User Guide

[Data Transfer - ARCM]

[New Barbizon Fashion , Inc.]

9/9/2021

Revision History

Version	Author(s)	Description of Version	Date Completed
01	**Leah Candy Orate**	**Creation**	**09-Sept-2021**

Contents:

EASYSAP DATA TRANSFER

Data Transfer is a module in EasySAP which allows the user to upload documents using an Excel file based on defined mapping per module - multiple mappings can be saved to cater the differences in how data is presented in the Excel templates.

APPLICATION ACCESS

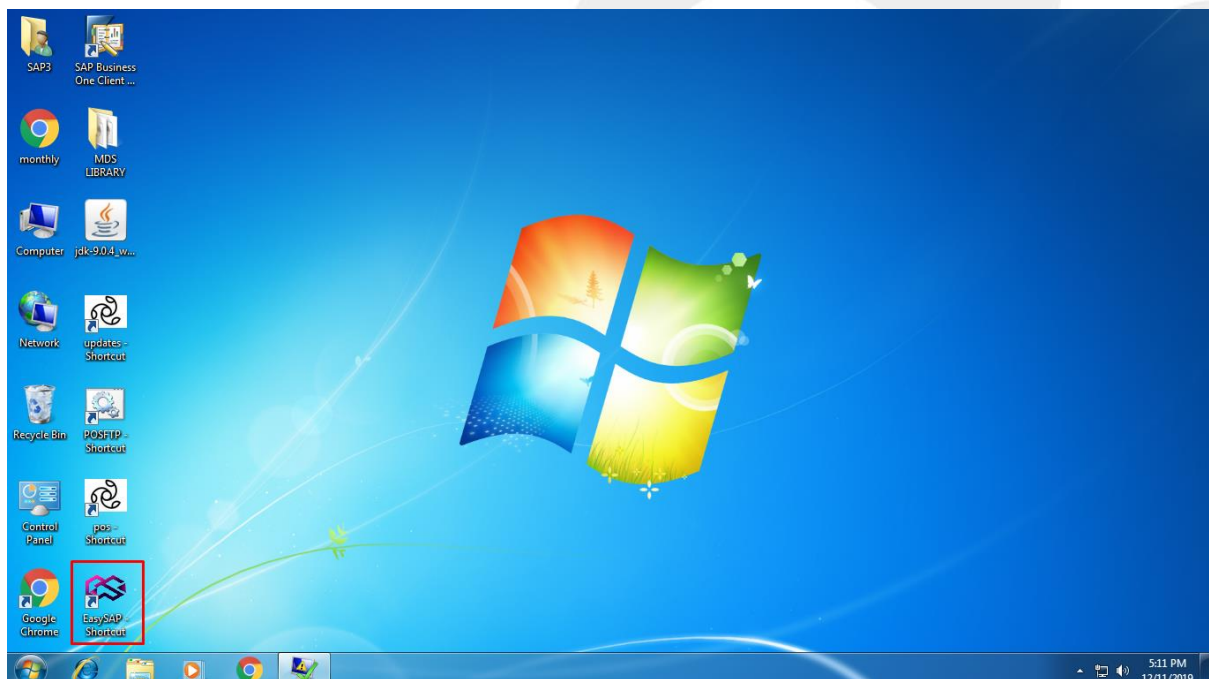**Step 1:** Open the application by double clicking on the EasySAP application icon on your desktop

Figure 1.0 EasySAP Icon

LOGIN

Step 1: Ensure that the Company Name is "NBFI_SBOLIVE".

