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# **Data Acquisition and Data Conversion Strategy**

Klaus Brewing Company currently stores and files their customer and merchandise data in paper files in multiple folders and a point-of-sale system that is linked to transactions by said customers. The transactions are held in the front two computers in the taproom at the facility. Once paper files become old and outdated in regards to management they are filed in file cabinets in the facility. In order to fully convert to the new proposed system, the older files that are stored in the cabinets will need to be converted into digital format.

With the use of scanners and tri-copied receipt material, the documents will be filed in the system to be accessible on the computer. Depending on the type of file, the document will be saved as is in the system. The saved electronic files will be then converted into a text file, and formatted to the conditions we will have set for the client information in the database. Due to the amount of files needed to be converted and stored, the use of external hard drives or the cloud is needed.

After conversions of old paperwork is completed then, we will have to transfer over customer and transaction information from the client’s POS (Point-of-Sale) system. We will have to convert the document cover to an excel document then to import into our system to populate the tables and queries. Finally, the use of an SQL database to store and format the data will be occurring with the ability to hold the information.