

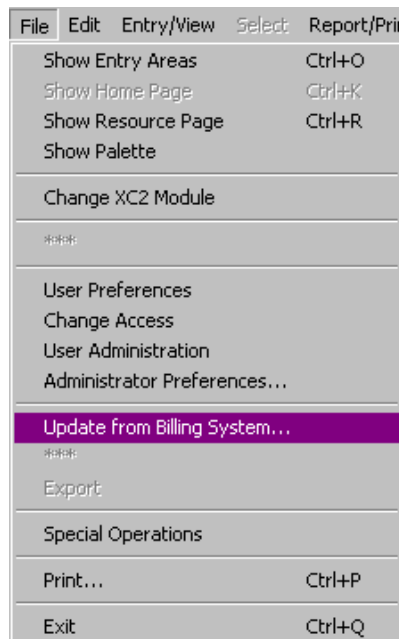


Jan. 1 2011

Update from Billing System User Documentation

Make sure you have a backup of your XC2 Data!

1. **Make sure the "Update from Billing System" text file is on your local hard drive, not on a network drive or a CD. (It is much faster this way)**
2. **Close all windows (Except for the Home Page or Palette)**
3. **Click on the menu item: "Update from Billing System" in the File Menu**

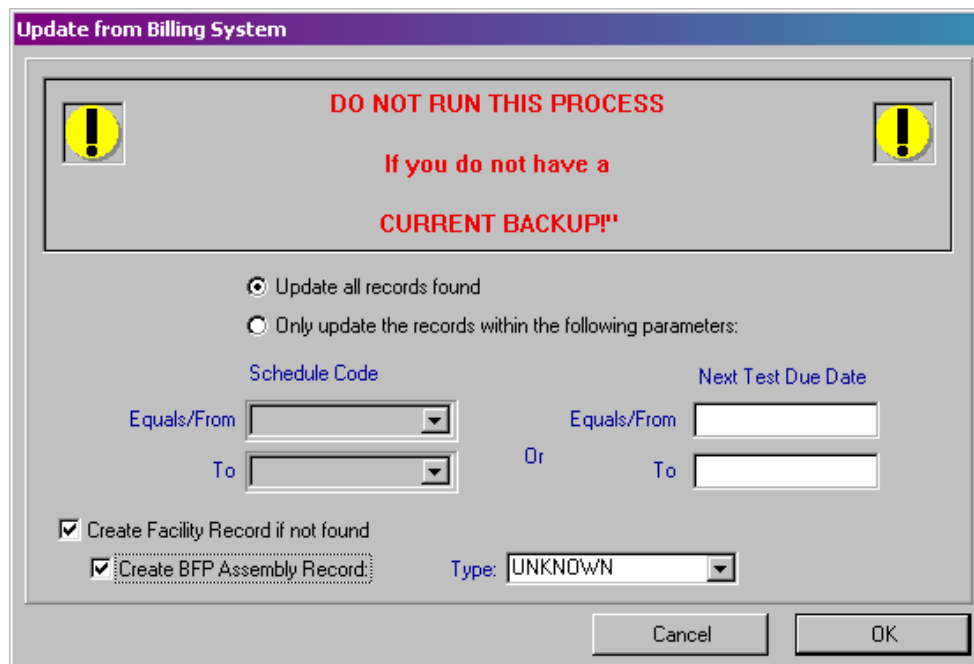


The first window will verify the options for the update.