Step 2: Enter user id and password
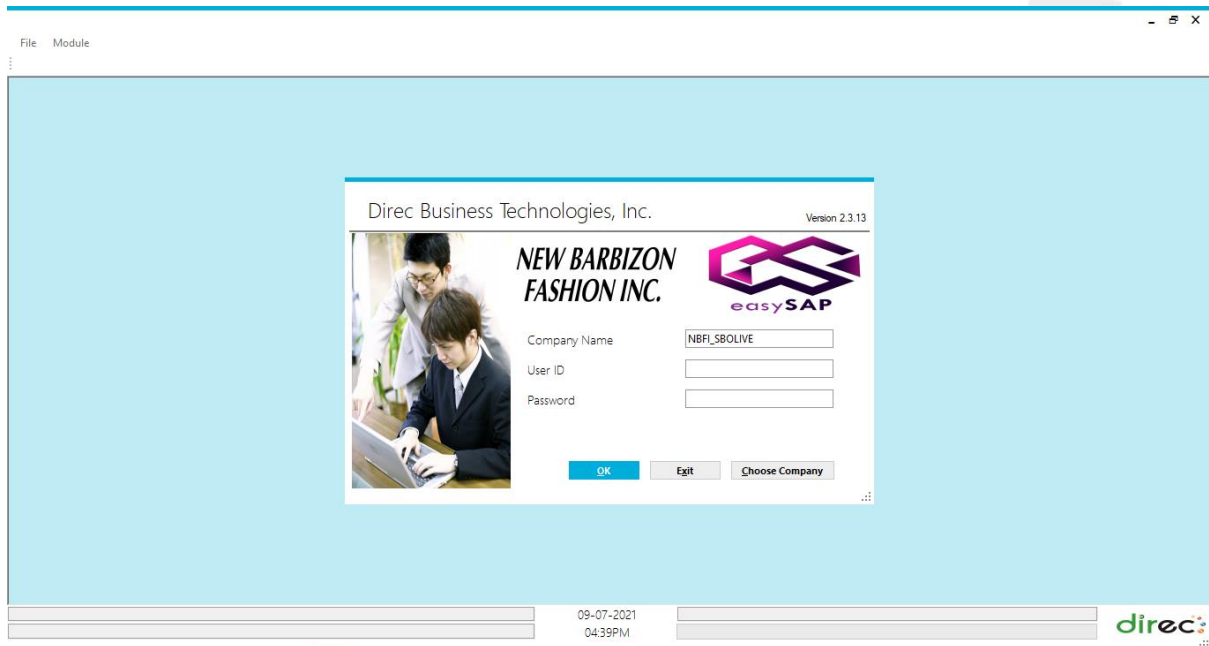
Figure 2.0 Login Form
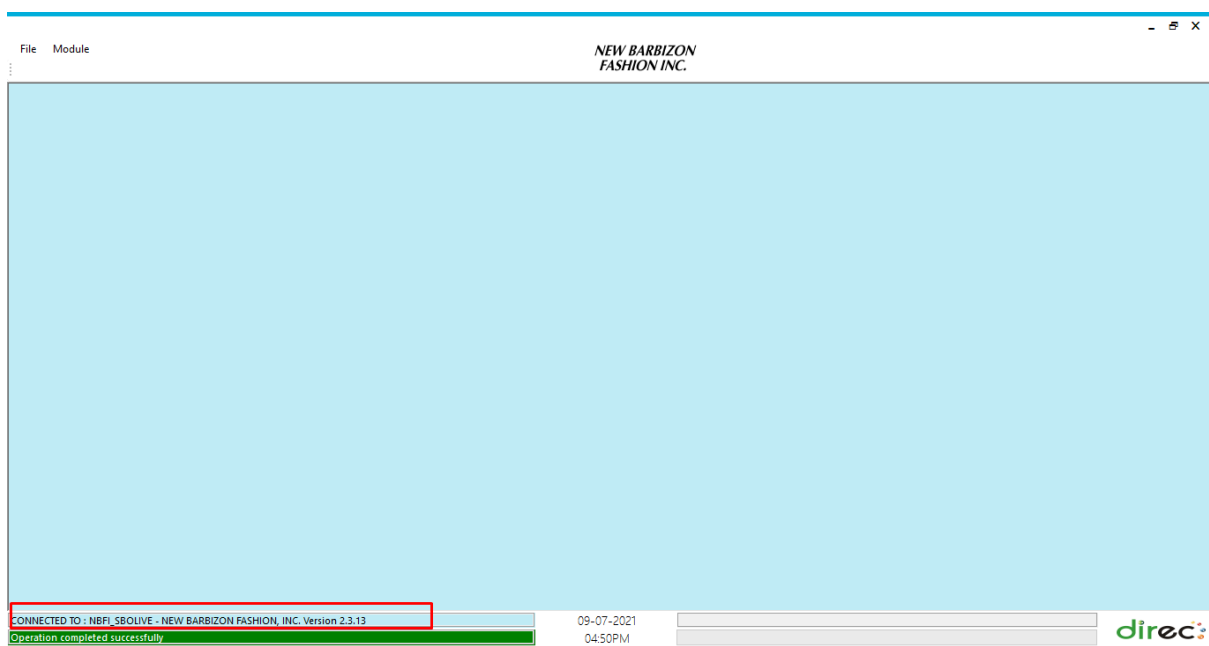
Figure 2.1 Home Screen

