5   ASCII LOAD

Accessing the ASCII Load Application

The purpose of the ASCII Load application is to allow a data file to be electronically uploaded into the UIR system, thus eliminating the need to manually enter data. See Appendix B for ASCII Load file specifications.

To access the ASCII Load application, choose the UIR option from the state Application Menu. Choose the *Load Report Data from ASCII File* menu option from the UIR menu, as shown in Figure 5.1.
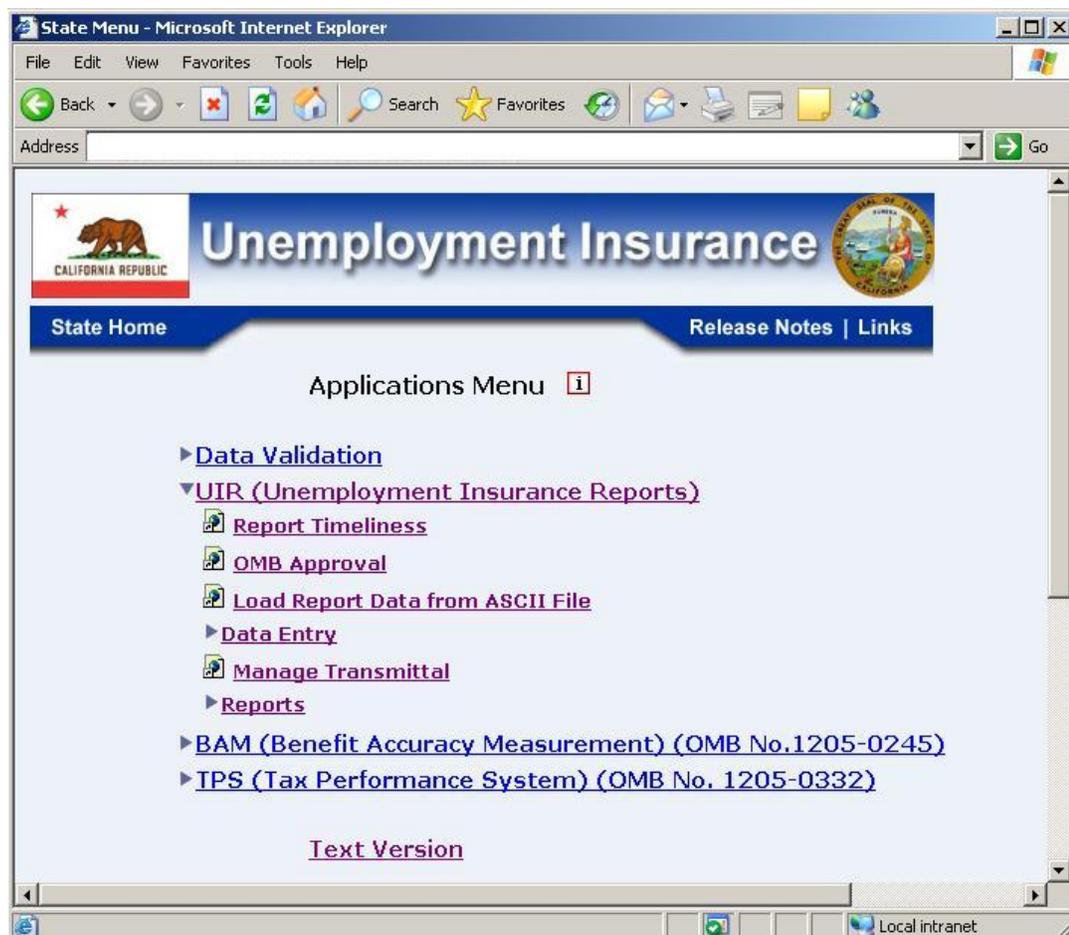