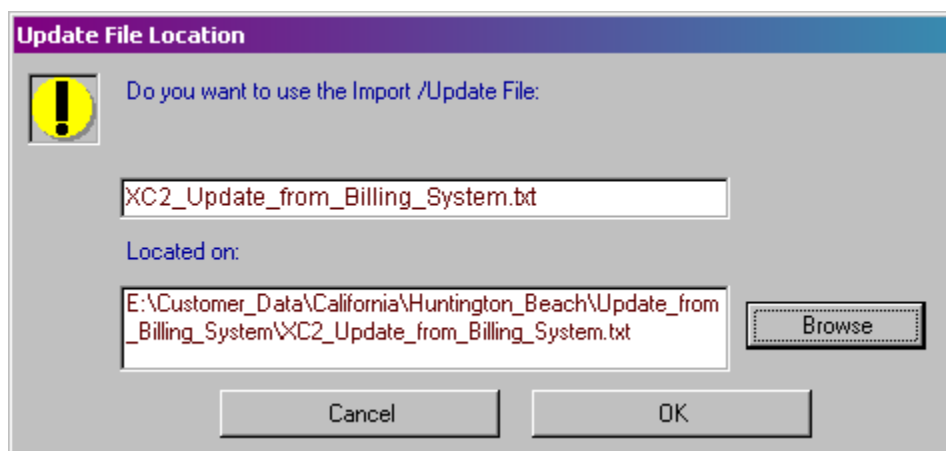
- a. You may update only those records in a certain Schedule Code Range, Next Test Date Range, or all Records.
- b. If a Facility record is not found, you have the option of creating it.

If you create a facility record, you may also create an associated assembly record, with a default assembly type, e.g. "unknown"]

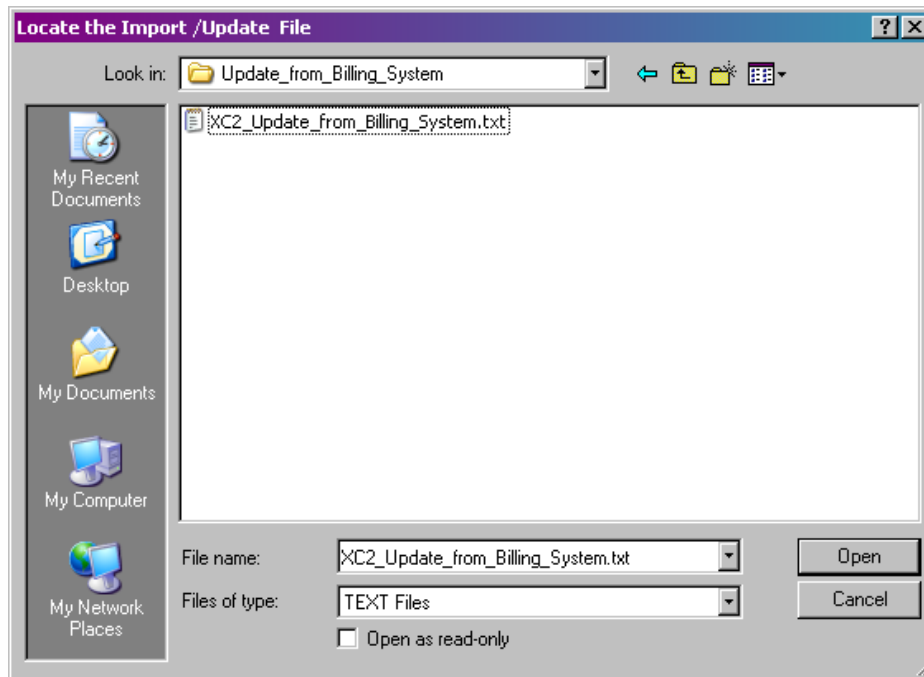
Note: Default is to NOT create the Facility or Equipment Records.



