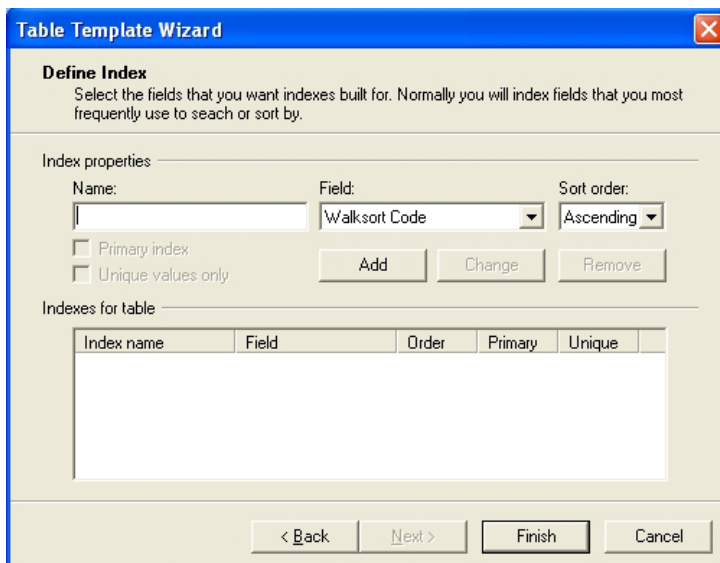


Table Template Wizard

Define Index
Select the fields that you want indexes built for. Normally you will index fields that you most frequently use to search or sort by.

Index properties

Name:

Field:

Sort order:

Primary index

Unique values only

Add Change Remove

Indexes for table

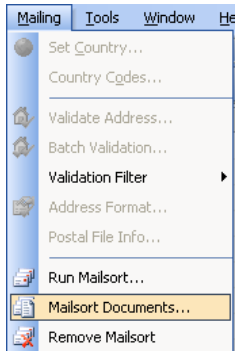
Index name	Field	Order	Primary	Unique

< Back Next > Finish Cancel

Click Finish

Using the Export Layout for Walksort

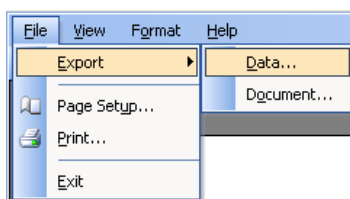
Once you have Walksorted your data click on 'Mailing', 'Mailsort Documents'.



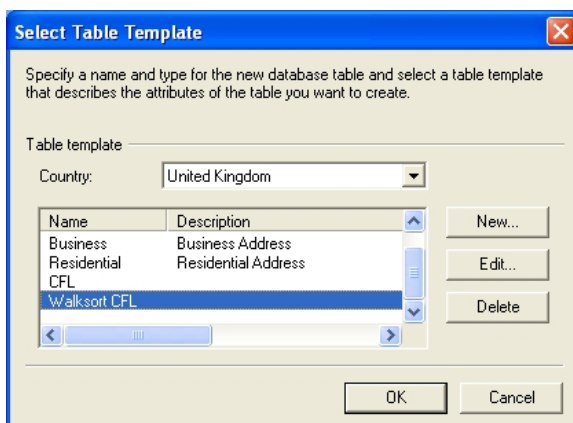
When the reports are displayed click on 'Line Listing'



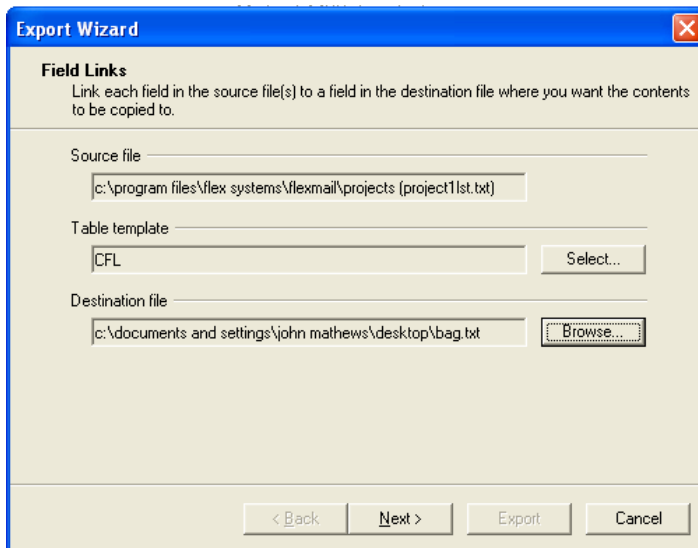
Click on 'File', 'Export', 'Data'



