

1 baseman

Description

Import Excel- or textfiles into a database structure.
 Maintain data, search and replace the content of columns.
 Export data as a textfile.

1.1 How to start database tool

Call the following URL:

`http://<project dir>/system/baseman.prg`

With the first call one sees the following display:



1.2 How to import Excel files

One begins with the import of a file, which can exist as an Excel- or text file.
 For this please click on the Button „Import“.

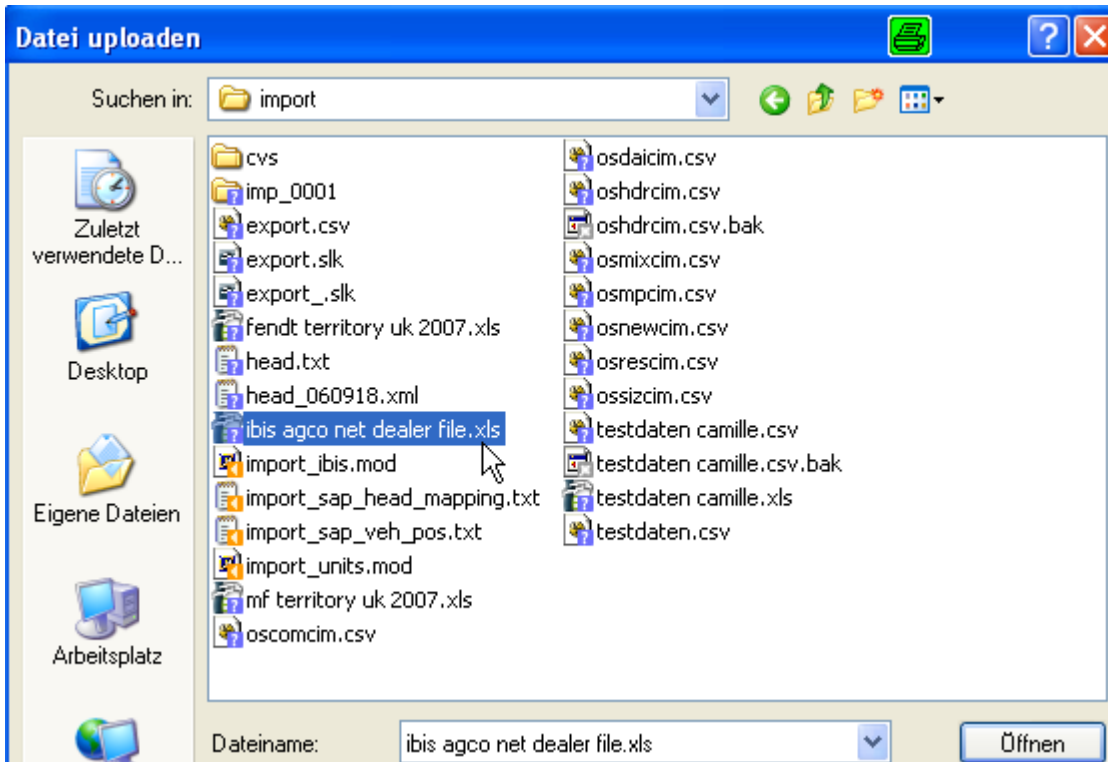


An input mode for the file name appears, more comfortably it is however to select the file.



For this please click on the Button “Browse...” (German: “Durchsuchen...”).

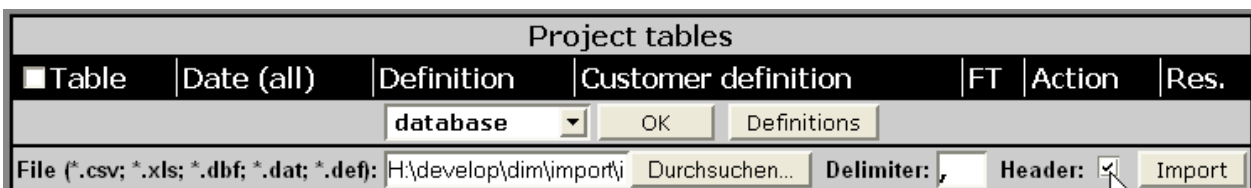
Select the desired file on the local hard disk and click on the Button “Open...” (German: “Öffnen...”).