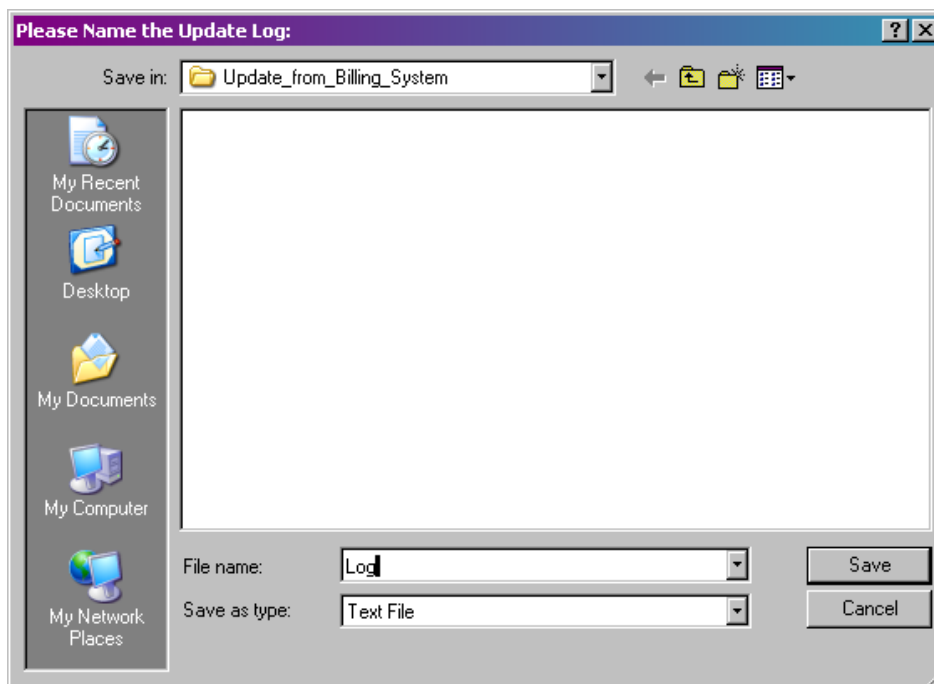
You will be prompted to use the file in the last location that you used.



If this is the first time that you run the update, or if the update file is not found, you will be prompted to locate the file:

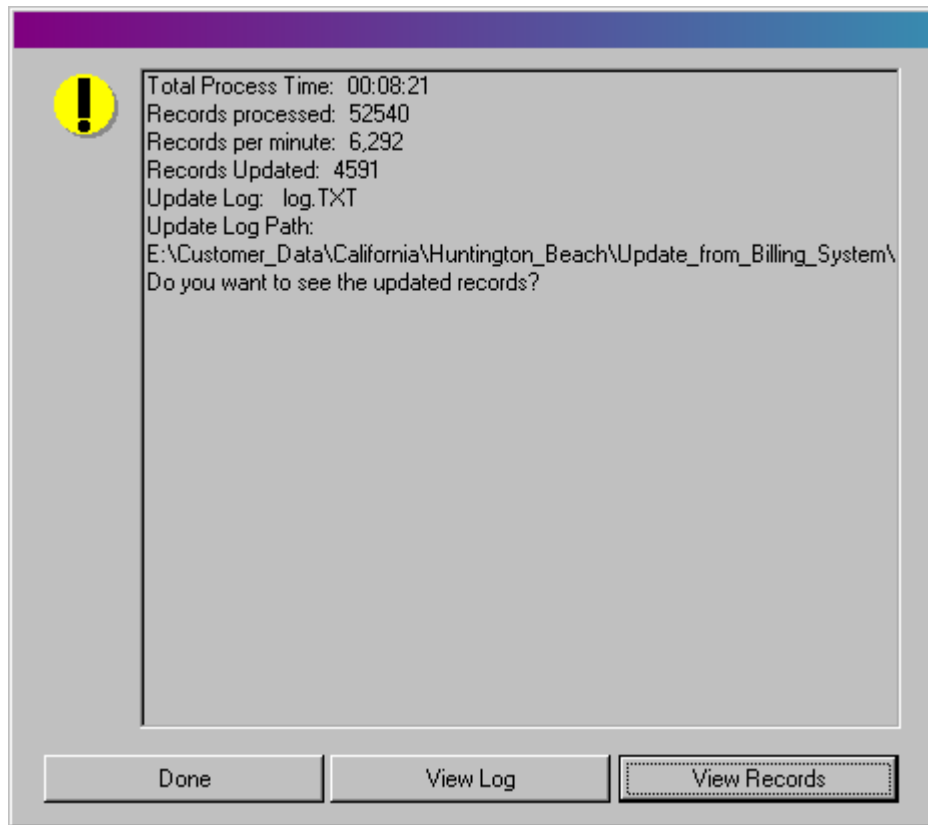


You will be asked to create and name a "log" file. Type in the word "log" or any other file name that is meaningful to you. This log file will show what items were changed.



