

## WARNING!



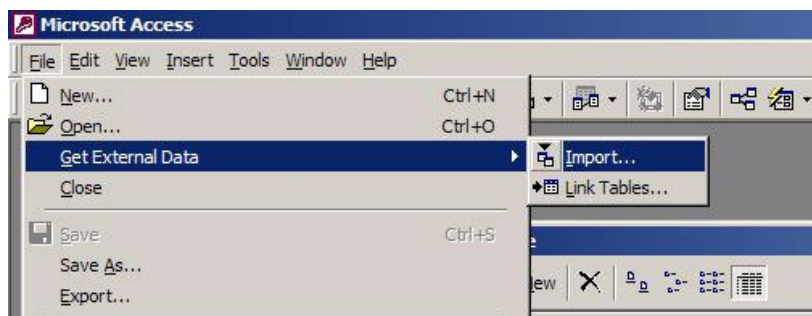
The procedures outlined in this Tip Sheet fall outside of the Take2 Access Edition Licence Agreement. Please note that where data in the Take2 back-end data file is changed by a user or third party, other than through the Take2 front-end, or where the structure of the Take2 back-end data file is changed by a user or third party without Meta Office approval, on call assistance cannot be provided in terms of this agreement and will be billed monthly at a fixed rate per hour, or part thereof, for each call to the help desk.



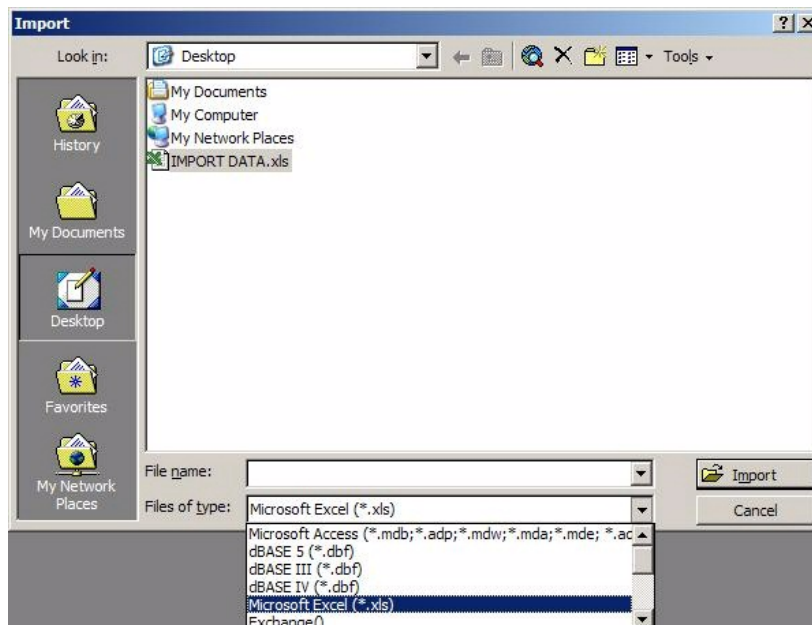
The procedures outlined in this Tip Sheet are carried out entirely at your own risk. Ensure you back up your data files before carrying out this procedure.

### Importing your Spreadsheet into the Take2Data.mdb file

1. Locate your TakeData.mdb file and double-click on it to open the file.
2. Click on the **File** menu, **Get External Data** and click on **Import**.

