

# Materials Manager

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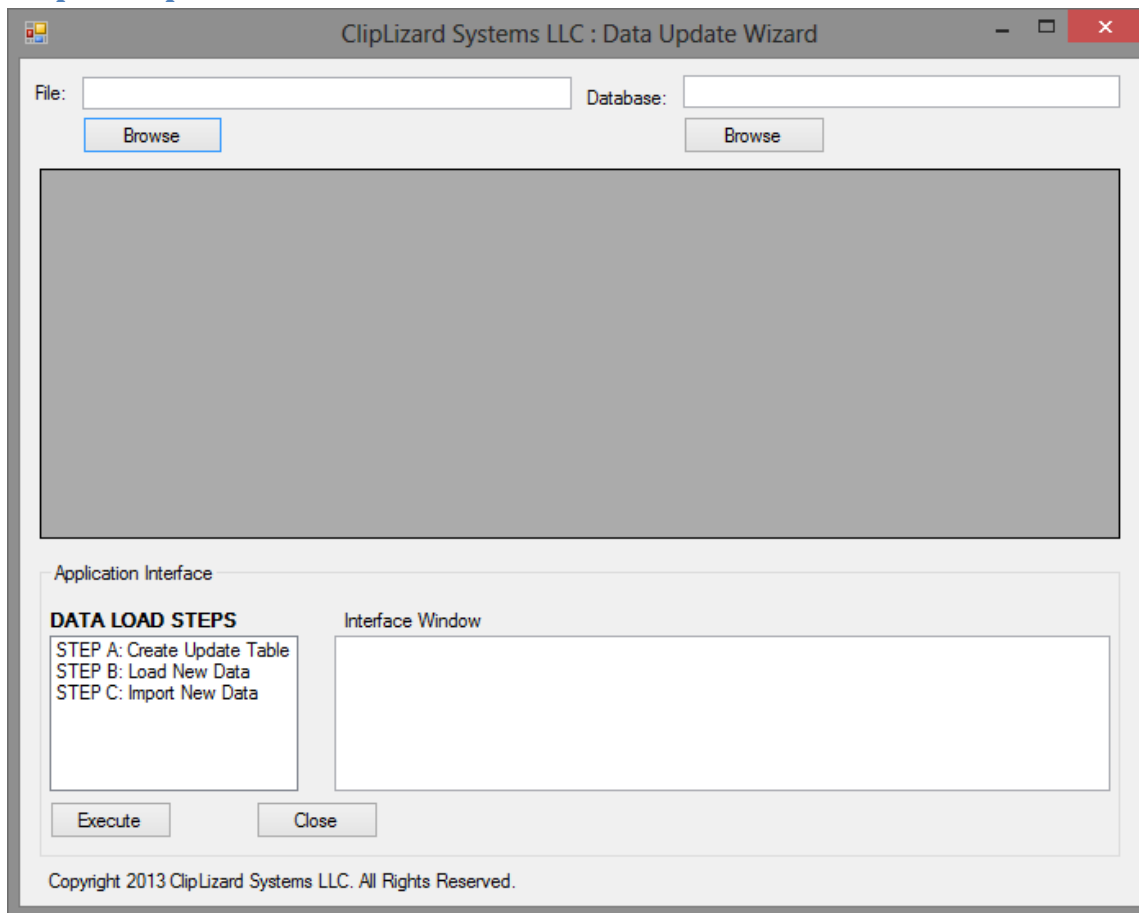
## Import Wizard



### Compatibility Check for .Net 3.5

**Always** perform this first step. It verifies the presence of the required framework for this application to function. If check fails, required files are included in the Support Files folder with the application.

## Step 1: Import New Files




### Always backup the Materials Manager Database before performing these steps!

1. Under the File field, click **Browse**
  - a. Locate your Import File
  - b. Filename must be a single worded, tab delimited text file with no numbers. (Ex. Import.txt)
2. Under the Database field, click **Browse**
  - a. Locate the database that you wish to work with.
    - i. **Windows XP/7 x86 default:** C:\Program Files\Materials Manager\MatMgr.mdb
    - ii. **Windows 7 x64 default:** C:\Program Files (x86)\Materials Manager\MatMgr.mdb
    - iii. **UAC enabled default:** C:\Users\%Username%\Appdata\Local\VirtualStore\Program Files (x86)\Materials Manager\MatMgr.mdb
    - iv. If network, open file from the mapped network drive and use the MatMgr.mdb file found there.
3. Click on **Step A** and click **Execute**
  - a. You will see a message in the Interface Window that says "New Table Complete"
4. Click on **Step B** and click **Execute**
  - a. You will see a message in the Interface Window that says "Data Population Complete"
5. Click on **Step C** and click **Execute**
  - a. You will see a message in the Interface Windows that says "Process Complete"
6. Click **Close**

## Step 2: Update to Materials Manager

ClipLizard Systems LLC : Data Update Wizard



### Data Update Wizard

(NOTE! ProductID is pre-selected: MUST be selected)

Column
PRODUCTID
PRODUCTNAME
BARCODE
MANUFACTURER
REORDERUNIT
REORDERQTY
COST
LISTCOST
CLASSID
BILLABLE
VENDORID
INVENTORYFIELD1
INVENTORYFIELD2
INVENTORYFIELD3

**Link**

**Unlink**

Import	Column
PRODUCTID	ProductID
	ProductName
	Barcode
	ReorderUnit
	ReorderQty
	OnHandQty
	MinimumQty
	VendorID
	Manufacturer
	Cost
	ListCost
	ClassID
	Billable
	Status

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Merge Updates to Materials Manager

Close

Columns from the left need to be linked to columns on the right. Only link the columns that you are attempting to update. ProductID is already linked and MUST remain linked.

**\*\*The Barcode fields cannot be updated and will not be modified with this tool for the sake of data integrity.\*\***

### To link columns:

- Select the source column in the left table
- Select the destination column in the right table
- Click **Link**
- When all desired fields have been linked, click **Merge Updates to Materials Manager**.
- Click Close