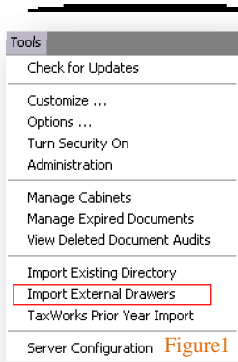


ArkWorks Drawer Import Utility

The ArkWorks Drawer Import Utility allows you to import and create Drawers from any SQL Database, CSV (Comma Separated Value) and TXT (Text File). We will be creating CSV files for the purpose of this import.

Step 1 – Open Drawer Import Utility


Click on the Tools Menu in ArkWorks and select the Import External Drawers option. (Figure 1)



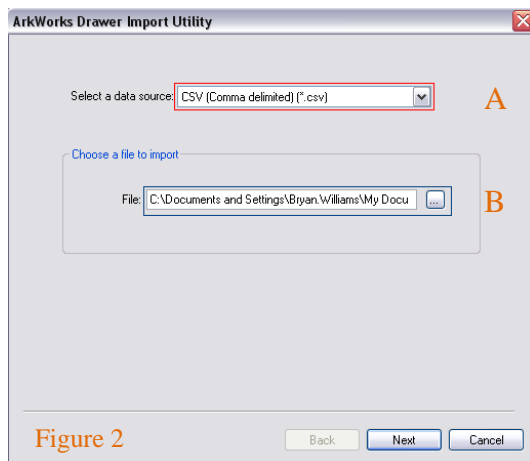
Step 2 – Data Source

From the drop-down box select the applicable data source as either (Figure 2a)
CSV (Comma Delimited) (*.csv) (We will Select *.csv for this import)
TXT (Text File) (*.txt)
Custom (Any exported data source)
Microsoft SQL Server / MSDE Database

Step 3 – File Name to Import

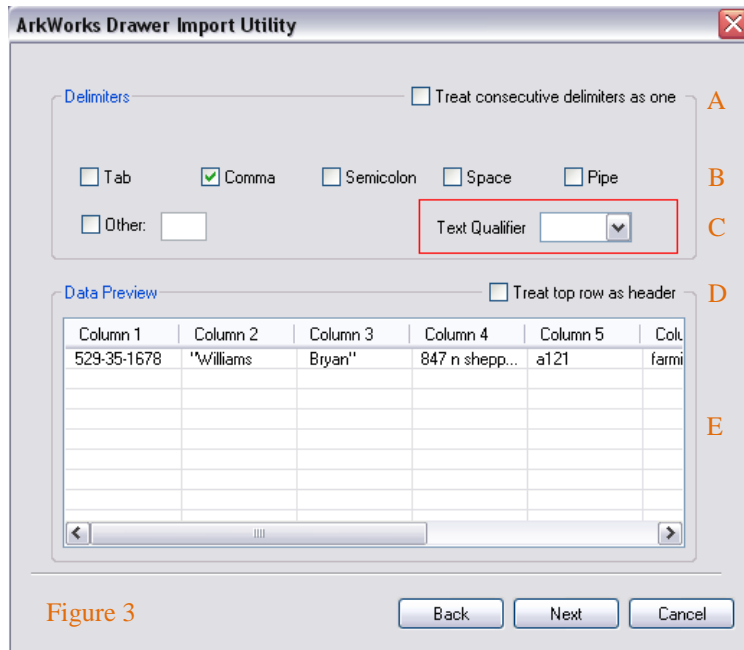
Click on the  (Browse Button) button and browse to the location of the exported file. For example: C:\Documents and Settings\admin\Desktop\CLIENTS.CSV (Figure 2b)

Note: Verify that there is data on the first row that will be imported for when you map the source columns to drawer items.



Step 4– Treat Consecutive Delimiters as One

In the Data Preview verify the cells for delimiters that appear consecutively. For example: the comma and space such as Richard, Jones. If your cell data has consecutive delimiters, you will probably want to select the **Treat consecutive delimiters as one** checkbox. (Figure 3)



A-Treat Consecutive Delimiters as one: Check this box.

B- Delimiters: Comma is the one that you want to select.

C-Text Qualifier: Have this field blank.