The billing system update will run, after which you will be notified:

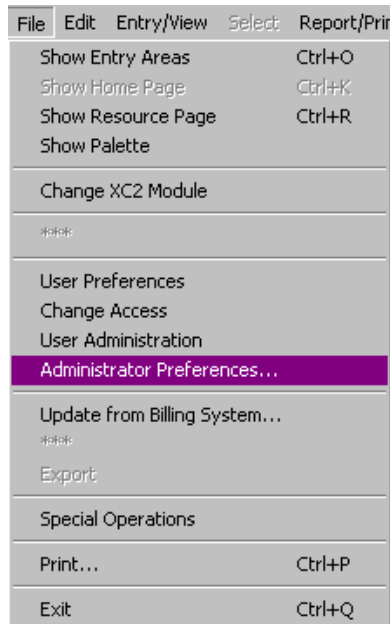
1. How many records were processed.
2. How many records were updated.
3. Total Time for process
4. Option to view the updated records.



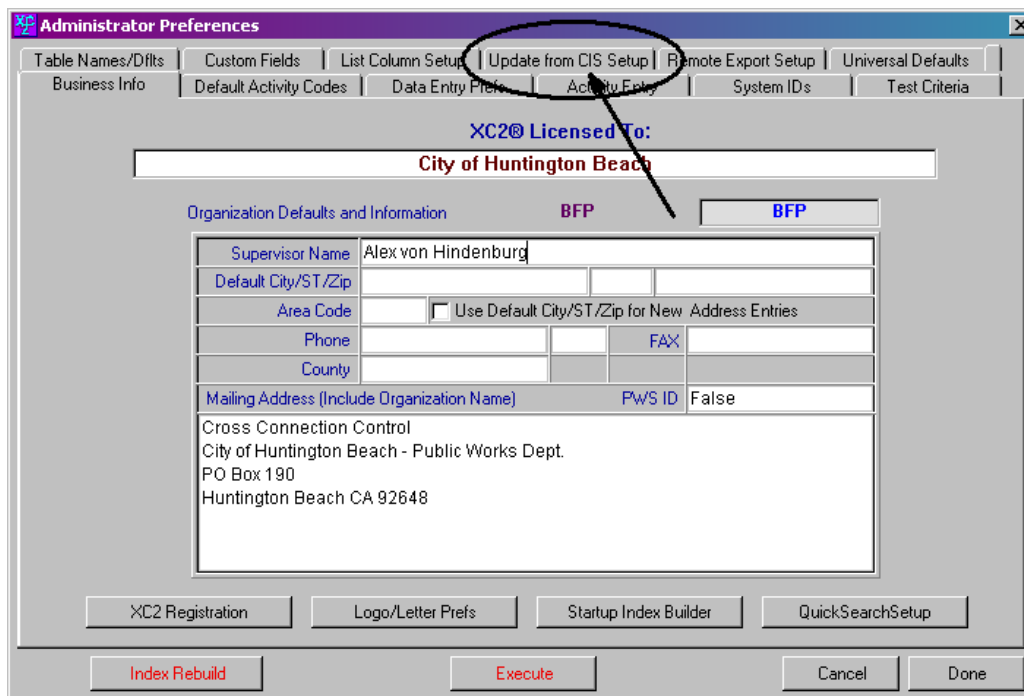
Specification for Update from Billing System

You may view the specification for the Update from Billing System file. The file created from your billing system **MUST** match the format specified in XC2.

