

Operation Educate

Using OpenOffice.org in place of Microsoft Works for POSIM.

Many times you may be doing reports and such and find that you need to either edit a file to import in to POSIM, or you need to manipulate the data in a report that you export out. Suddenly, you realize that you haven't installed Microsoft Excel on this computer. Well, here's a quick tech tip that will walk you through a very similar and free substitute for Microsoft Excel. It's called OpenOffice. It's a free download and will work on both Windows and Mac, and the instructions are the same for either. So, after you've downloaded the software from OpenOffice.Org, follow the instructions below for working with OpenOffice and POSIM. *One thing to note, we cannot support OpenOffice just as we don't support Microsoft Excel. This is just a possible suggestion you can use in your arsenal of POSIM Tools.*

Importing into POSIM

First, Launch OpenOffice. It's going to wherever you installed it to - Applications folder on the Mac or the Start>Programs>OpenOffice on Windows.

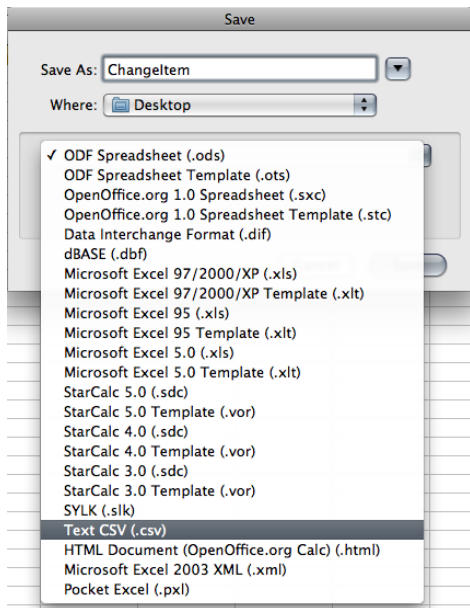
Once you have it open you'll be given a choose of what type of document you wish to open; choose New Spreadsheet.

Now you're ready to start creating files for POSIM Importing. Let's begin:

In these steps we're going to create a CITM file.

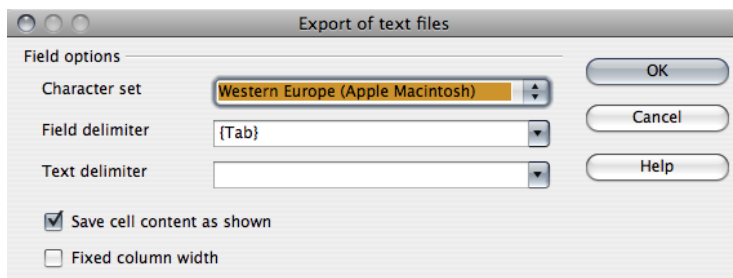
So in Column A I have listed my CITM, Column B is my item: 1015, and Column D is my new description: Test Item from OpenOffice. Okay, my file is ready to go!

Now it's time to save the file and prepare it for importing. You'll need to save this as a Text Tab-Delimited file, just like Tech Support would always say. However, this is one difference from Microsoft Excel, so here it is. First you'll want to Press File, then choose Save As. On the window that opens up is where you'll make your changes, as seen here:



You're going to be choosing Text CSV, but don't worry, we're going to be making it work for what we need to do. Once you choose that, a pop up will appear prompting you whether you want to save in the CSV format or if you would rather save in it's format. Press Yes, we are going to save this as a CSV file.

The next screen that comes up is going to prompt you how to save this particular file. In the first drop down box you'll need to choose Western Europe (Apple Macintosh) for Macs, Windows you'll need to choose the default, which is Western Europe (Windows-1252/WinLatin1). Next, the Field delimiter will be {Tab} and Text delimiter you will need to highlight and remove what's there. Then end result should look like this:



The last and final step needed will be to rename the extension. Depending on where you saved the file, locate the file again and rename it so it's now FileName.txt.

Mac - highlight and press Enter. Then you can rename it.

Win - Highlight and right-click and choose Rename. That will allow you to rename it.

Windows users, you will need to be able to see the extension of your files. If you can't, please enable that by following your Windows Documentation.

You're ready to import your file.

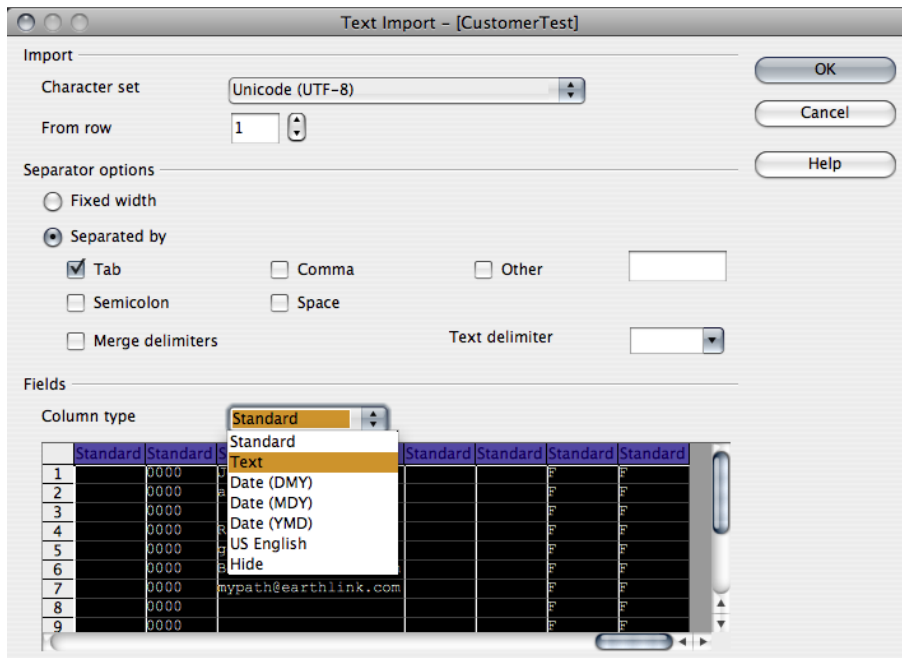
Opening Saved Reports from POSIM (Exported Data)

Once you've exported your data you can open Open Office and create a new Spreadsheet.

With that new sheet open you're going to choose Insert and select Sheet from File. You'll then choose

your export file to import.

The next screen that comes up is going to ask you how to import that data. Fill it out much like the image below with Separator as Tab, Text Delimiter as nothing, highlight all the columns on the bottom and change the Type to Text.



Now you're ready to start working with the data as you need to, getting your master reports going or finding what ever information you need.

Once again, this is only a tool that you can use to further your use of POSIM, however, because it's a third party software, we cannot support it nor can we assist you beyond the realms then the tech tip makes mention.

Of course I hope this information makes sense and I hope even more that you will be able to find value and use for it. Thank you for choosing POSIM and as always, happy selling!