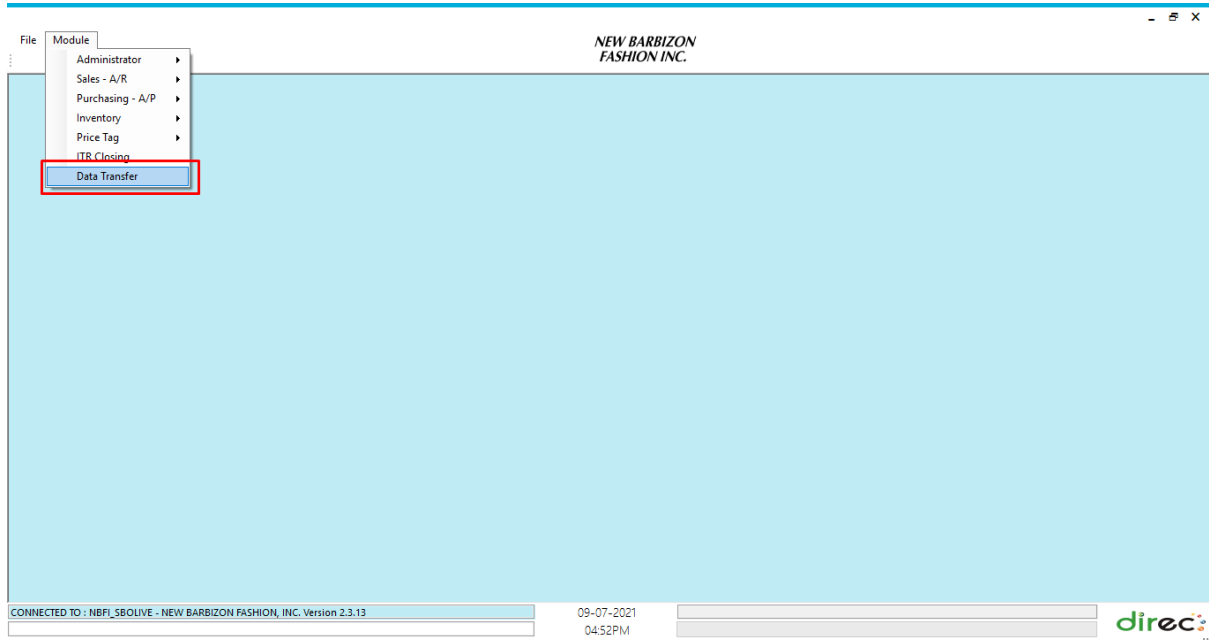## DATA TRANSFER – EXCEL UPLOADING

Select Module, and then click "Data Transfer"

