

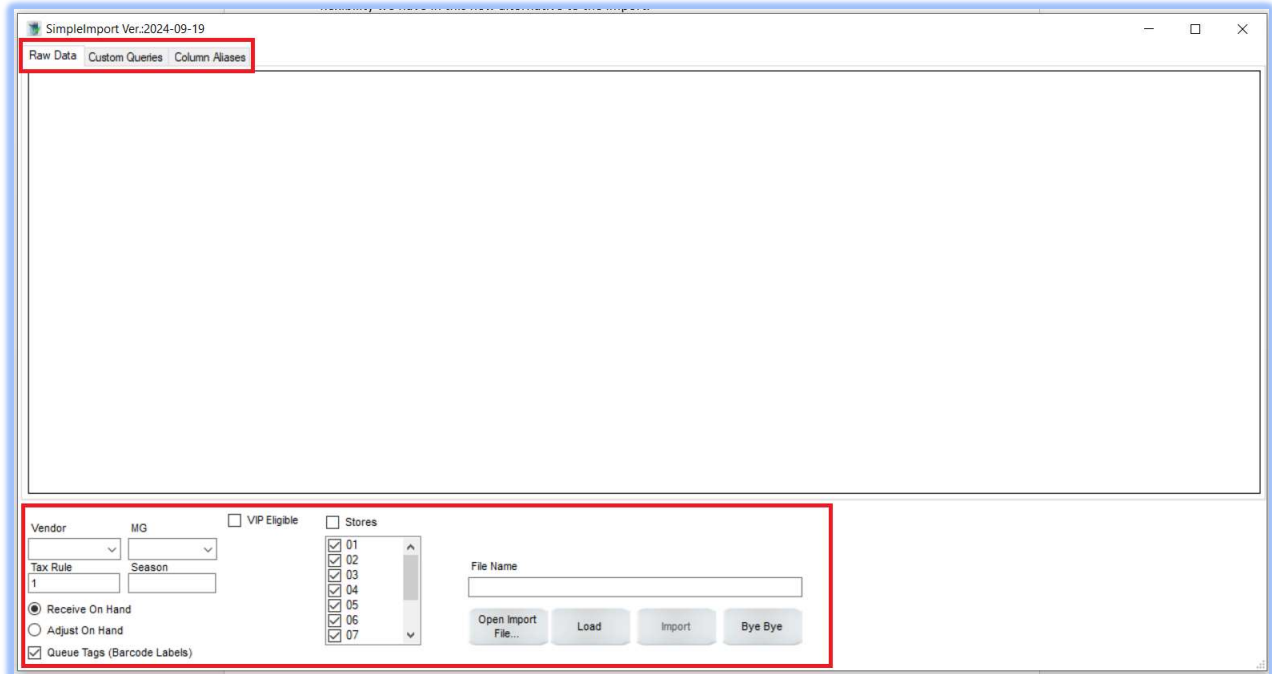
VRP Simple Import Guide

This guide goes through the steps to import a file with inventory using the Simple Import.

Start from the main menu of the program and navigate to the “Utilities” section of the program. Click on the Import module. From there you see a new menu where you choose which import type to use. For this guide we are discussing the simple so click there.



