

## How to import and export Barcodes

*Issue 1: April 2005*

### Objective:

You can import and export a list of barcode numbers to *Barcode for Sage Line 50* using standard CSV and XML file formats.

CSV (comma separated values) are the simplest, standard method of exchanging data between computer programs. The data is in a text format which can be edited using Windows Notepad or Microsoft Excel.

### Preparation:

*Tip: Before importing new barcodes, you are advised to take a back-up of your barcodes data by using the 'Export' option to save your current barcodes to a CSV file.*

### CSV File Format

Column Name	Presence	Format	Example	Notes
Barcode	Mandatory	Text. Max length 30 characters	5001630320746	The Barcode. Each Barcode can only appear once in the file. Duplicates will be rejected.
Product Code	Mandatory	Text. Max length 30 characters	BOARD001	The Product Code from Sage Line 50.
Default Quantity	Optional	Numeric. From 0.01 to 99999	48	The default quantity to display when this barcode is scanned. Defaults to 1 if this column is

				missing.
Barcode is Fixed	Optional	'Y' or 'N'	Y	Permissible values: Y = Fixed N= Non-Fixed  Defaults to 'Y' if this column is missing.
Unit Of Storage	Optional	Text. Max length 10 Characters	Box	A free-format description of the packaged unit.

The file should be formatted as follows:

- Each unit of data is separated by a comma.
- Each data record takes up a single line.
- Each data record is terminated by a carriage return (enter key).
- There are no header or trailer records.
- The data can be read in any order; it does not have to be pre-sorted.

### Example of CSV Data File

```
5001630320746,BOARD001
5001630320746,BOARD002
5001034053321,BOOKS001
5001034033240,BOOKS002
5033828219992,BOOKS003
100536,CALC001,1,Y
100561,CALC001,24,Y
100562,CALC001,48,Y
10071,CALC004,10,N
10072,CALC004,100,N
10072,CALC004,1000,N
```

### Description:

Start Barcode Admin

Press '**Barcodes**'

Press '**Retrieve from Sage**'

Before commencing with amending any barcodes it is advisable to update the system with all of the latest Products which exist in your Sage Line 50 system. Any new products that have been created in Sage Line 50 will be copied in and products deleted from within Sage Line 50 will be removed.

*Tip: For users of Sage with a high volume of products, this process can take approximately 10 minutes to read five thousand products.*

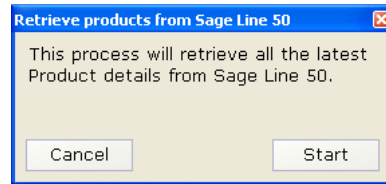


Fig 1 This process will read all products from your Sage Line 50

Press **'Import'**

You are prompted to locate the file to be imported.

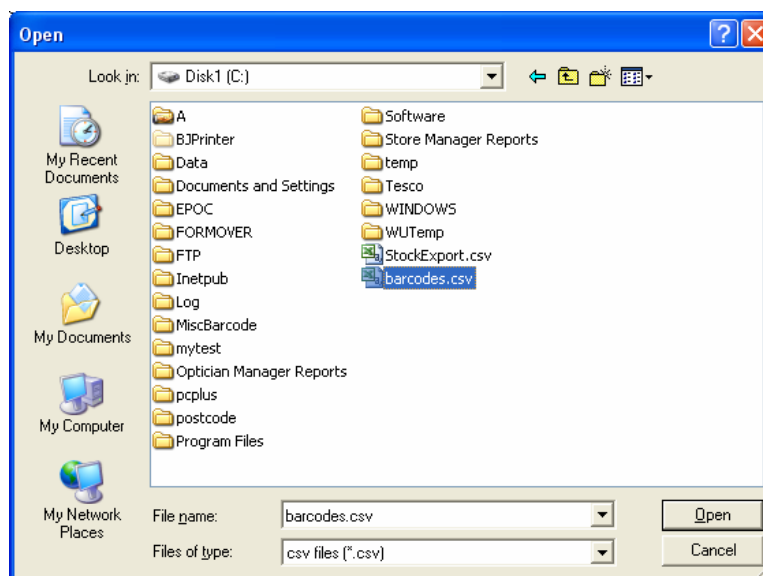


Fig 2 Select the file to be imported

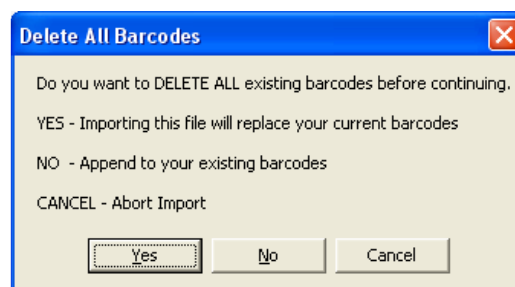


Fig 3 Pop-up warning to replace all barcodes.

Choose **YES** to replace all barcode numbers in your system with those in the file. This step is irrecoverable.

Choose **NO** to append the imported barcodes to your existing records.

Choose **CANCEL** to abandon the file import

A second pop-up window is displayed when import is complete.

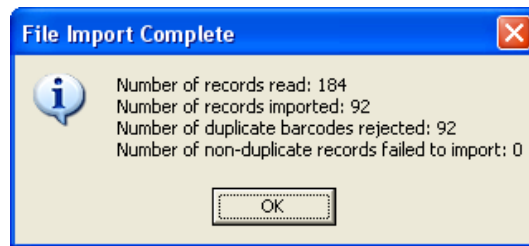


Fig 4 Confirmation of file import.

## How to Export Barcodes:

The barcodes can be output in a choice of two file formats:

### Export to CSV File Format

Exporting uses the same file format as described for File Import.

### Export to XML File Format

This option creates an XML (eXtensible Mark-up Language) data file for exchange with other computer systems. An example of an XML file is shown below

```
<Barcodes>
  <Barcodes Barcode="1001" Stock_Code="BOARD001" Qty_Default="1.00"
Qty_Set="N">
  <SageDesc>Whiteboard - Drywipe (900 x 1200)</SageDesc>
  <Qty_In_Stock>3.77</Qty_In_Stock>
  <Item_Type>0</Item_Type>
</Barcodes>
  <Barcodes Barcode="1001" Stock_Code="BOARD001" Qty_Default="1.00"
Qty_Set="N">
  <SageDesc>Whiteboard - Drywipe (900 x 1200)</SageDesc>
  <Qty_In_Stock>3.77</Qty_In_Stock>
  <Item_Type>0</Item_Type>
</Barcodes>
  <Barcodes Barcode="1002" Stock_Code="BOARD002" Qty_Default="1.00"
Qty_Set="N">
  <SageDesc>Whiteboard - Drywipe (1000 x 1500)</SageDesc>
  <Qty_In_Stock>8.00</Qty_In_Stock>
  <Item_Type>0</Item_Type>
</Barcodes>
</Barcodes>
```

- END -