

## Importing Summaries from an ASCII Delimited File

Summation's import utility lets you bring into the Core Database data that was compiled in another program and saved as an ASCII delimited text file. You can import entire records (beginning with version 2) as new or revised field data. Importing is a function recommended for Advanced Users.

Importing an ASCII file can affect your database in adverse ways if the import process does not go smoothly. It is strongly recommended that you backup the database before importing any data.

### IMPORTING SUMMARIES INTO BLAZE LG, LG GOLD AND IBLAZE

Follow the steps below to import your summaries. You can modify the settings in the Import File to accommodate situations you may run into when working with ASCII delimited files.

The setup dialog is where you change the default settings for an import. You can adjust settings for the ASCII file delimiters, the data check and the date output format. In addition, you can specify the row number in the ASCII file at which to begin the import (instead of row one). You can also designate how the program will handle duplicate records during the import process, including instructing the program to append new field data.

#### Steps:

1. Go to the Options menu, select Utilities.
2. Choose Import Summaries.
3. Click the Browse button.
4. Browse to your import file. If it is not listed initially, then choose all files from the dropdown menu.
5. Before you examine the file you may want to consider your proper import setup. In Blaze LG, LG Gold and iBlaze you can "click" on the "**setup**" button to choose many setup options. Click on the options you need for your particular import setup.
6. Click Examine or Quick Check (this is different from time to time).
7. You should be prompted "Would you like to use the first line of your import file as the definition of columns?" Click on Yes.

Click Full Check. This will tell you if there are any errors in the file. If everything is OK click on **Import File**.