



RSSS TRAINING BULLETIN

Saving a Report to a File and FTPing the File to a Windows Machine

When running a report or when pulling any information out of RSSS that you want to save to a file in RSSS and place on your windows machine using File Transfer Protocol (FTP), you will need to run the report to a file instead of to a printer.

To run a report and save it to a file, when the computer prompts for an LP designation such as LP01, type over the printer number and type in /{name of file} for instance /PINV. See Figure 1.

A screenshot of a computer screen with a light grey background. At the top left, the text 'Printer or File Pathname: /PINV' is displayed. The rest of the screen is mostly empty. At the bottom center, there is a small line of text: 'File Pathname up to 29 Characters'.

Figure 1 Designate Printer or File Pathname Screen

After running the report to a file do the following after you are logged onto a SmartTerm Emulation Session on your computer if you do not have a SmartTerm emulation session open already.

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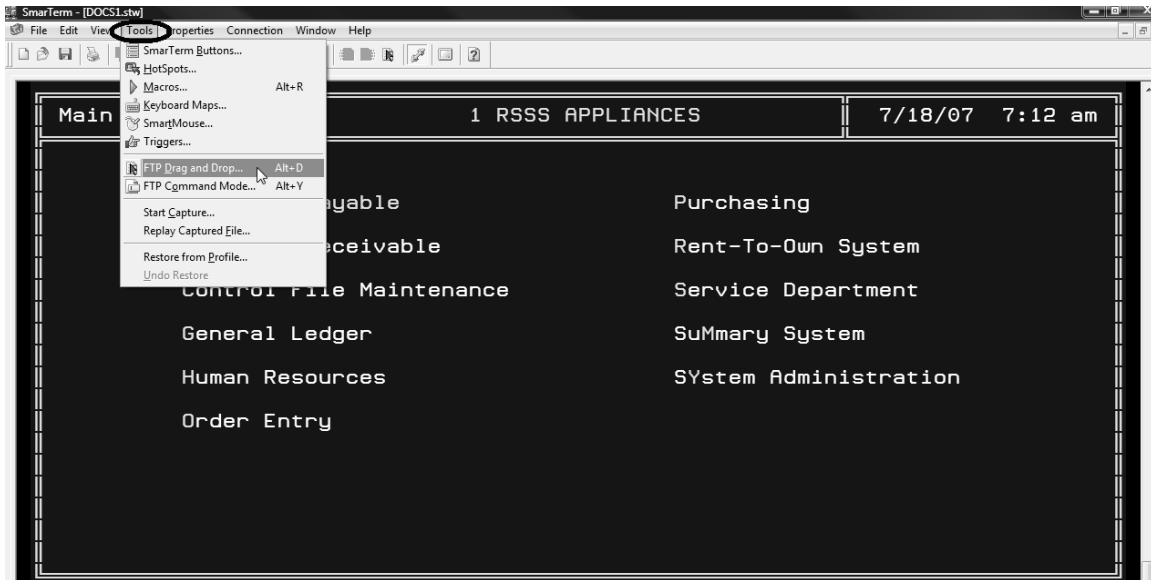


Figure 2 Opening an FTP session in SmartTerm

To open an FTP session there are two ways.

- 1) left mouse click the word Tools and arrow down and highlight the FTP Drag and Drop option and left mouse click on it. See Figure 2.
- 2) Another way to get to the emulation session is to press the Alt key and the D key (press both keys at the same time) while you have an active RSSS menu or screen active on your computer SmartTerm emulation session.

Either way, you will get a screen similar to Figure 3.