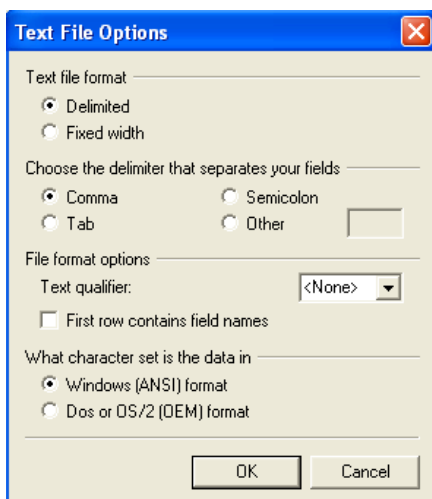
Select 'Walksort CFL' then click 'OK'



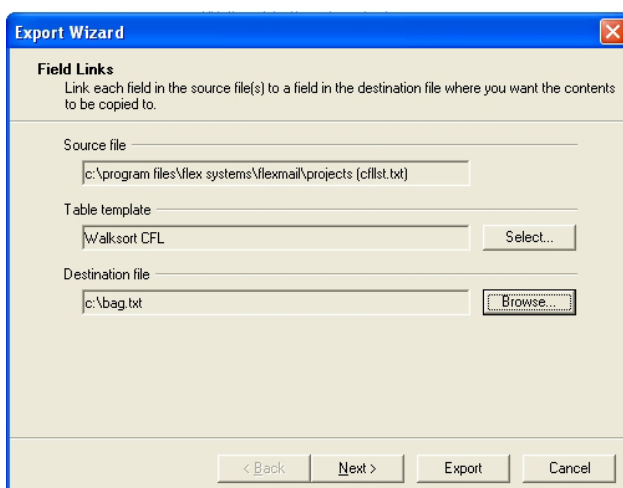
Click on 'Browse' to select where you want to save your CFL file. Change the type of file to '.TXT' and call the file name 'Bag.txt'



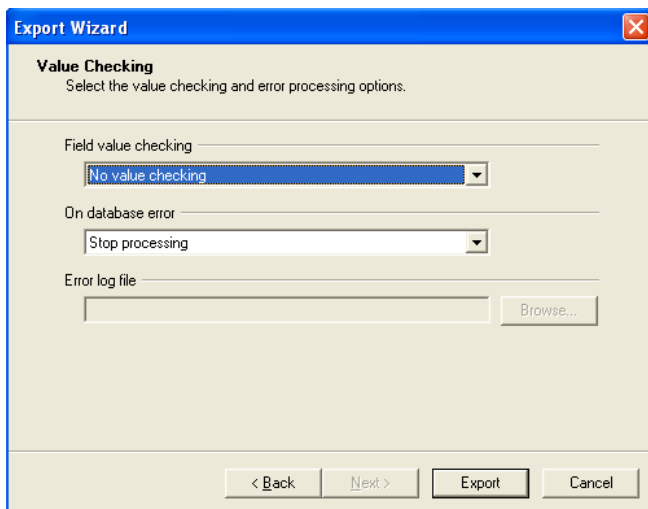
Use the following settings as the export options



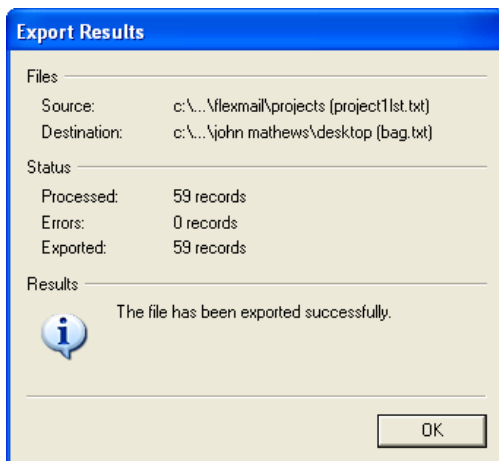
Click 'Next'



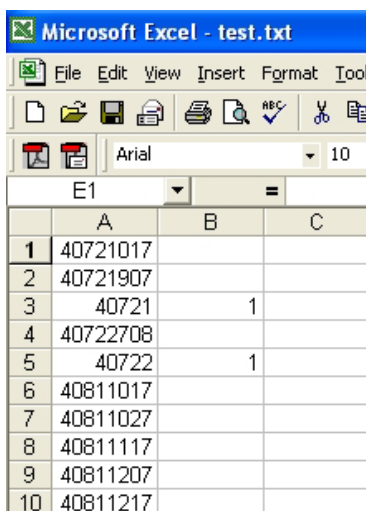
Click 'Export'



When complete you will see the following:

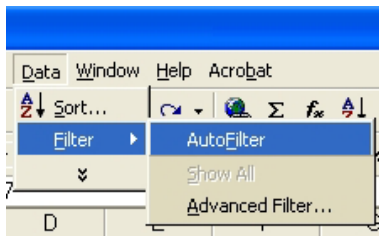


The exported file will contain information that isn't required, to remove, open the file in Microsoft Excel, remember to select 'Comma' as the delimiter when importing. You should end up with two columns, the 1st column is the Walksort selection code, the 2nd column has the information regarding the number of bags.