Subsequently you should see the filename with its complete path:



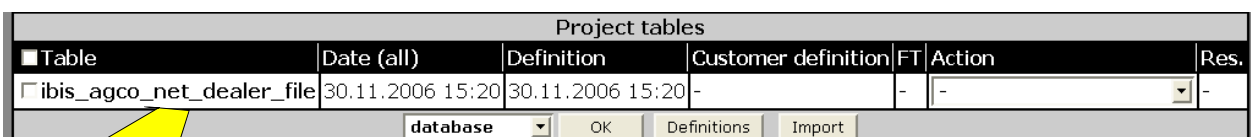
If in the first line the column headings are registered, please tick the check box “Header”:



Subsequently click on the Button “Import”:



After some seconds the file is imported and indicated in the table list:



In order to display the table content, one clicks directly on the filename:



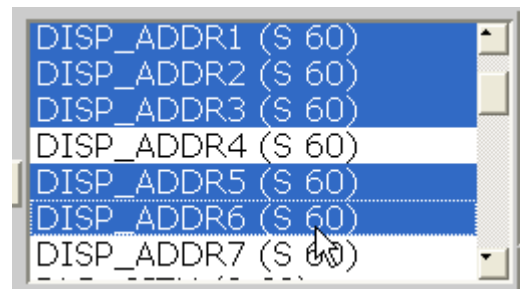
1.3 How to view the data records

Here one sees the content of the table with all data records:

Nr.	Edit	DLR_CD	DLR_NM	DISP_ADDR1	DISP_ADDR2	DISP_ADDR3
1		10011500	ARMEE DE TERRE	SERVICE CENTRALE DES APPROVISIONEMENTS	S/DIRECTION PRODUCTION RP 1312	78013 VERSAILLES
2		10110000	FDI-SAMBRON	ROUTE DE NANTES	BP 71	44160 PONT CHATEAU
3		10111000	SOCIETE NOUVELLE DEROT	AVENUE DU GENERAL LECLERC	B.P. 4	77730 SAACY SUR MARNE
4		10112900	ETS BOBARD	17 RUE DE REON	21204 BEAUNE	FRANCE
5		10541200	SAMPO ROSENLEW 101W			
6		10541250	ILYICH IRON & STEEL SHP			
7		10731200	TRILK LANDTECHNIK	BUECHENER WEG 2A	21514 SIEBENEICHEN	GERMANY
8		10731300	SCHWARZ LANDMASCHINEN NOW SD WHL			

The first five columns are always shown. If one would like to see more or other columns, then one can mark these in the following selection list:

In order to mark several columns, you keep the CTRL key pressed and click on the desired columns.

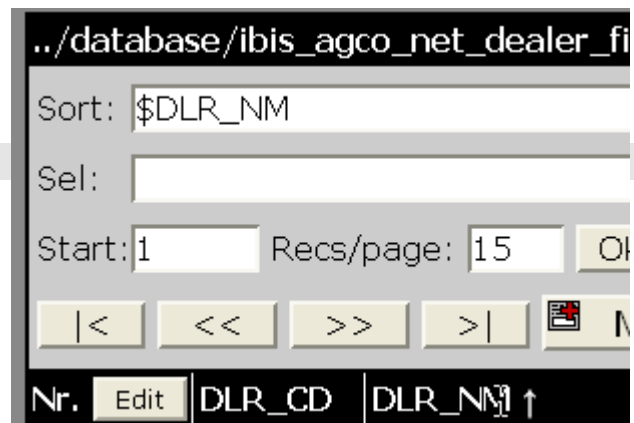


The following functions are available:

- Search
- Search & Replace
- Sort
- Export

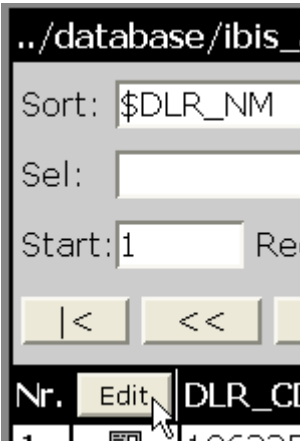
1.4 How to sort the data

In order to sort data by any column, one clicks simply on the column heading. If one clicks again the sort sequence alternates between ascending to descending order.