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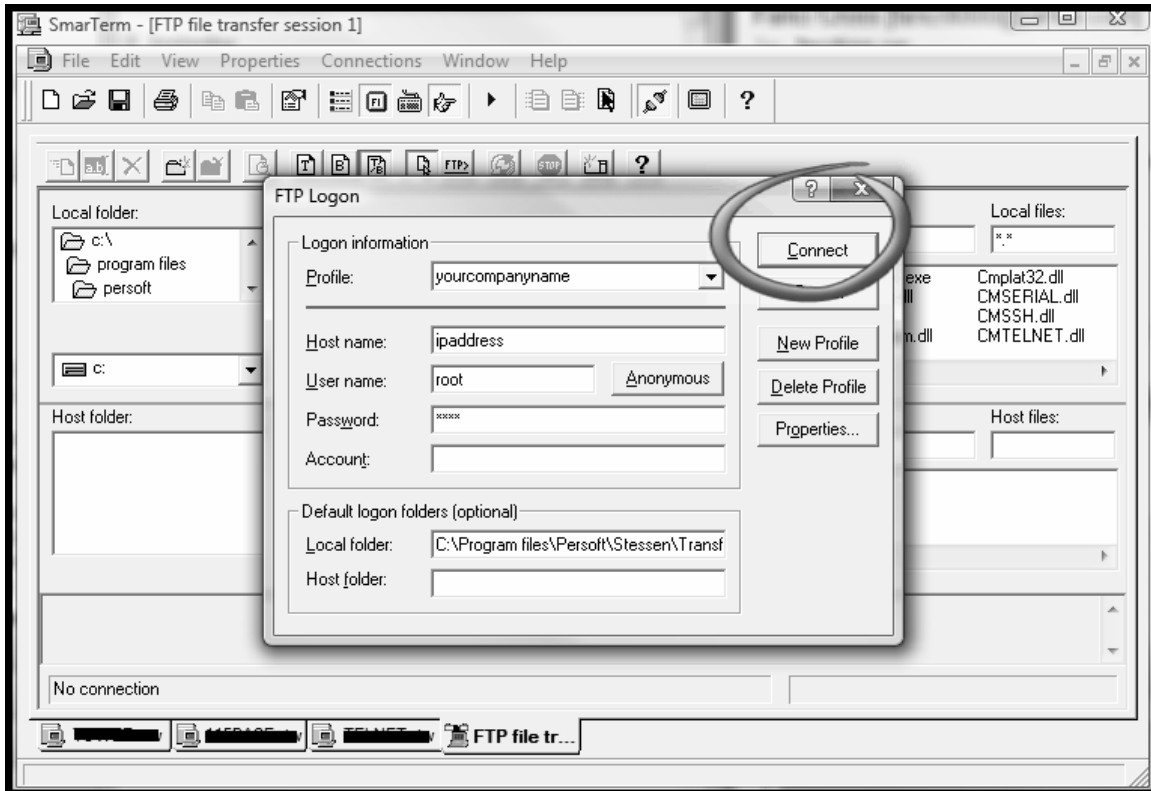


Figure 3 FTP Logon Screen

At the profile prompt, type in the company name or the IP (internet protocol) address.

At the host prompt type in the ip address of the server.

At the user prompt, enter your normal login for the server.

At the password, enter your normal login password.

Click on the button "Connect."

You will see a screen similar to Figure 4.

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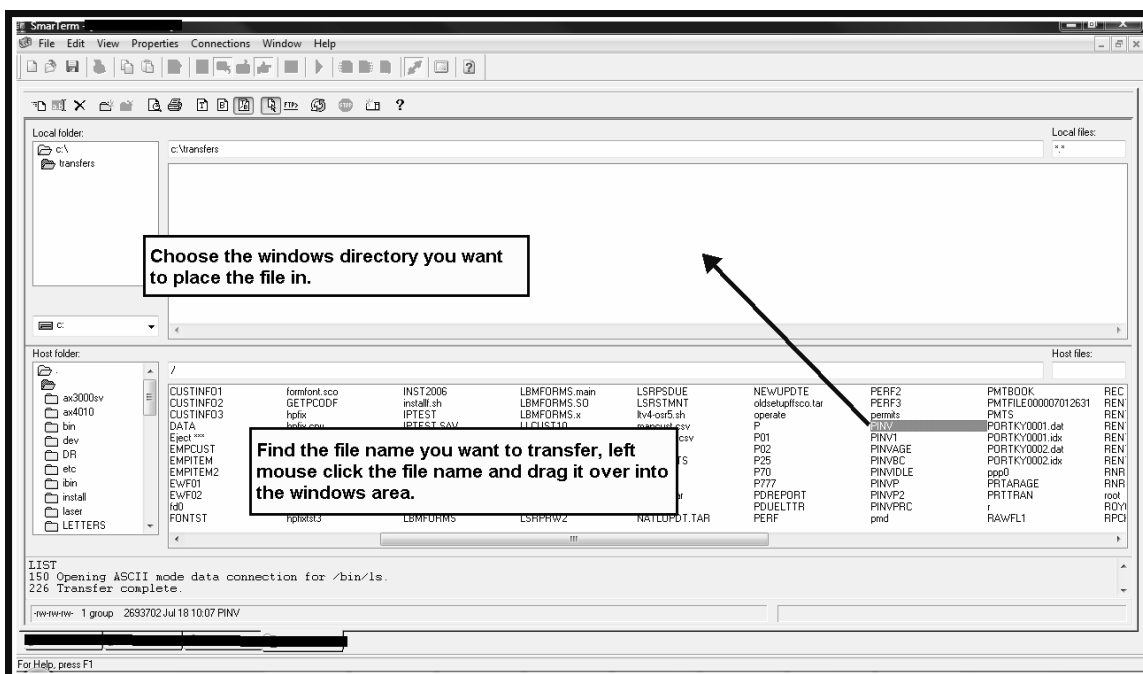