Figure 5.1 *UIRR Menu*

ASCII Load Utility Screen

The ASCII Load Utility screen appears in a new window, as shown in Figure 5.2. The application automatically loads error-free data in UIR reports into the state's database from ASCII files stored on the state's Sun system or the user's PC. This process eliminates the need for extensive and time-consuming manual data entry.
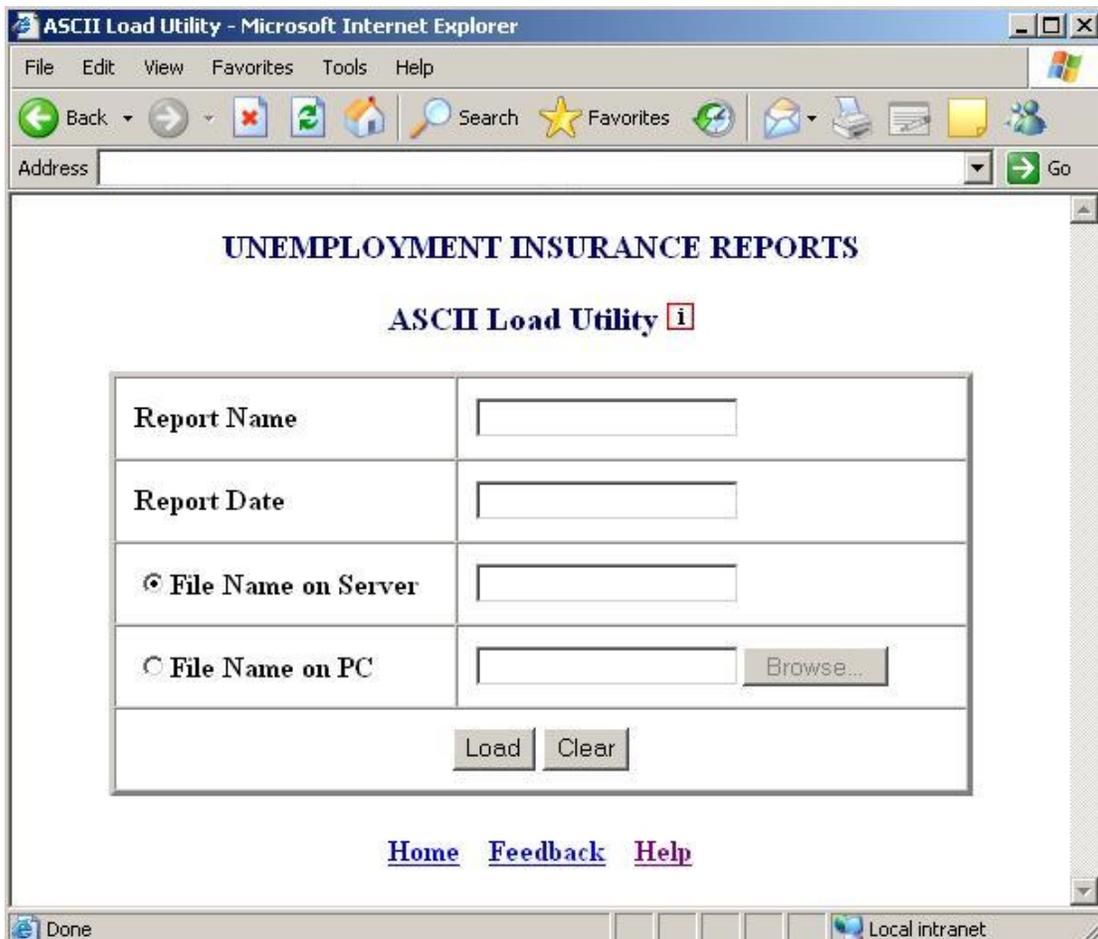

Figure 5.2 *ASCII Load Query Screen*

The application screen has the following components:

- **Query Fields**

   The ASCII files can be loaded by using the following parameters:
   - *Report Name:* The name of the report whose data you want to enter into the database. Enter a Report Name (example, ar218).

   - *Report Date:* The date of the report whose data you want to enter into the database. Enter a Report Date (example, 06/30/2005 for a monthly report).

o *File Name on Server:* The full path name of the ASCII file (on the state's Sun system) containing the data of the report specified. Enter the data's path and file name.

o *File Name on PC:* The full path name of the ASCII file (on the state's PC) containing the data of the report specified. Enter the data's path and file name or choose the *Browse* button to open a window which will allow you to browse through your network drive and select the file.

- **Action Buttons**

  The query screen has the following buttons:

  o *Load:* Submits the user's request.

  o *Clear:* Resets all the fields.

- **Navigation Bar**

  The Navigation Bar displayed at the bottom of the application screen helps the user to access one of the following:

  o *Home:* Display the Applications Menu Page.

  o *Feedback:* Display the feedback contact information.

  o *Help:* Display the current application help.

  Enter the Report Name, Report Date, File Name, and then click on the *Load* button to load the ASCII data. You have an option to load the file from a location on the Sun Unix Server or the user's PC. The data will be loaded to the state's database if it contains no error(s). However, if the data contains one or more errors, a message will be displayed and the data entry window of the report will be displayed. The *Update* option can be then selected and corrections of error(s) can be made. For more details on updating the report data, see Chapter 2, Data Entry.

The user can exit the application by closing the web browser.

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