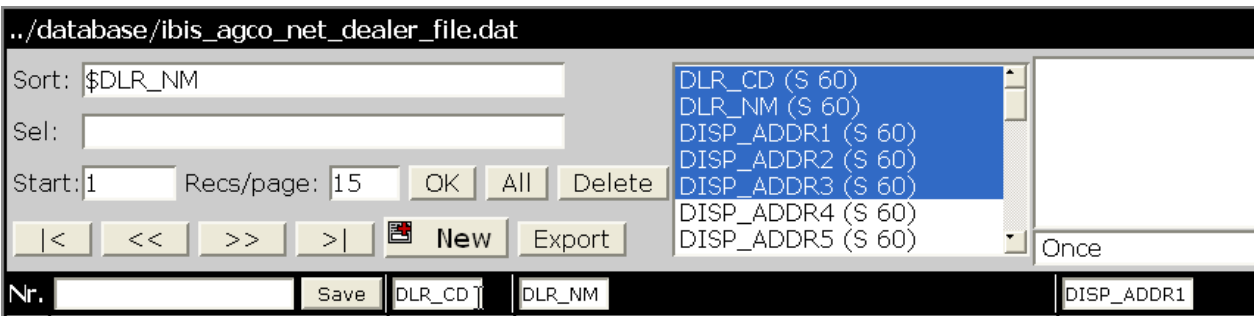


1.5 How to edit column names

The column headings can be changed very easily.
Click for this on the button „Edit“:



The column headings are now editable and can be overwritten directly.



1.5.1 Which column names are permitted?

One must absolutely make certain that the name for a column heading is used only once within a table.

Not allowed:

- more than 40 characters
- spaces or special characters
- to begin the name with a number
- to use umlauts
- columns not unique in the table

1.5.2 How to create a new column

Input the name of the new column into the textfield and click on "Save".

../database/ibis_agco_net_dea

Sort: \$DLR_NM

Sel:

Start: 1 Recs/page: 15

|< << >> >|

Nr. City | Save

Afterwards the column is available in the table.

1.5.3 How to remove a column

In order to delete an existing column from the table, it is only necessary to delete the column name.

Click on the button "Save" and the column is off.

Note:

Once the column is removed, these data cannot be restored.

For this reason you should be careful when removing columns.

1.6 How to open data records

In order to open a data record you click on the Icon in the second column:

../database/ibis_agco_net_dea

Sort:

Sel:

Start: 1 Recs/page: 15

|< << >> >|

Nr. Edit DLR_CD DLR_NM

Nr.	Edit	DLR_CD	DLR_NM
1		10011500	ARMEE DE

../database/ibis_agco_net_dealer_file.dat

Project overview

Save Table Duplicate Delete

[RecNo]	1
DLR_CD	10011500
DLR_NM	ARMEE DE TERRE
DISP_ADDR1	SERVICE CENTRALE DES APPROVISIONEMENTS
DISP_ADDR2	S/DIRECTION PRODUCTION RP 1312
DISP_ADDR3	78013 VERSAILLES
DISP_ADDR4	FRANCE
DISP_ADDR5	
DISP_ADDR6	
DISP_ADDR7	
DLR_CITY	VERSAILLES
DLR_COUNTY	
DLR_POST_CD	78013
DLR_TEL	
DLR_EMAIL	
DLR_FAX	
ADMN_CONT_ID	
DLR_ACTIVE_FG	
CNTRY_CD	FR
DLR_WEBSITE_URL	
DLR_ADDR1	SERVICE CENTRALE DES APPROVISIONEMENTS
DLR_ADDR2	S/DIRECTION PRODUCTION RP 1312
DLR_ADDR3	
DLR_ADDR4	
DLR_STATE	
DLR_CRCY_CD	EUR
SEARCH_TYPE	CX
SUB_REGION	2.10000122070312

In the form all data fields are editable.