Figure 4 FTP File Transfer Screen

Saving a Report to a File and FTPing the File to a Windows Machine

The top left hand portion of the screen is showing your windows operating system directories, the top right hand portion is showing the files within the windows directory selected.

The bottom left hand portion is showing the RSSS server operating system directories, and the bottom right hand portion is showing the files within the RSSS server operating system directory selected.

On the top half (left hand side) navigate to the windows directory you want to save the file into by using your mouse to double click on the windows directory name.

On the bottom half (left hand side) navigate to the server directory where you have the file (i.e. /ABC) that you need to move to the windows machine and double click on the server directory name.

Now, on the bottom half (right hand side) with your mouse on the file you want to move, press the left mouse button and drag the file to the top half (right hand side) and then release the left mouse button.

At the bottom of the screen you will see the file is transferring and the percentage completed. If it is a small file your are transferring, it may go so fast you won't see this information. See Figure 5.

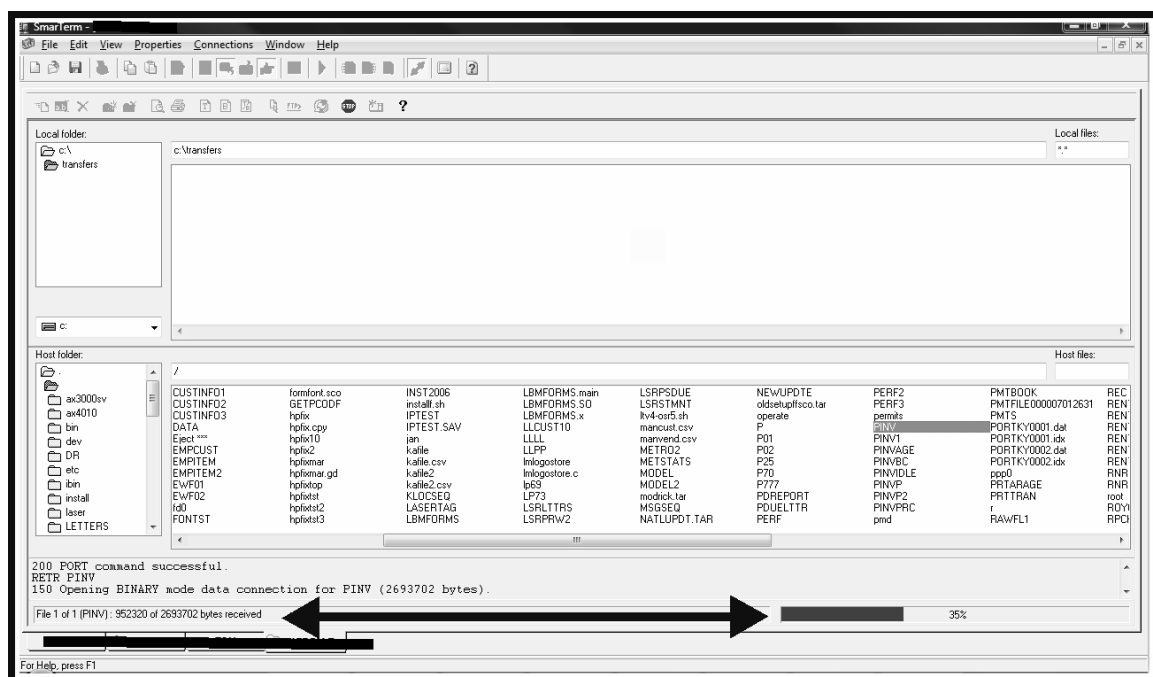


Figure 5 FTP File Transfer in Progress Screen

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The file will be placed on the windows computer as a text file. And you will see it in the upper portion of your ftp window. See Figure 6.