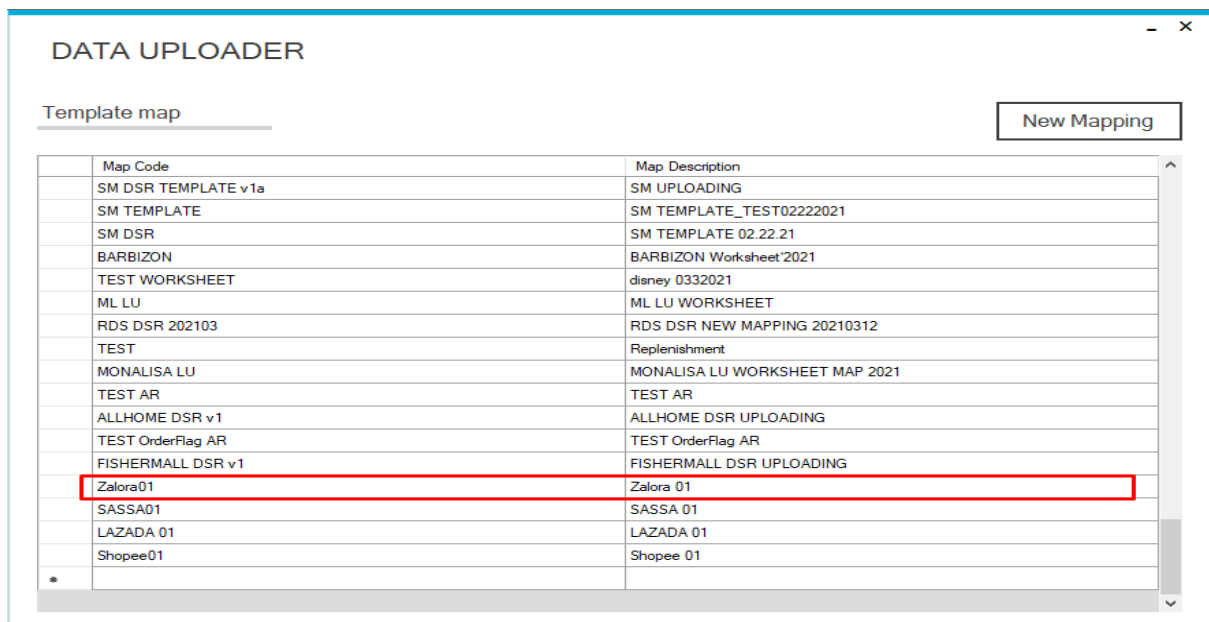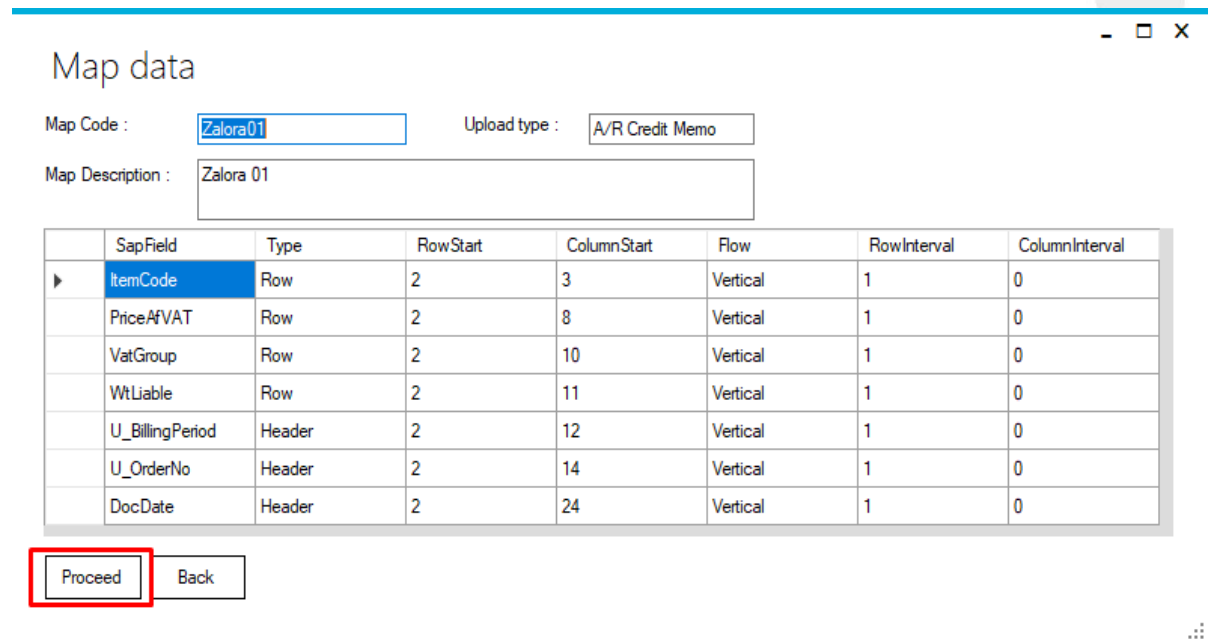**Figure 3.0 Data Transfer Module**