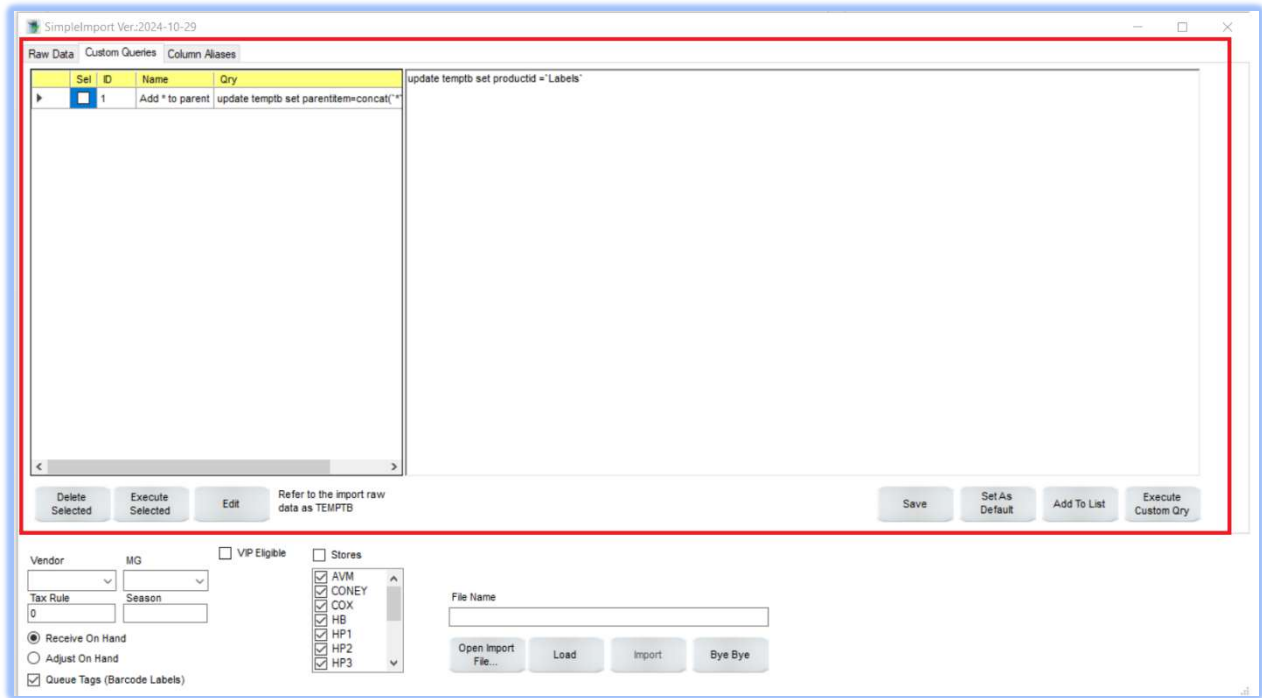
Upon selecting the Simple you see simple import module which looks like this:



In this module at the top there are three tabs. The first one called “Raw Data” is where you can load the file to be imported into the system. On the bottom from left to right there are options for default Vendor, MG, Tax Rule, and Season. You can also toggle what to do with the on-hand if it exists in the file. (Adding or adjust to the value). If the file does not contain the on-hand column or if it instead contains Purchase order quantities then these fields do nothing.

You also have the option for VIP eligible which is another default added for convenience to mark all products as eligible for the earning of rewards. There is also a Stores list as in the template import to mark all the stores where the items in your file should be created. If the source file does not contain a column storied then this should be used in order to control what stores the items are defined for. The last section in this area is to locate the file for import which opens the file explorer and then a button to load the file to the screen. This is used to ensure that the data loads correctly. The final button is to import the file after confirming that the data loaded and mapped properly.