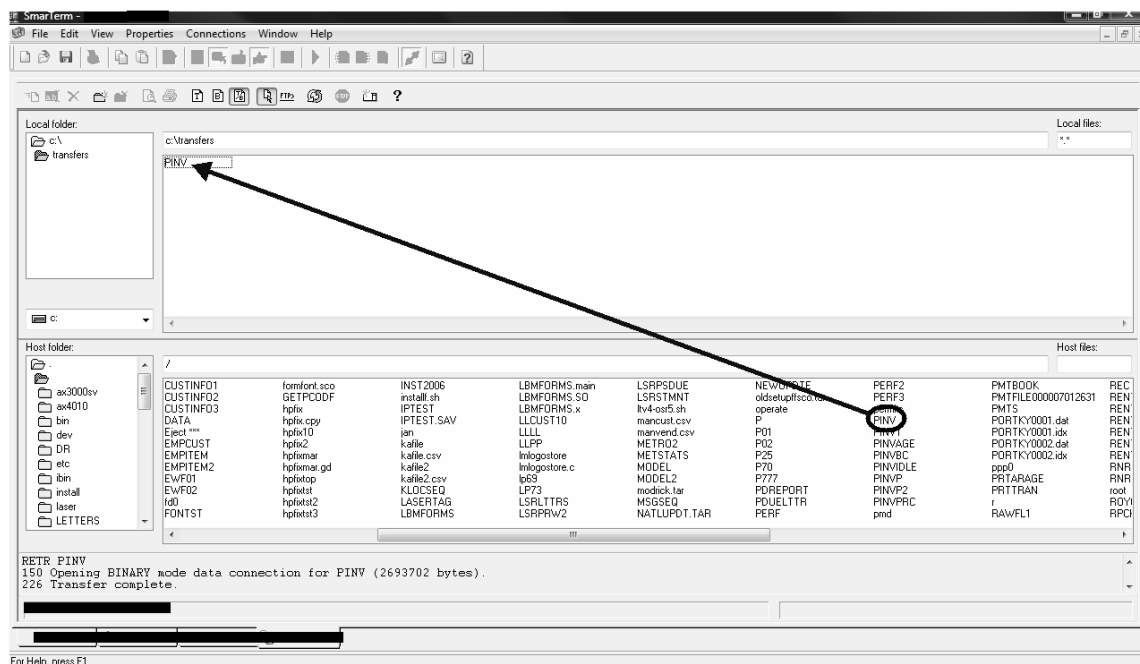


Figure 6 FTP File Transfer Complete Screen

Saving a Report to a File and FTPing the File to a Windows Machine

Close out the SmartTerm FTP window.

On your windows machine, open the Excel program.

Using the Excel program open command, find the file you have transferred over. See Figure 7.

