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## IMPORTING DATA

**MENU:** File | Database | Import Text Data...

### **IMPORTANT:**

As long as your data does not violate database rules, it will be imported into your database. Use care when using this feature, and pay particular attention not to import redundant data. We suggest you create a practice database to use while you are becoming familiar with this process. This way you will avoid damaging your actual data if mistakes are made.

CARCare enables you to import comma-delimited (CSV) text data into six (6) primary tables in your database. There is a limit to the number of data fields that can be imported, and a specific format is required when creating your import file(s). Tables that you may import data into are:

- Vehicle
- Payment
- Maintenance
- Maintenance Tasks
- Parts
- Fuel Log

Numeric data in an import file must contain numeric values only. A value of "\$12,345.67" should be entered as "12345.67", without commas or other formatting characters.

Commas must NOT appear within the actual field data when using comma-delimited format.

When supplying "flag" values, a numeric one (1) or a zero (0) is required. Use care not to use the alpha character "O" (oh) to indicate a numeric value of zero.

Records in an import file are processed sequentially from top to bottom. Use care when creating an import file containing 'mixed' record types to make certain that record dependencies are addressed. As an example, if you are importing "Parts" records, the associated "Maintenance" record(s) must already exist in your database. Further, the "Order Number" is used to link parts records with the correct maintenance record. The import tables are listed below in an order, which should prove trouble-free when creating your import file.

When you create an import file you may include different types of records in a single import file. Each physical line in the import file must contain one complete record. Any field that is not supplied must appear as properly delimited, empty double-quotes (""). Fields must appear in the order listed in the tables below.

Once you import your data you will need to access the imported records through the CARCare program to make whatever adjustments may be necessary, to make certain that your data is accurate and complete. This document will provide the import format information you need in order to create an import file.

## IMPORTING DATA

### Vehicle Record

Pos	Field	Max Len	Notes
1	Record Type	n/a	Literal value "scbc_VEHICLE"
2	Year	4	Year of manufacture
3	Make	24	Vehicle manufacturer name
4	Model	24	Vehicle model name
5	Body Style	24	Vehicle style (e.g. Van, Pick Up, Sedan, etc.)
6	VIN	24	Vehicle Identification Number
7	Tag No	16	License tag number

### Payment Record

Pos	Field	Max Len	Notes
1	Record Type	n/a	Literal value "scbc_PAYMENT"
2	Date	10	Date of expense
3	Code	1	Expense Code (0=loan/lease, 1=insurance, 2=other)
4	Description	40	Description of expense
5	Amount	10	Expense amount (numeric value only)
6	Business Flag	1	0=non-business/1=business
7	VIN	24	VIN of vehicle to which the expense was issued

### Maintenance Record

Pos	Field	Max Len	Notes
1	Record Type	n/a	Literal value "scbc_MAINTENANCE"
2	Date	10	Work order date (mm/dd/yyyy)
3	Order No	16	Work order number
4	Odometer	8	Odometer reading at the time of service
5	Description	80	Summary of work performed
6	Vendor	40	Name of vendor/dept that performed the work
7	Misc	10	Miscellaneous charges (numeric value only)
8	Disc	10	Discount off total price (numeric value only)
9	Tax	10	Tax charge (numeric value only)
10	VIN	24	VIN of vehicle that was serviced

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### Maintenance Task Record

Pos	Field	Max Len	Notes
1	Record Type	n/a	Literal value "scbc_MAINTTASK"
2	Description	80	Description of task
3	Labor	10	Labor charge (numeric value only)
4	VIN	24	VIN of vehicle that was serviced
5	Order No	16	Order Number
6	Vendor	40	Name of vendor/dept that performed the work
7	Warranty Flag	1	0=no warranty/1=part performed under warranty

### Parts Record

Pos	Field	Max Len	Notes
1	Record Type	n/a	Literal value "scbc_PARTS"
2	Qty	4	Quantity used (numeric value only)
3	Part No	24	Part number
4	Description	80	Description of part
5	Price Each	10	Single unit price (numeric value only)
6	VIN	14	VIN of vehicle on which the part was used
7	Order	16	Maintenance record order number (must already exist)
8	Vendor	40	Name of vendor/supplier
9	Warranty Flag	1	0=no warranty/1=part replaced while in-warranty

### Fuel Log Record

Pos	Field	Max Len	Notes
1	Record Type	n/a	Literal value "scbc_FUEL"
2	Date	10	Date fuel was used/purchased
3	Last Odometer	8	Odometer at last fueling (numeric only)
4	Current Odometer	8	Odometer at this fueling (numeric only)
5	Qty	4	Quantity of Gal/L used (numeric value only)
6	Total	10	Total cost of fuel (numeric value only)
7	Brand	24	Brand of fuel used
8	Dealer Name	24	Dealer Name
9	VIN	24	VIN of vehicle in which the fuel was used
10	Business Flag	1	0=non-business/1=business
11	Octane	16	Octane or fuel type