To change content of the fields you move to the respective field, enter your change and click on "Save". In order to return to the table you click on the button "Table".

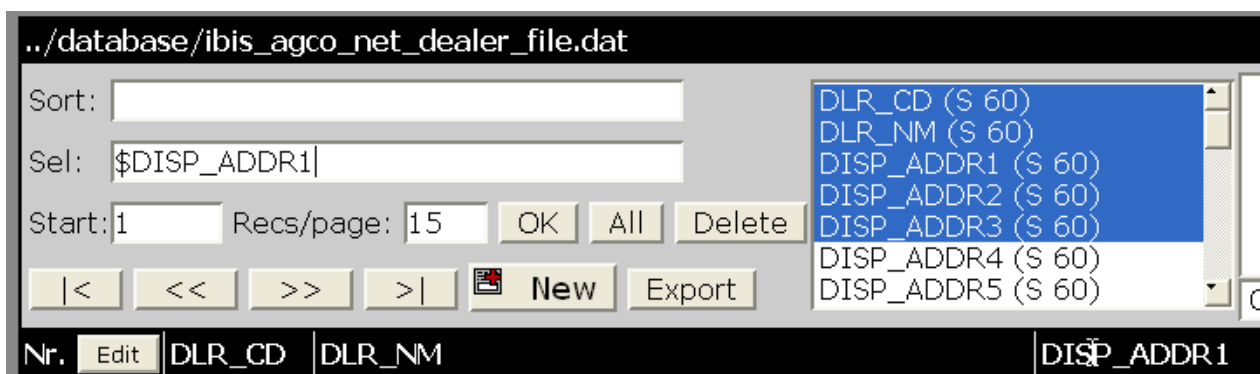
1.7 How to create a record – function “New”

In order create a new data record, please click on the button “New”.
You receive an empty form with all data fields.
Enter all information here and click on “Save”.



1.8 How to select data – function “Sel:”

In order to select data records one clicks on the desired column while pressing CTRL.
As the following illustration shows the column name is then located in the input field “Sel”.



Subsequently you supplement the desired selection by manual input.

In our example we would like to select all entries that contain "STR" in the column DISP_ADDR1.



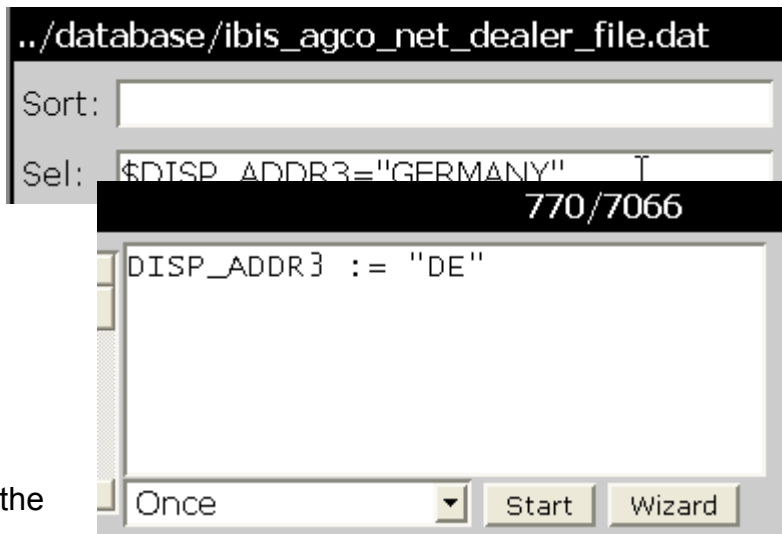
Select	Syntax
<i>name like Miller</i>	Name like „Miller“
<i>name like Miller and postcode is 91126</i>	Name like „Miller“, Postcode = „91126“
<i>City is London</i>	City = „London“
<i>Countrycode UK and Company is a ltd</i>	Countrycode=“UK“, Company has „ltd“
<i>Countrycode is UK or DE or AT</i>	Countrycode in [„UK“,“DE“,“AT“]
<i>Name2 has no value</i>	Name2 =““

1.9 How to replace data in any column

First select all entries that should be changed.