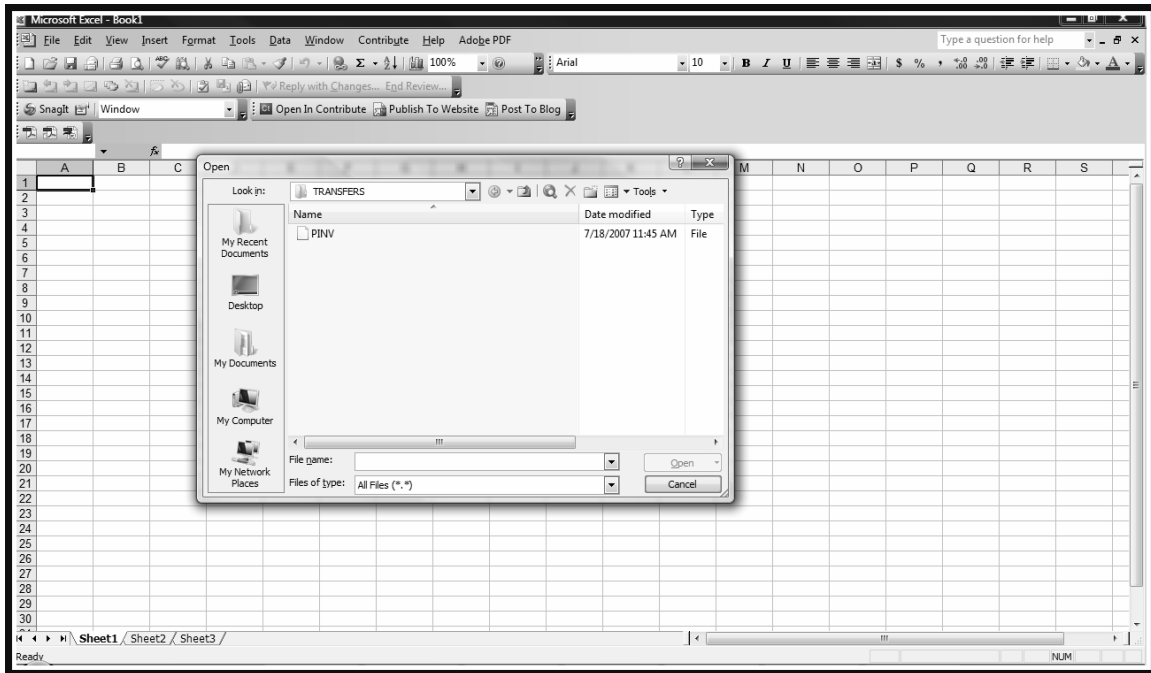


Figure 7 Excel Window

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After choosing the file and clicking 'open', a 'nonrecognizable format' error will appear. See Figure 8. Click OK.

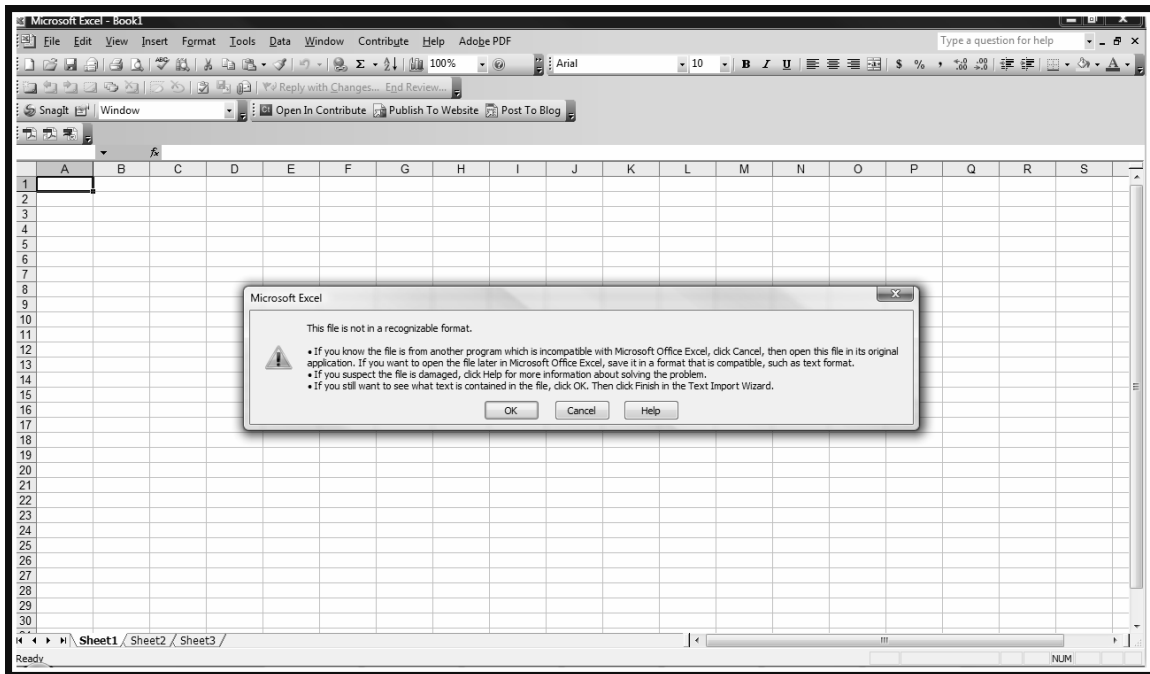


Figure 8 Excel Window Opening File

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You will now be in the the Excel Text Import Wizard to format the file to your preference. There are three steps in this wizard that you need to address as you go through it.