Step 1: Select map template

Figure 3.1 Template Selection

Step 2: Press Proceed button
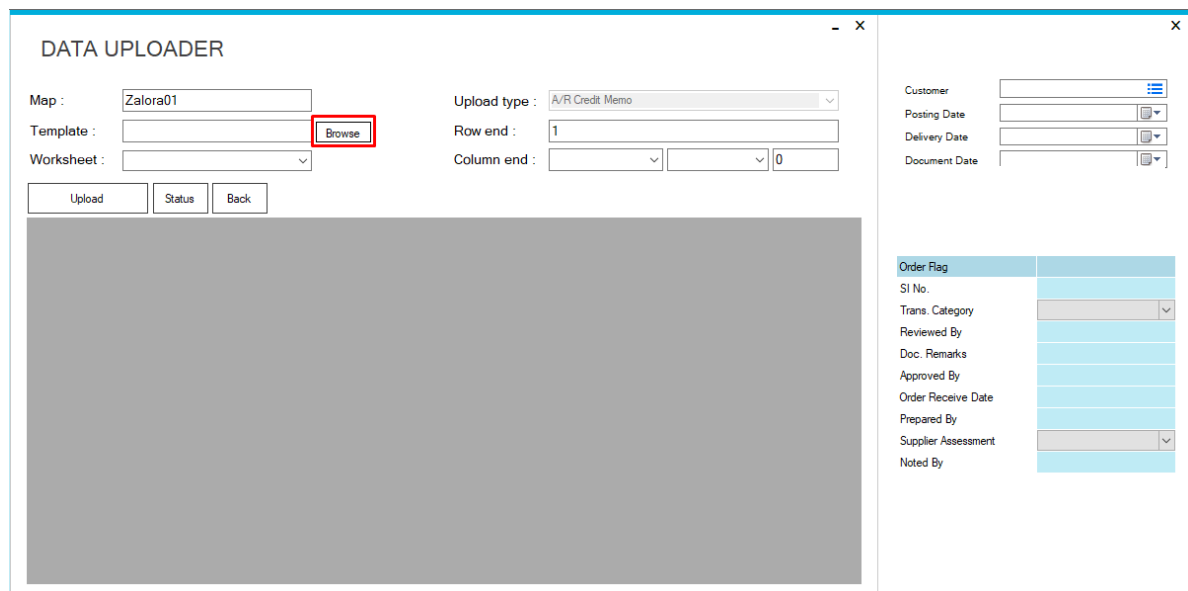
Figure 3.2 Map Data

