# How to do the Item Dump

1. EAH
2. Ash Arcona Prod (E)
3. New Item Menu
4. Reports Menu
5. Item dump to CSV in INBOX

4 files will be created on the X: drive. Make sure you have access to this as the next program requires access to pull these files over.

The process will take about 3 – 4 minutes in creation. Wait before proceeding to next step.

If you need to see if the files have been created and are ready to process, open this location:

X:\Inbox

Locate 4 files called:

ITEM01

ITEM02

ITEM03

ITEM04

Run the program called “ItemExtract - Access 2013 - x64”.

It is in the location:

S:\Shared\_Everyone\Business Reporting\Shared\Item Extract

This will pull over and compile the 4 files using Microsoft Access. It is best not to run Access for any other programs during this compilation as these 4 files are large. This process will run for several minutes before you notice anything happening. It is fine to work on other tasks.

After the transfer and Access begins to compile the files, there will be 2 pop ups as it runs. Click ok to continue. Note that these ‘pop ups’ will not

After several minutes, a black box will appear noting that the process is complete and that you can press any key to continue. This will close the program and transfer is complete.

Open the Excel file called ‘ItemDump’.

This is located in this folder:

S:\Shared\_Everyone\Business Reporting\Shared\Item Extract\Export

Once the file is open, it will need to be formatted so that Kim can further compile the data.

Run the supplied clean-up macro\* and save it in this location:

S:\Shared\_Everyone\Data\2022 Reports\Pre-fix

The format will be similar as such but with different dating… “Item Extract Apr 11 – 22”

After this let Kim know by email that the file has been created. She will respond with a confirmation when it is done and may be a half hour or so depending on her workload.

Once Kim has replied that it is ready, a new file initialed by Kim will be located in:

S:\Shared\_Everyone\Data\2022 Reports\Pre-fix

The file will be read-only and she will supply you with a password to open and view it only. The purpose is to avoid anyone opening the item dump files before fully processed.

Once the file is open, another clean-up macro\* will tidy it back up so that it can be viewed easier.

When saving the file it will be necessary to select the following drop down options in ‘Tool’ located at the bottom right near the Save button.

In General Option:

Delete Password to open (this was Kim’s password)

Enter your name for Password to modify

Select Read-only checkbox

Enter your name for second password.

Save the report in the location:

S:\Shared\_Everyone\Data\2022 Reports

The format will be similar as such but with different dating… “Item Extract Apr 11 – 22 - Final”

This file is accessible to everyone and is in a read-only status.

There are times where the item dump will fail to load the files and the black bar will appear right away saying the program has run. If that happens, run the program called “Item Extract Cheat”.

This is located:

S:\Shared\_Everyone\Business Reporting\Shared\Item Extract

This should restart the compiler and the process will take the necessary time to complete. Continue as normal.