Suggested settings are Fixed Width for step 1, see Figure 9.

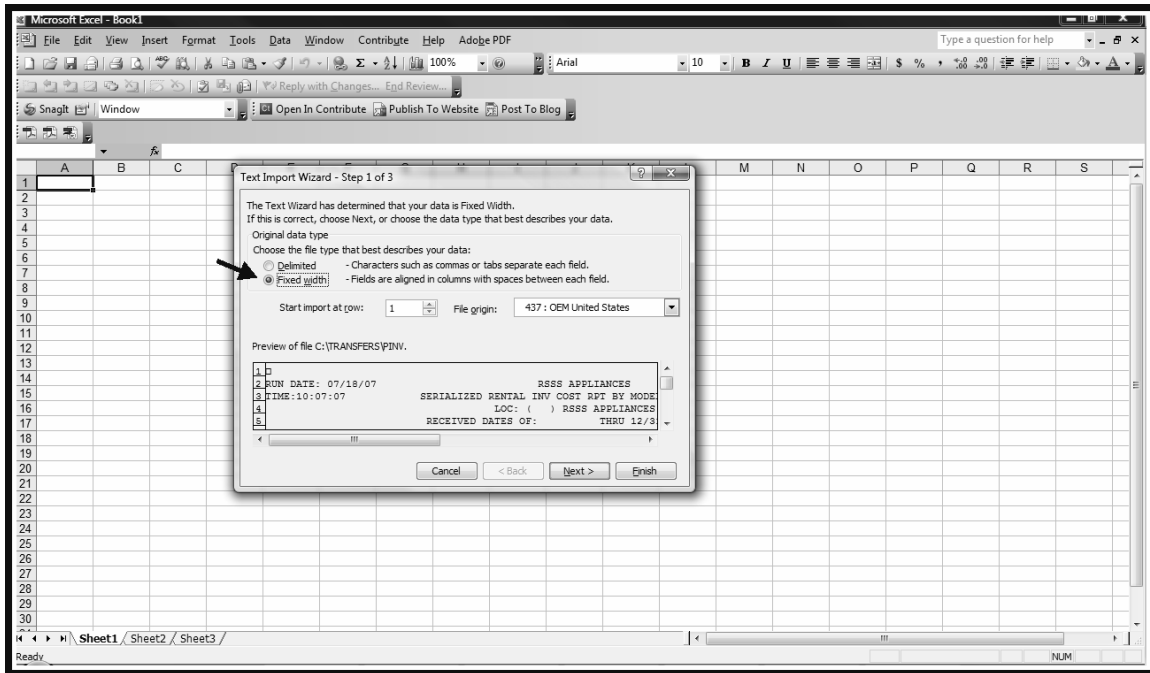


Figure 9 Excel Wizard Step 1 Opening File Fixed Width

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Once you click NEXT, you will get step 2 of this process. When the lines of the report and data automatically come into Excel, some of the information may be cut off. So you need to scroll down and make sure the data is all in the column before proceeding. See Figure 10.