Click on "Administrator Preferences" (Super Admin Access Required)

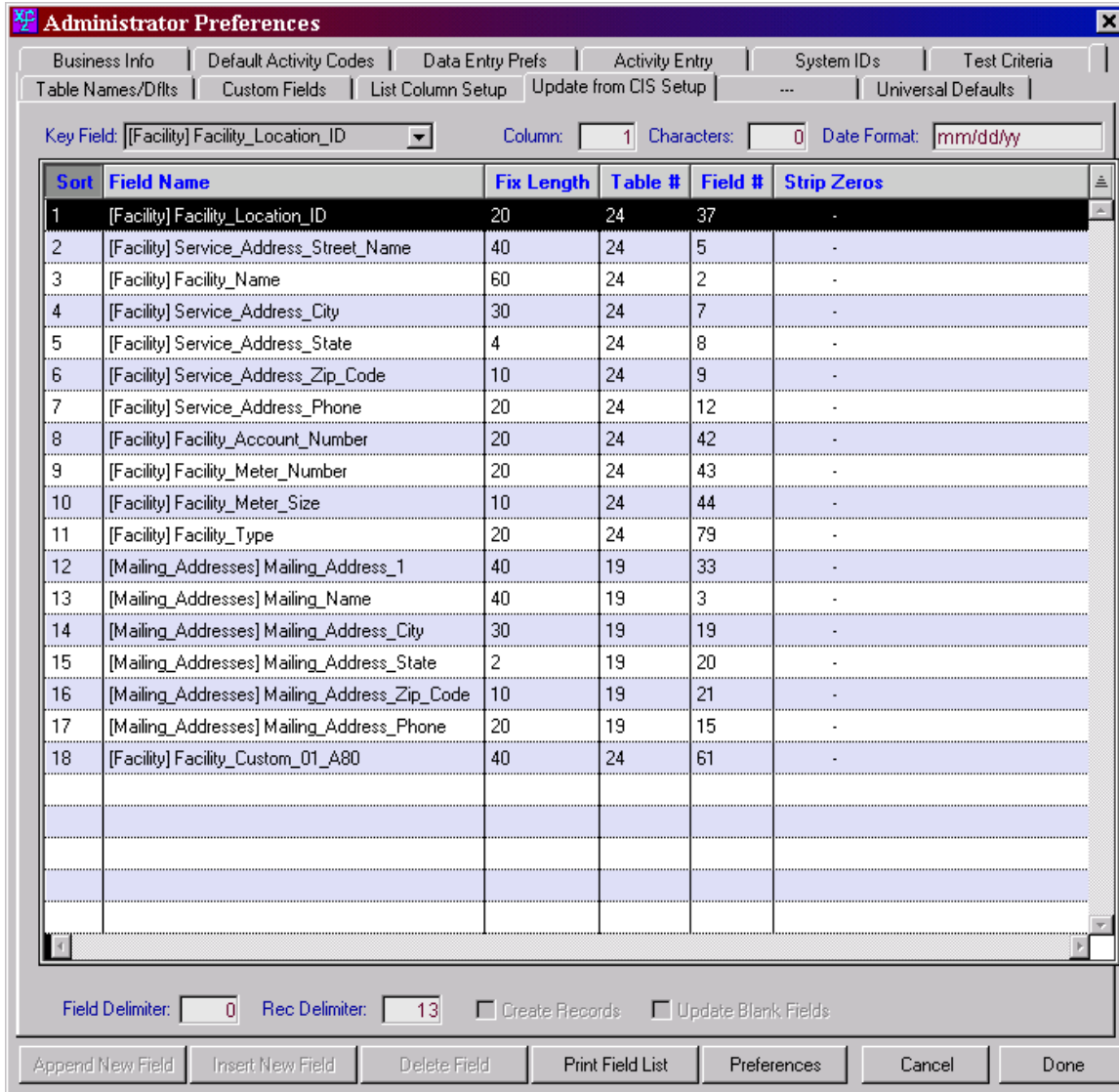


Click on the Tab: Update from CIS Setup



The following window displays the information for:

Specifications for the update process.



This shows the order of the fields, the delimiters or field length and the key field (unique identifier). Your file must match this format **EXACTLY** or the update will cause your data to become **UNUSABLE** and you will need to restore from a backup.