D-Treat Top Row as Header: If the top of the data preview window shows actual info not Column number check this box

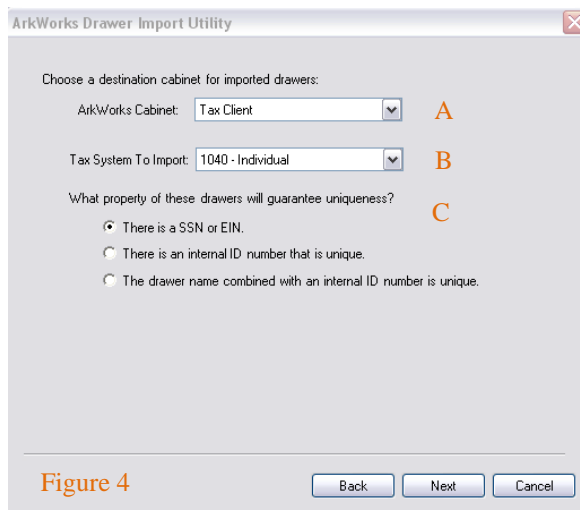
E-Data Preview Window: This will so the information that will be in the created drawers.

Step 5 – Next

Once you have verified the information in the Data Preview area click on the **Next** button.

Step 6 – ArkWorks Cabinet

Choose a destination cabinet in ArkWorks to import the data into drawers. If a tax cabinet is selected a tax system drop-down box will dynamically be shown. (Figure 4)



A-ArkWorks Cabinet: Select what cabinet you want these drawers to be created in. (A cabinet must be created first)

B- Tax System to Import: A csv file will need to be created for each system you do returns in, this is where you select what type of returns these drawers will have.

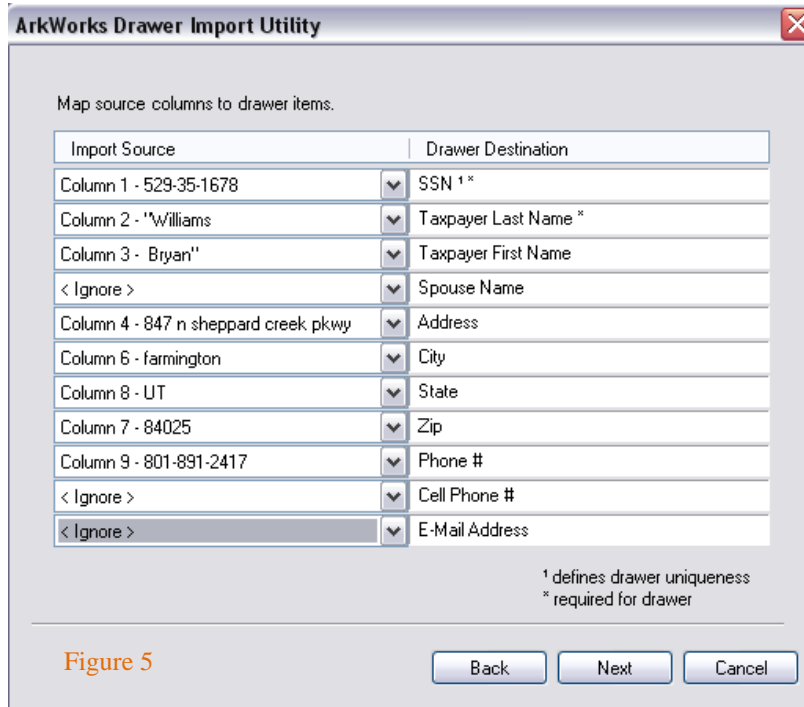
C- Drawer Uniqueness: There is a SSN or EIN is what you want selected.

Step 7– ArkWorks Cabinet

Once you have selected a Cabinet and the Tax system click on **Next** (Figure 4)

Step 8– Mapping Columns

Change the **Import Source** to reflect the proper data to import to the **Drawer Destination** field. If a field is not applicable to the import select the **< Ignore >** option located at the bottom of the fields to import. Once complete click on the **Next** button. (Figure 5)



Map source columns to drawer items.

Import Source	Drawer Destination
Column 1 - 529-35-1678	SSN 1*
Column 2 - "Williams	Taxpayer Last Name *
Column 3 - Bryan"	Taxpayer First Name
< Ignore >	Spouse Name
Column 4 - 847 n sheppard creek pkwy	Address
Column 6 - farmington	City
Column 8 - UT	State
Column 7 - 84025	Zip
Column 9 - 801-891-2417	Phone #
< Ignore >	Cell Phone #
< Ignore >	E-Mail Address

¹ defines drawer uniqueness
^{*} required for drawer

Figure 5

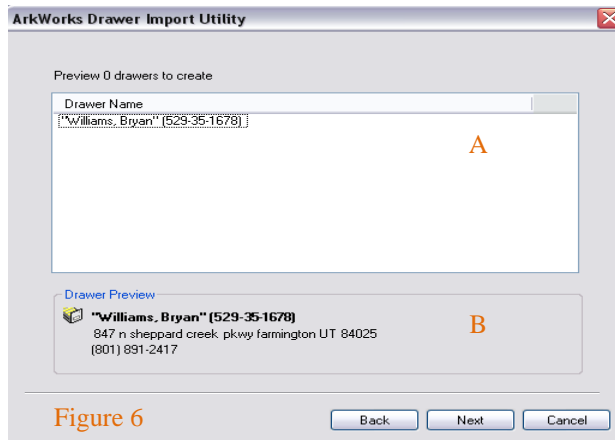
Back Next Cancel

The **Import Source** should match the **Drawer Destination** on each line unless you choose to **ignore** that piece of information.