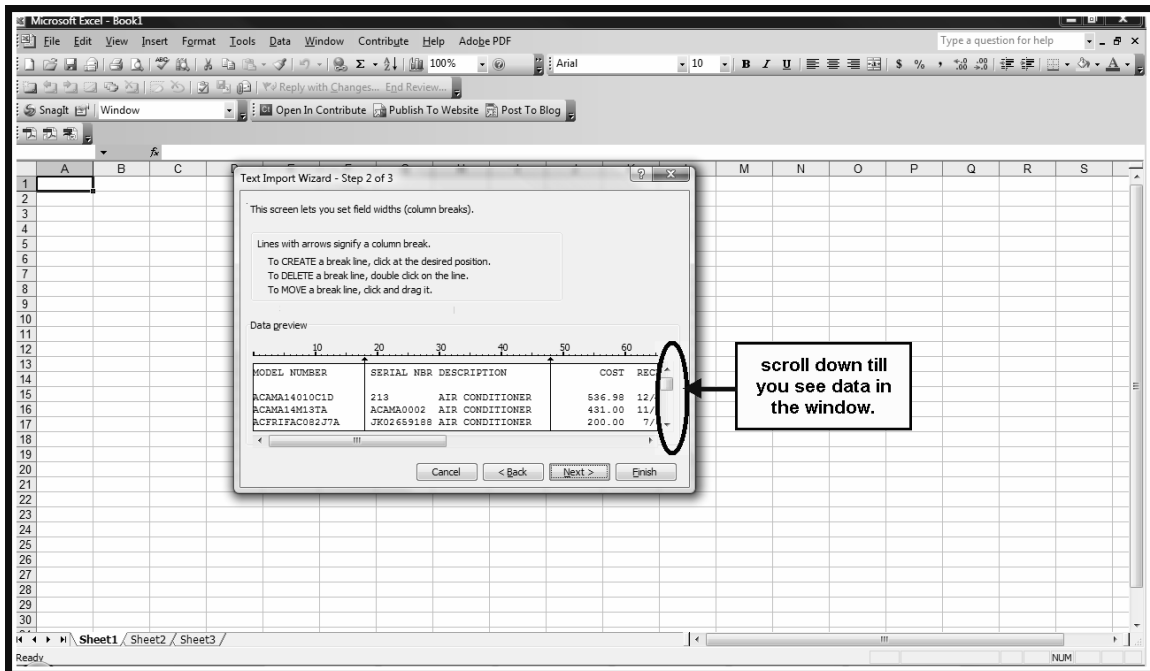


Figure 10 Excel Wizard Step 2 Opening File Setting Columns

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In step 3, you need to ensure each column of your data that you brought in will display correctly in Excel. See Figure 11. For example, if the serial numbers have leading zeros that they start with, you need to change the 'column data format' to text in this situation or the leading zeroes will be deleted when they are brought into the spreadsheet.

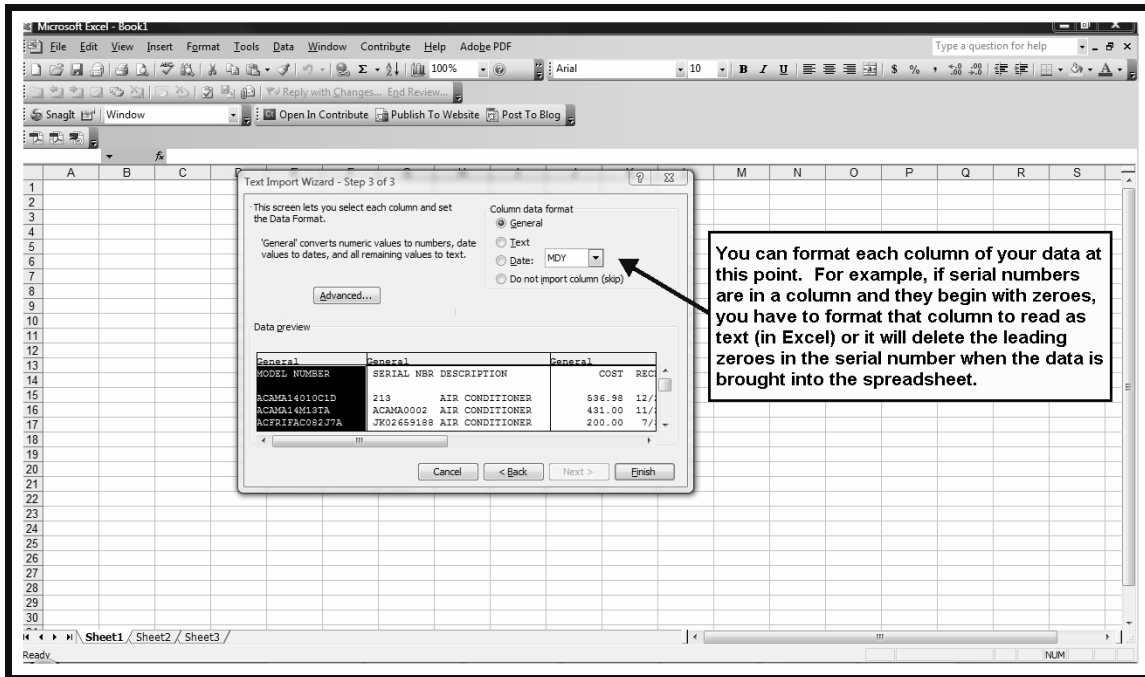


Figure 11 Excel Wizard Step 3 Select Column and Set Data Formats

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Before you click on FINISH, using your mouse, click a cell in the spreadsheet where you would like to insert the columns in your spreadsheet. Click on FINISH to enter the data into Excel. See Figure 11.