Step 3: Choose file to be uploaded
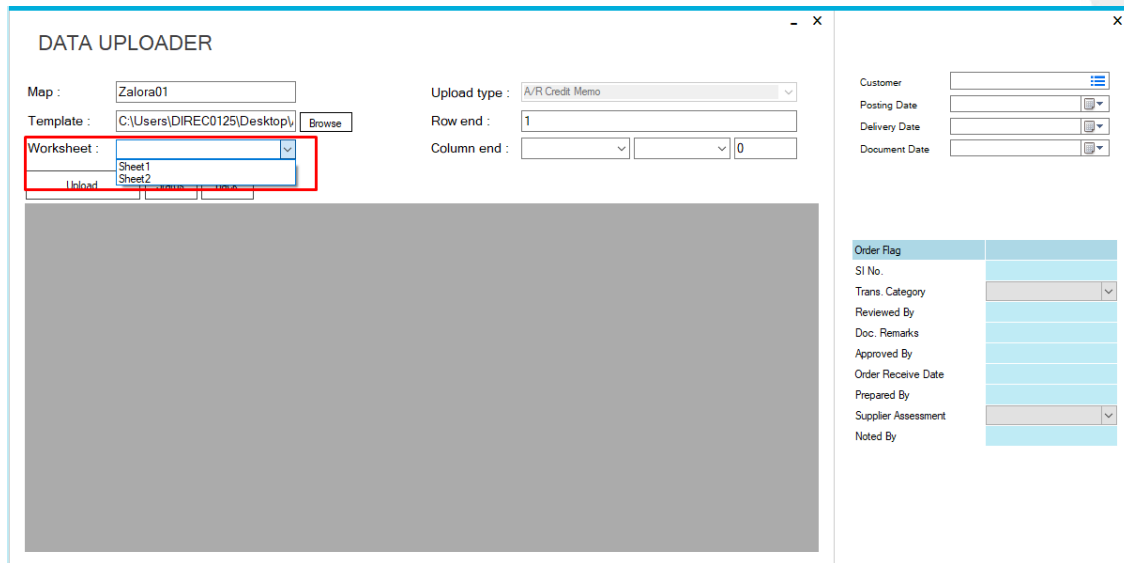
Figure 3.3 Browse Template

Step 4: Choose worksheet to be uploaded
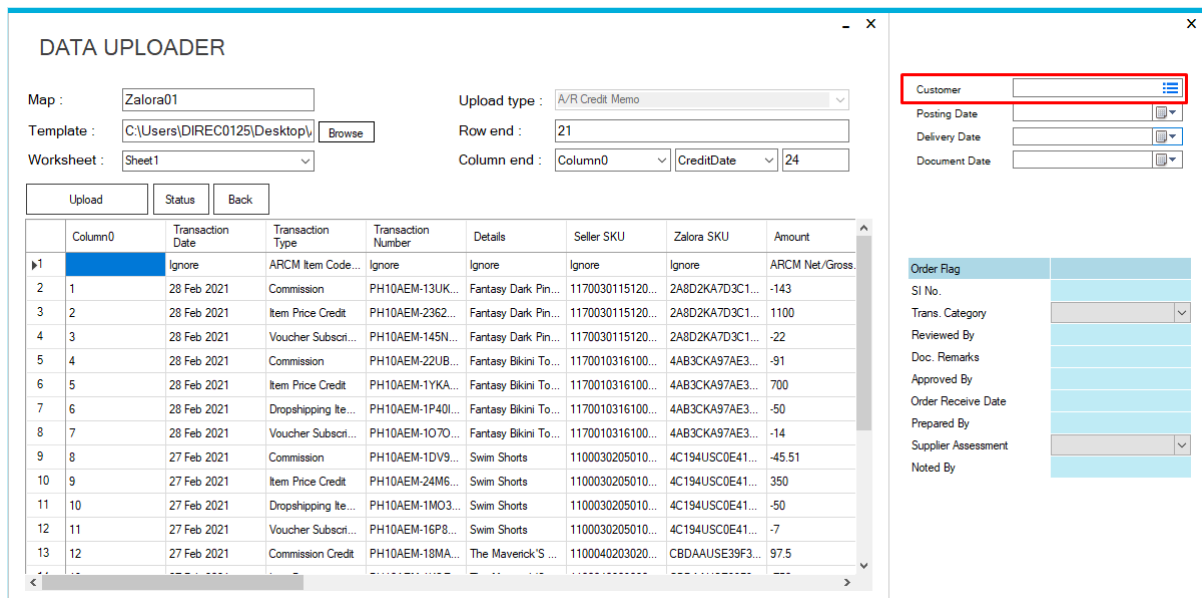
Figure 3.4 Browse Worksheet