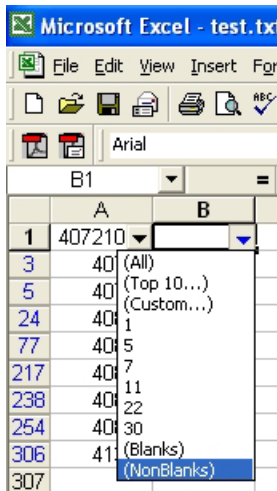


	A	B	C
1	40721017		
2	40721907		
3	40721	1	
4	40722708		
5	40722	1	
6	40811017		
7	40811027		
8	40811117		
9	40811207		
10	40811217		

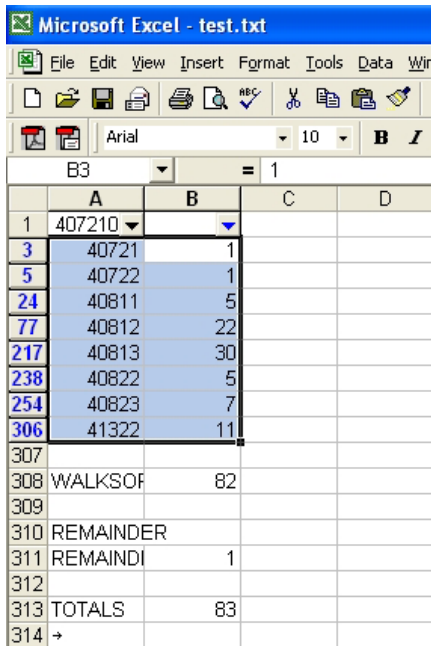
Click in the top left cell 'A1', then click on 'Data', 'Filter' then 'AutoFilter'



Click on the drop down arrow in cell B1 and select (NonBlanks) from the list.



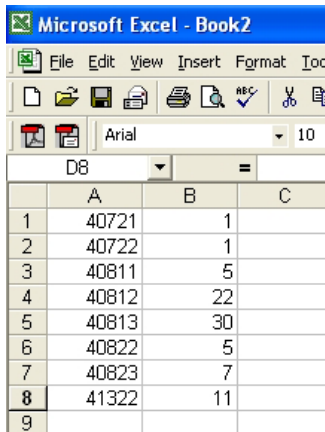
You now need to highlight only the fields that contain a Walksort Selection Code in the 1st column and a number in the 2nd column. It is important that field B1 is included if there is a number in this field.



Now with the mouse right click on the selected fields and select 'Copy'.

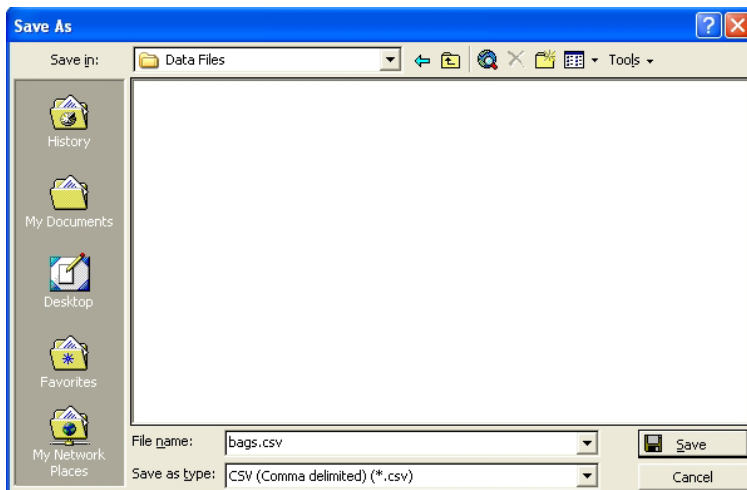
Now create a new blank Excel Workbook. Click in the top left cell (A1) and with the mouse right click and select 'Paste'.

You should now have a file with just the Walksort Selection Code and the bag quantity information.

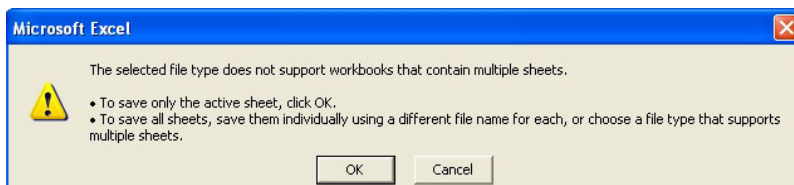


	A	B	C
1	40721	1	
2	40722	1	
3	40811	5	
4	40812	22	
5	40813	30	
6	40822	5	
7	40823	7	
8	41322	11	
9			

This information now needs to be saved as a 'Comma Delimited' file. Click on 'File', 'Save As', selection a folder to save the file to, type in a file name such as 'bags' and change the 'Save as type' to 'CSV (Comma delimited) (*.csv)' and then click 'Save'.



When you see the following message click 'OK'.



When you see the next message click 'OK'.