Once the report or data is in the spreadsheet, you may have to move the columns for the data to display and not looked chopped off. At this point, you can work in excel to tailor the spreadsheet however you want.

The screenshot shows an Excel spreadsheet with the following data:

| 1 | A | B | C | D | E | F | G | H | I | J |
|----|--------------------|----------------------------|-----------------------|--------|--------------|-----|-----|----------------|--------|---------|
| 2 | RUN DATE: 07/18/07 | RSSS | APPLIANCES | | | | | PINV R | EPORT | PAGE: 1 |
| 3 | TIME: 10:07:07 | SERIALIZED RENTAL INV C | OST RPT BY MODEL #DET | AIL | | | | | | |
| 4 | | LOC: () | RSSS APPLIANCES | | | | | | | |
| 5 | | RECEIVED DATES OF: | THRU 12/31/79 | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | MODEL NUMBER | SERIAL NBR DESCRIPTION | COST RECEIVED | RENTED | STAT | LOC | INV | AGENT CUST NBR | BAR CO | DE # |
| 9 | | | | | | | | | | |
| 10 | ACAMA14010C1D | 213456789 | | | | | O | 3003395 | 50128 | |
| 11 | | | | | | | | | | |
| 12 | RUN DATE: 07/18/07 | RSSS | OST RPT BY MODEL #DET | AIL | | | | PINV R | EPORT | PAGE: 2 |
| 13 | TIME: 10:07:07 | SERIALIZED RENTAL INV C | RSSS APPLIANCES #1 | | | | | | | |
| 14 | | LOC: () | | | | | | | | |
| 15 | | RECEIVED DATES OF: | THRU 12/31/79 | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | MODEL NUMBER | SERIAL NBR DESCRIPTION | COST RECEIVED | RENTED | STAT | LOC | INV | AGENT CUST NBR | BAR CO | DE # |
| 19 | | | | | | | | | | |
| 20 | ACAMA14010C1D | 213 AIR CONDITIONER | 536.98 12/21/06 | | N | | 1 O | | | 50144 |
| 21 | ACAMA14M13TA | ACAMA0002 AIR CONDITIONER | 431.00 11/27/06 | | 11/27/2006 O | | 1 O | 10012221 | | 50140 |
| 22 | ACFRIFAC092JTA | JK02659108 AIR CONDITIONER | 200.00 7/31/01 | | 3/18/2004 Y | | 1 O | 10007557 | | 41989 |
| 23 | ACWPLAC0802XP | QR0403411 AIR CONDITIONER | 137.00 6/01/04 | | 6/1/2004 R | | 1 O | 10003573 | | 48147 |
| 24 | ACWPLAC0102XP | QR0919922 AIR CONDITIONER | 171.00 6/05/04 | | 7/2/2004 R | | 1 O | 1002610 | | 48180 |
| 25 | AKFRIFRS26H5DSB | LA44810849 REFRIDGERATOR | 850.00 12/13/04 | | 12/13/2004 R | | 1 O | 10002455 | | 49527 |
| 26 | AKFRIFRT15B3AW | BA30922461 REFRIDGERATOR | 250.00 8/16/03 | | 8/31/2004 R | | 1 O | 10011684 | | 46712 |
| 27 | AKFRIGLRT183TDW | BA42932973 REFRIDGERATOR | 295.41 8/03/04 | | 10/5/2004 R | | 1 O | 10008082 | | 48416 |
| 28 | AKFRIPLHS267ZCB | 267005 REFRIGERATOR | 1,200.00 1/05/06 | | N | | 1 O | | | 50124 |
| 29 | AKWPLED2VHGXMQ | SR0953674 REFRIGERATOR | 620.00 3/27/04 | | 3/27/2004 R | | 1 O | 10006977 | | 47816 |
| 30 | AKWPLED5GHEXNA | SR3954618 REFRIGERATOR | 700.00 12/20/04 | | 12/20/2004 R | | 1 O | 10012010 | | 49602 |

Figure 11 Excel Window with Report Data in it