Step 5: Fill in others details as needed

Figure 3.5 Transaction Details

Step 6: Press Upload Button

Figure 3.6 Upload

Step 7: Select "Yes" upon message prompt

Step 8: Wait until program is finished uploading until "Transaction Complete" message is shown
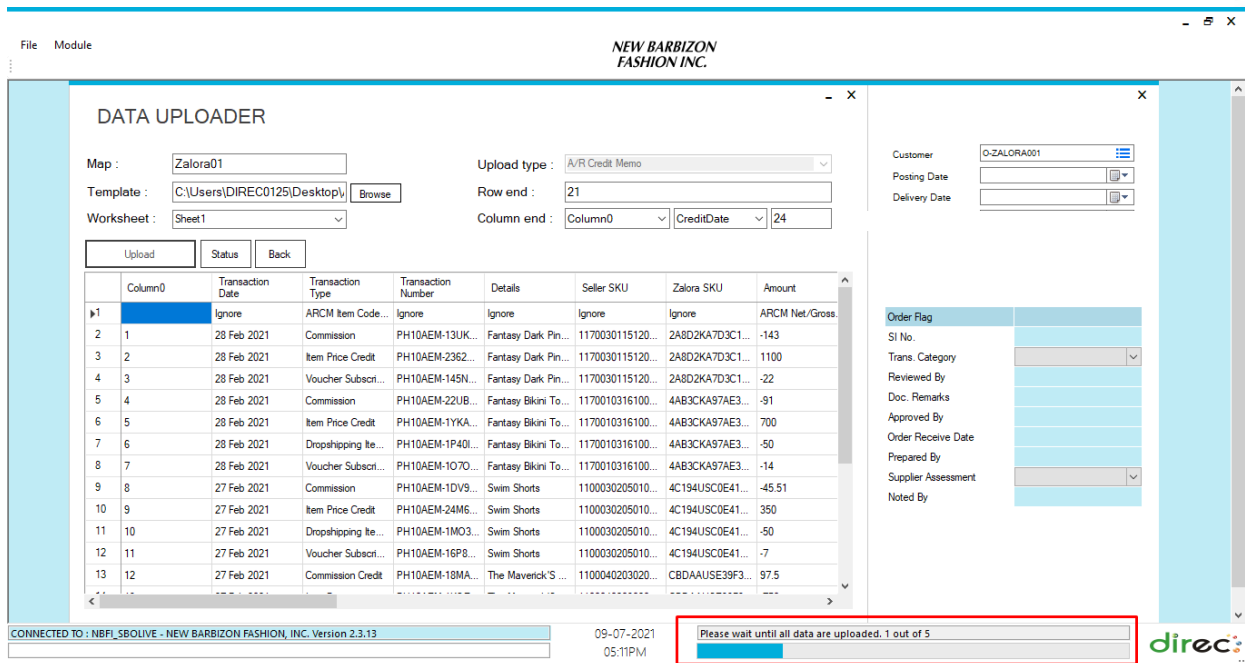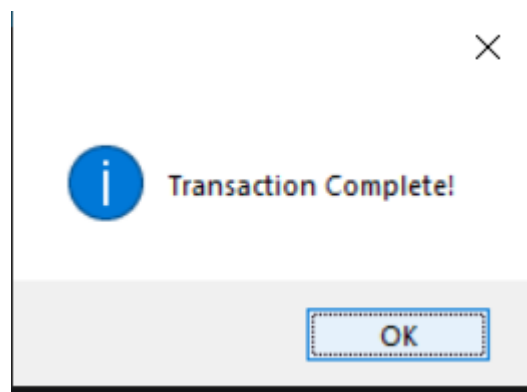