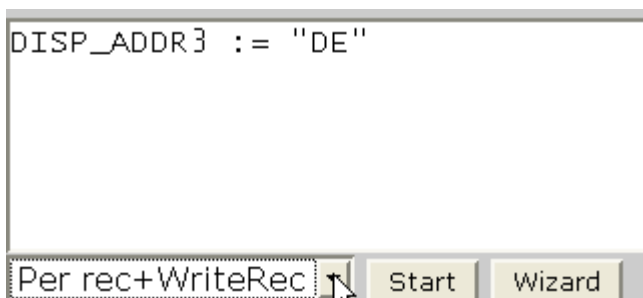
Subsequently you enter the instructions for replacement in the right textarea. Example: We would like to exchange the existing entries "Germany" in the column DISP_ADDR3 for "DE".

First you enter the selection:



Then you enter the replacement expression:

Select the following option from the selectbox:



And now you click on the Button „Start“.

As a result one sees in the column that all entries were replaced.

1.10 How to delete records

It is also possible to delete single records or whole search results.

After typing in the filter you get the list with all search results. With the trash button you simply can delete these records.

../database/address.dat 16494/81613

Sort:

Sel: Volltext Syntax

Start: Recs/page:

Keywords (S 15)
Name (S 50)
Name2 (S 50)
Name3 (S 50)
Street (S 50)
HouseNo (S 10)
SubStreet (S 50)

Nr.	Keywords	Name	Name2
1	Andrews Farm	Andrews Farm	

Warning: The deletion is irreversible. For this reason a security check appears when you press the delete button.

../database/address.dat 16494/81613

Sort:

Sel: Volltext Syntax

Start: Recs/page:

Sure?

Nr.	Keywords	Name	Name2	Nar
1	Andrews Farm	Andrews Farm		
2		Bombail SAS		
3		Dannell Farm		

Select "Yes!" and click the confirmation button.

If you want to delete one single record from the DB, please open this record.

../database/address.dat 1

AutoID

Keywords

Name

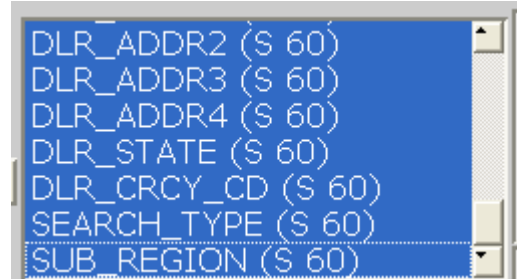
Name2

When the record appears you have to proceed the same way. Click on the trash and answer to the security check with "Yes!".

1.11 How to export data from database tool

1.12 How to select desired export columns

All marked columns will be exported.
Select all necessary columns or mark all columns for a complete export.



1.13 How to start export

Click on the button "Export":



Choose desired export format:



The following export formats are available:

- Sylk format (SLK) , the best option for Excel
- Comma separated values (CSV) with selectable delimiter
- tdb dat format

1.14 How to download export file

If the export is complete you get a download link to the export file:



1.15 The Advantage of SLK-Format

If you open a CSV file in Excel you may lose important information:

For instance Excel removes leading "0" in the field postcode or converts any house number to a time.

With SLK you will have no problems.

SLK files contain not only the data but also the information about the type of all columns.

Click on the Download link and store the file on your local harddisk with your desired filename.



Bind the extension .slk to Excel in order to open such files always with Excel.