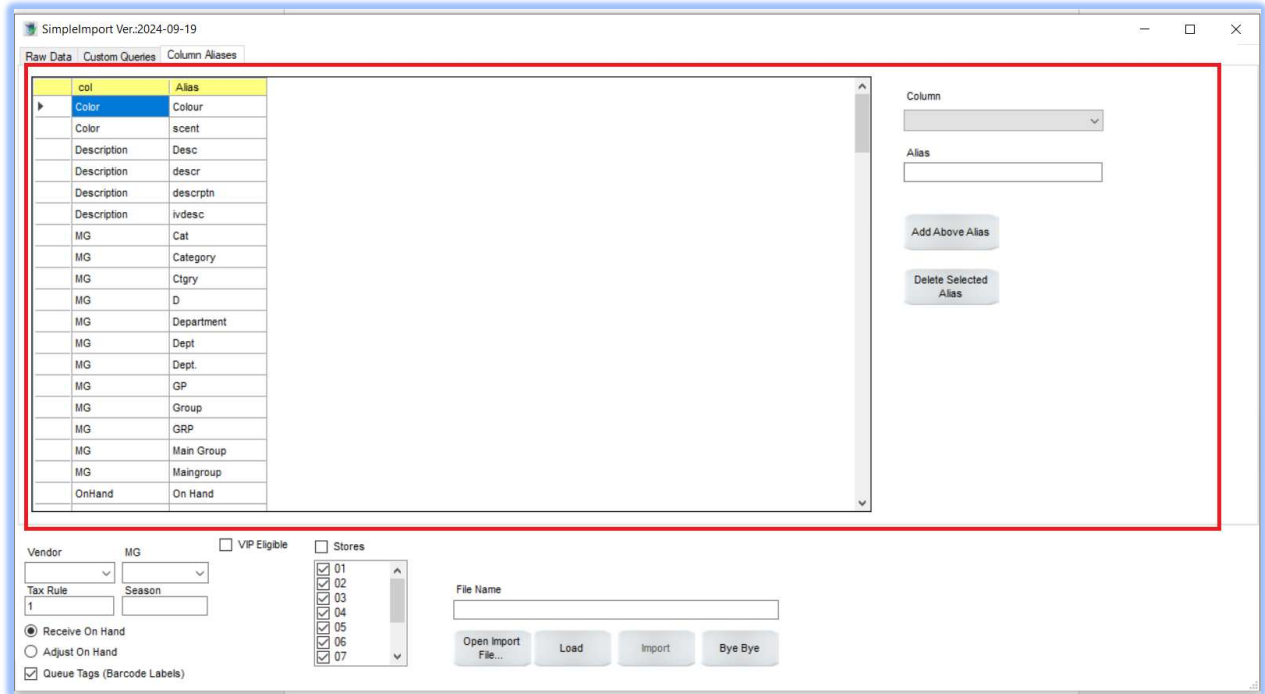
In the second tab called “Custom Queries” you have the following view:



The module can be used to create queries to alter the data loaded to the module before you commit the final import. Queries can be written by a tech here at VRP. We would recommend if the user is not knowledgeable in SQL queries for them to contact VRP for help in this section. On the left there is a section where you can save queries for reuse. The left section has 3 buttons on the bottom “Delete Selected”, “Execute Checked”, and “Edit”. All three of these buttons can be used to control the saved queries. First you would need to select the check boxes for each respective query then select the action to take: Edit, Delete, or Execute. On the right side we have a space to write a default query outside selected queries and also for editing / appending the edited queries as well. References to the loaded file must be written as “TempTB” within the query.

An example of something you may want to do here is updating the on-hand to zero except the store you would like the stock to go into. If you have an on-hand column with values but no storied in the file then the on-hand would be added to all the stores checked in our stores list. There are many other checks that can run with queries as well not limited to the file so it is a useful tool.

The final tab is shown as below:



In this tab called “Column Aliases” you can defined aliases for the program to translate them to the corresponding VRP data columns. The best case scenario is to name every column in the source file as they are named in VRP. Because that is not necessarily the case nor sometimes possible the aliases section exists. Here you can create your own aliases with names that are recognized for your business. On the left you have the current list. The system has some common abbreviations to use as a starting point. On the right you can add their own. First select the VRP column name to map to. Then select the alias that appear on your file as a header. Lastly click the button “Add above alias” to commit the change. There is also an option on the bottom below this button to delete selected lines on the left where the full list is shown.

Using the three tabs explained above you can load an import new inventory or new purchase orders into the VRP system. Required files are still necessary when importing the data. Examples include: ProductID, Color, Size, MG, Vendor ID, and UPC. If UPC is left blank or does not exist in the file VRP generates its own. VRP also warn or throw errors upon clicking import if some relevant data is missing. Fields like Sale price, unit cost are not required to create the item and so if not present the module does not throw errors for these rather it imports sale price at 99999 and unit cost at 0.00.

Supported File Types (Text Tab Delimited, Comma Separated Values) (TSV/CSV)

As always please reach our office if you may have any additional questions or concerns with your use case of this utility. 201-678-9888 Option #2