* **Note: The * by SSN and Taxpayer Last Name Means that these two fields must be mapped they cannot be ignored.**

Step 9– Drawer Preview

For your convenience we have allowed you to preview the top 20 drawers prior to the import. Click on a **drawer** and verify the placement of the data of the drawers by clicking on each drawer name. If it is incorrect, click on the **Back** button to change the mapping. If the drawer information is correct, click on the **Finish** button to begin the import process. (Figure 6)



Preview 0 drawers to create

Drawer Name

"Williams, Bryan" (529-35-1678) A

Drawer Preview

"Williams, Bryan" (529-35-1678) B
847 n sheppard creek, pkwy farmington UT 84025
(801) 891-2417

Figure 6

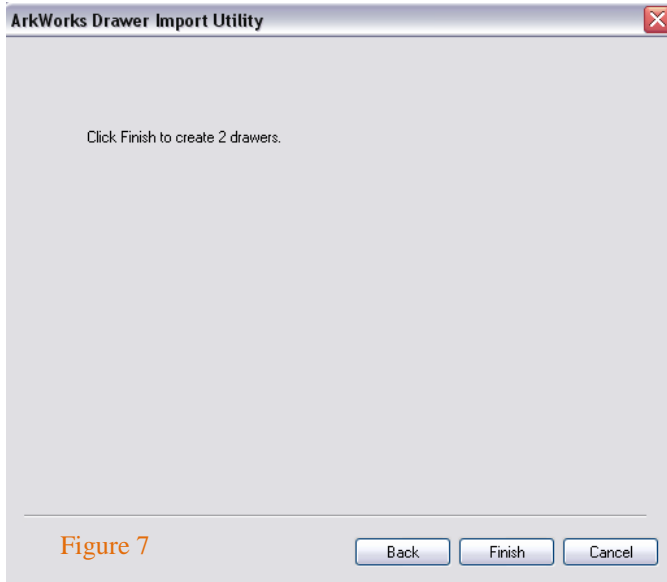
Back Next Cancel

A-Drawer Name: this windows list the name of each drawer that will be created.

B-Drawer Preview: This will show you what the drawer will look like in ArkWorks.

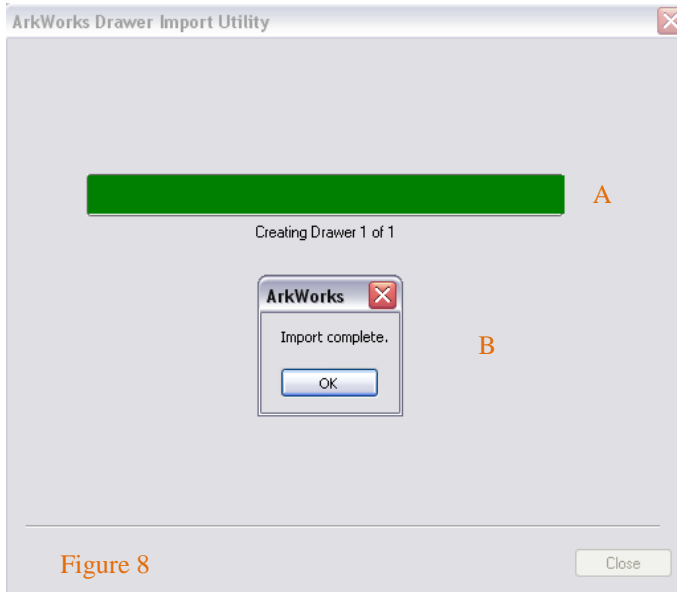
Step 10 – Create Drawers

A brief summary of the number of drawers will be displayed, if correct click on the **Finish** button. (Figure 7)



Step 11– Create Drawers Progress Window

The import process will begin and show the progress as it creates the drawers. (Figure 8a)



A-Progress Bar

B-Import Complete Prompt

Step 12– Import Window

Once the drawers have been created it will prompt you that the import is complete click **Ok** and the Client drawers will now be created in the selected cabinet in **ArkWorks**. (Figure 8b)