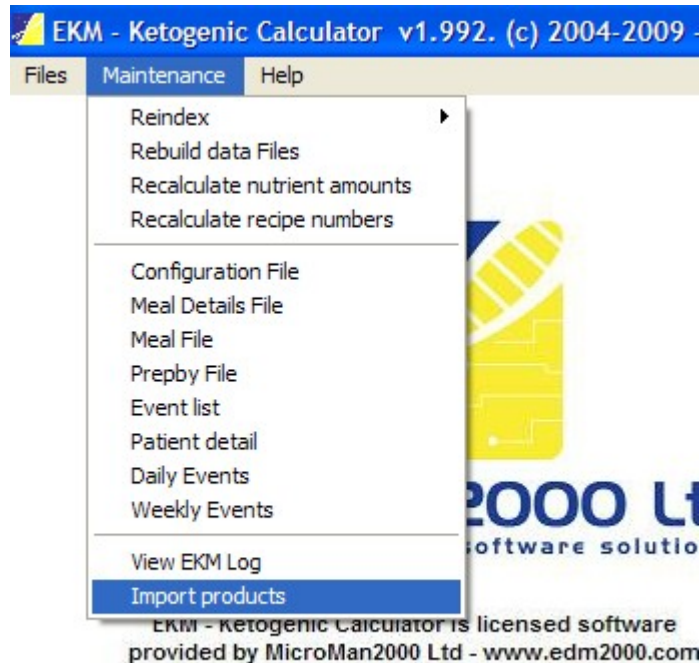


Procedure to import product data into EKM.

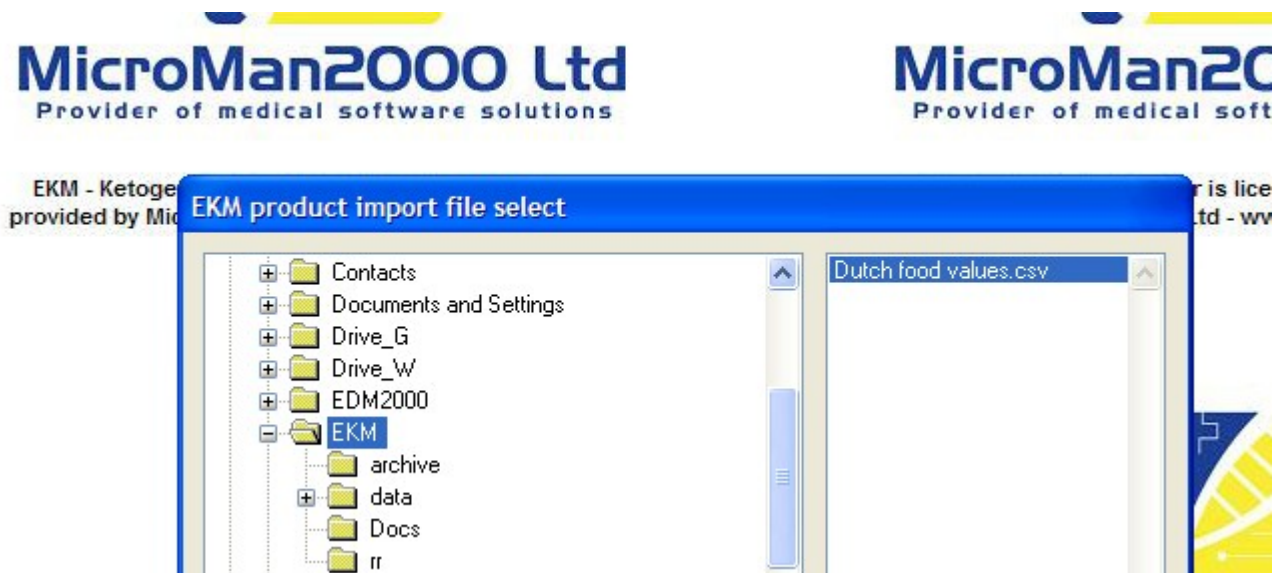
1) Create a csv data file (you can use Excel or other spread sheet software) in the format:

Product name, Data source (leave blank), Protein, Fat, CHO

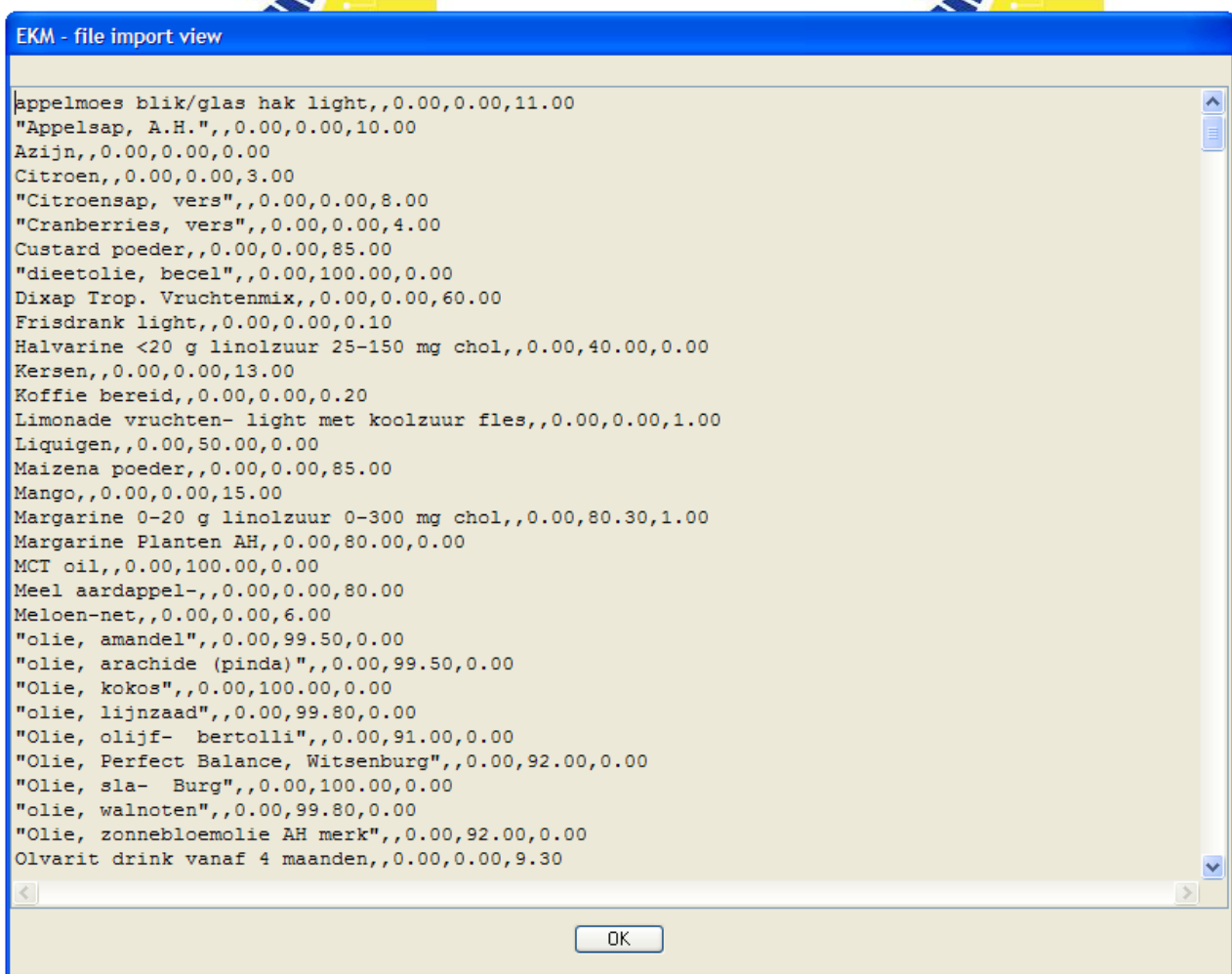
2) From within EKM select Maintenance then Import products:



3) Select the CSV file you wish to import (if you save the original file created in step 1 into the C:\EKM directory you will find this easily).

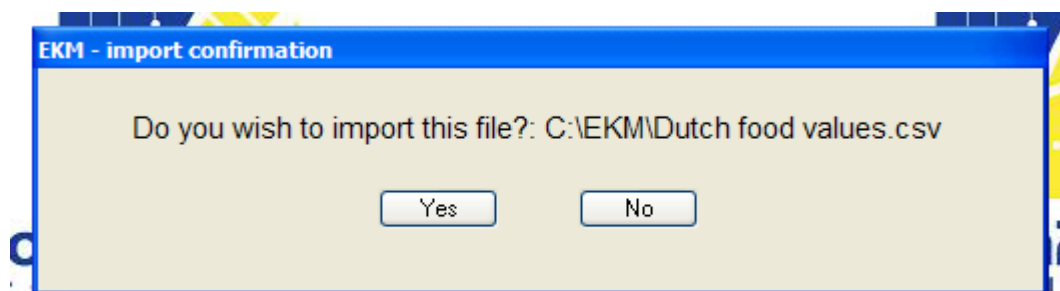


4) The next screen will show you raw contents of this data file:



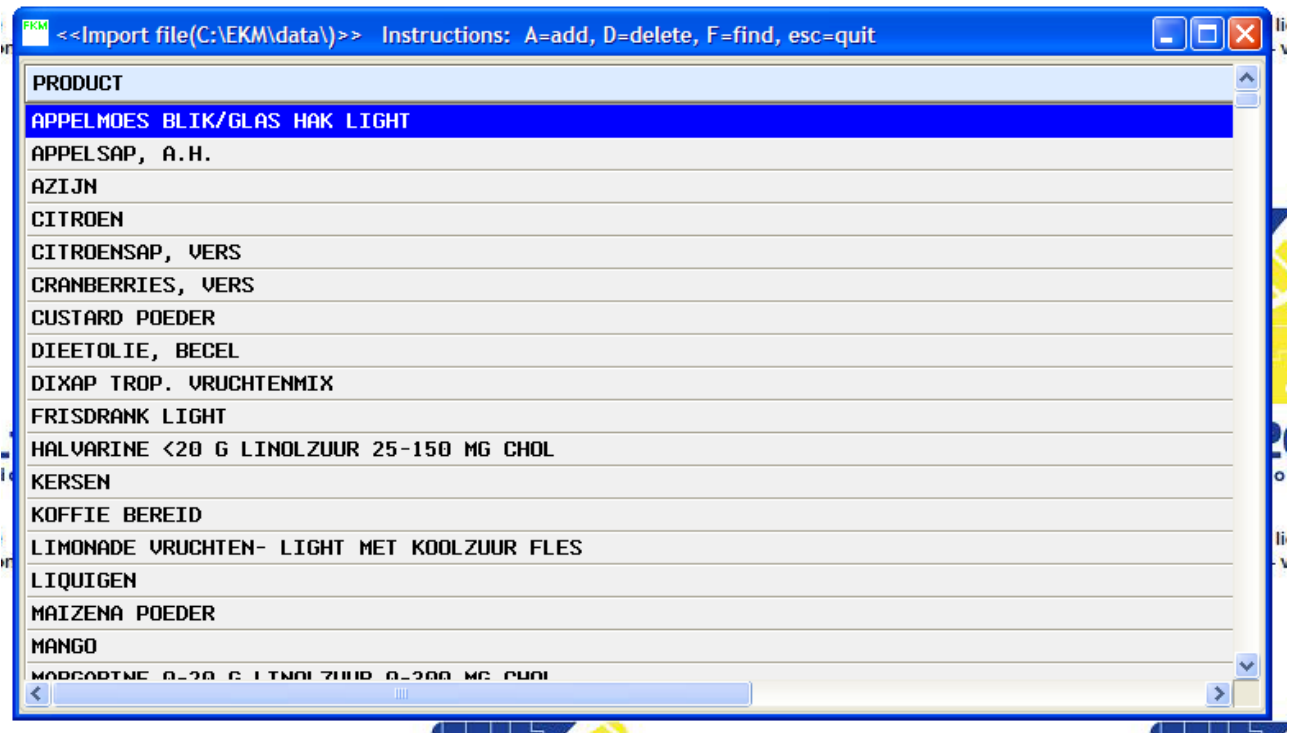
5) Click on OK to continue.

6) At this stage you will given the opportunity to import the data or abort:

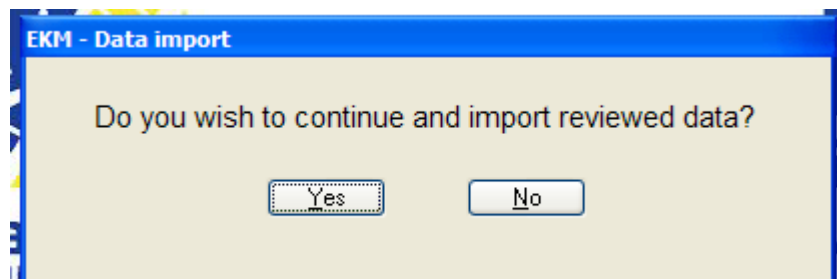


NB: The data will not go straight to the Products table but a temporary IMPORT.DBF file from which it can be further edited and a final decision if you wish to import made.

7) You will now be presented with the data in table form. This data can be changed for any final edit before it is imported into the main products data base:

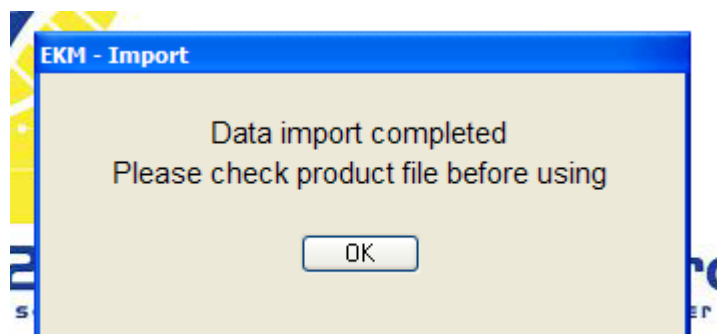


8) Press the Esc key to complete any edits and exit the edit list screen:



Click Yes to continue to import the data or No to abort this process.

9) The data import is now completed and you should see the following confirmation screen:



10) Review the products table to ensure all the new products are added correctly.