

Import: Drain Import From Drain Assessment System

Questions? From within BS&A, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support team. Questions for our I.T. team may be submitted by phone (same number), or by emailing itsupport@bsasoftware.com.

This import brings in drain project installments from an export file created in Drain Assessment (Pervasive or .NET). The data comes in as special assessments. The following instructions are written assuming you have received a .TXT file. Please contact Support if you have received a .ZIP file. If the export file was emailed to you, save it to your PC or server before beginning. The import process cannot retrieve files directly from email.

1. Verify you are in the correct database.
2. Go to File>Import>Various Imports...>Drain Import from Equalizer Drain Assessment System.
3. Select the Season, then click Yes.
4. You are prompted to restore compressed data. Click No.
5. Select Read Data Without Importing, Just Show Report.
6. Browse to the location of the saved .TXT file and click Ok.
7. You are prompted to charge an administration fee. Answer accordingly and click Ok.
8. Click Yes (twice).
9. Select the (print) Destination and click Run Report.
10. Carefully review the report before you close it. Provided everything is ok, begin the import again, this time selecting Read Data With Importing, Then Show Report.
11. Follow the prompts.