Figure 3.7 Data Uploading Progress
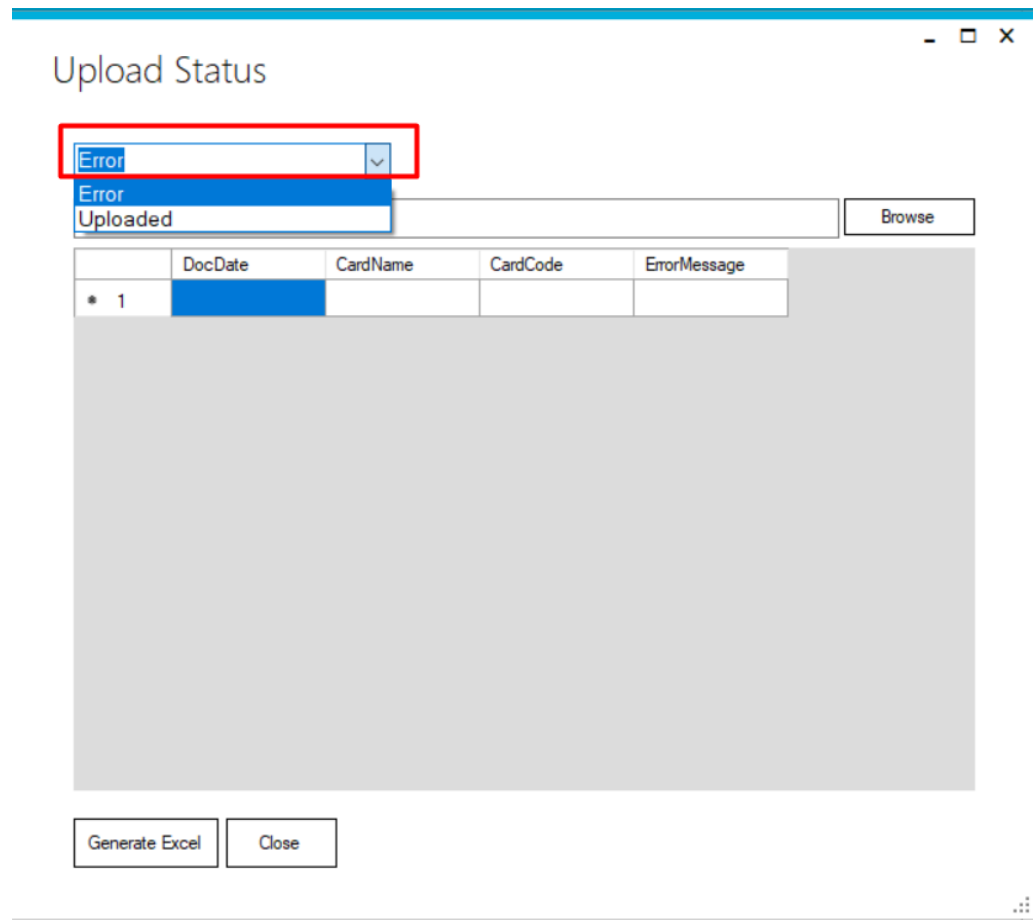

Figure 3.8 Transaction Complete Prompt

Step 8: Click "Status" button to show if document was successfully uploaded

Figure 3.9 Upload Status

Note: The user can also generate an excel file of the status for reference. Simply indicate a file path in the browse option and press "Generate Excel" button.