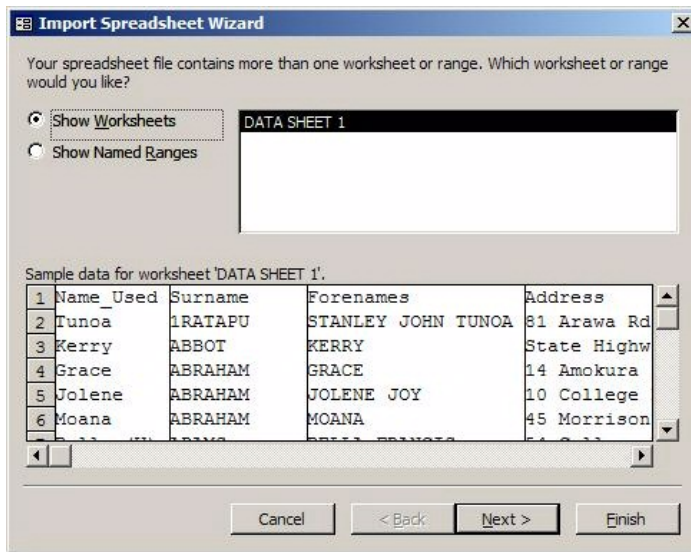


3. Change the file type to Microsoft Excel in the **Files of Type** dropdown box.

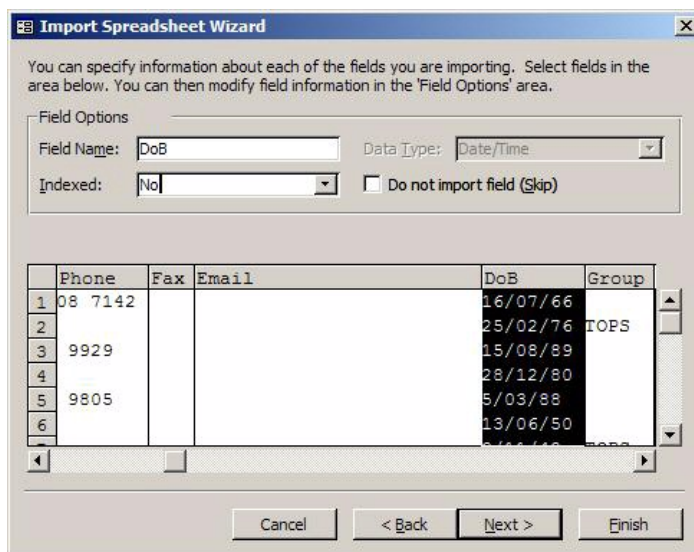


4. Select the Microsoft Excel file to import into Take2

5. Click on the **Import** button.
6. The Import Spreadsheet Wizard will appear.



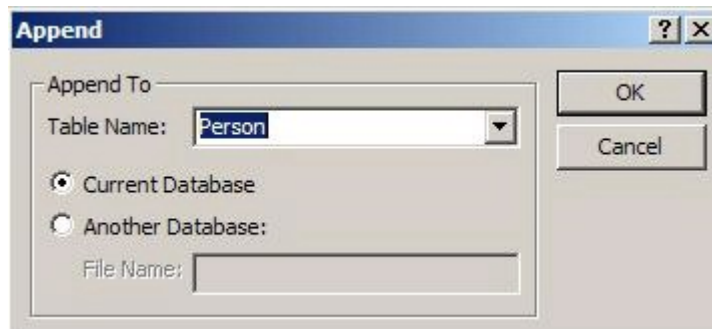
7. Verify that the correct Worksheet is selected and the sample data is representative of the data you wish to import.
8. Click on the **Next** button.
9. Select the **First Row Contains Column Headings** check box if applicable.
10. Click on the **Next** button.
11. Select the **In a New Table** radio button.
12. Click on the **Next** button.
13. Verify the fields you wish to import into the new table. Select the **Do not import field (Skip)** check box where applicable. Verify the data types given are correct.



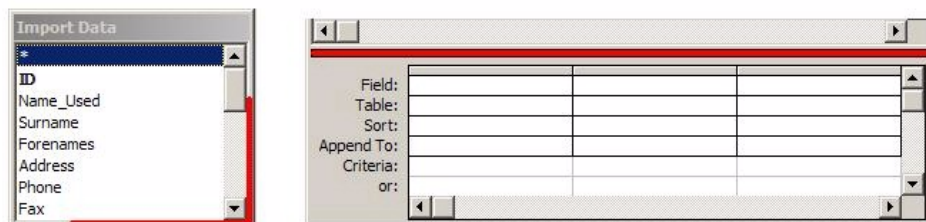
14. Click on the **Next** button.
15. If your table has a unique identifier such as a Student ID specify it in the dropdown box as the Primary Key. Otherwise allow Access to add a Primary Key.
16. Click on the **Next** button.
17. Specify a name for the new table.
18. Click on the **Finish** button.

## Appending the imported data into the Persons table

1. In the Database window click on the **Queries** object.
2. Double-click on **Create query in Design view**.
3. Double-click on the table (which contains the imported data) the name of which was specified in step 17 above.
4. Click on the **Finish** button.
5. Click on the **Query** menu and select **Append Query**.

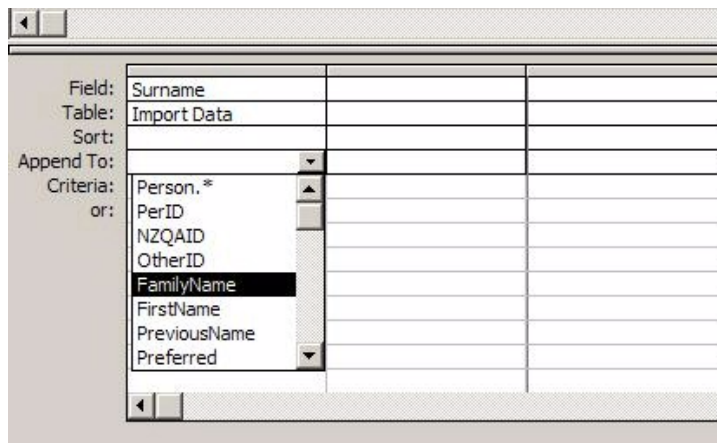


6. Specify the Person table in the **Table Name** dropdown box.
7. Click on the **OK** button.
8. Resize the table and the QBE grid so you are able to see all the fields in the table.



Resize the table by clicking and dragging the edge of the table.  
 Resize the QBE grid by clicking and dragging the edge of the grid.

- Drag and drop the required fields from the table into the QBE grid.



- Match (Append To) the corresponding fields in the Person table with the fields from the table you are importing from. In the example above Surname in the imported table matches FamilyName in the Person's table.
- There are some fields which are required to be included in addition to the basic details, such as FamilyName. The table below shows what to type into the field and the corresponding field to append to.

Field	Append To
True	Active
True	Prospect
Date()	DateAdded
Date()	DateUpdated
"Home"	ActiveAddress

Access will add an "Expr" prefix to the fields – just ignore these.

- The query should end up similar to the following:

Field:	ID	Surname	Forenames	DoB	Expr1: True	Expr2: True	Expr3: Date()	Expr4: Date()	Expr5: "Home"
Table:	Import Data	Import Data	Import Data	Import Data					
Sort:									
Append To:	PerID	FamilyName	FirstName	DoB	Active	Student	DateAdded	DateUpdated	ActiveAddress
Criteria:									
or:									

- Click on the **Query** menu and select **Run**.
- A warning message will appear advising that you are about append records. Click on **Yes** to continue.
- The specified data will be imported into the Persons table in Take2.