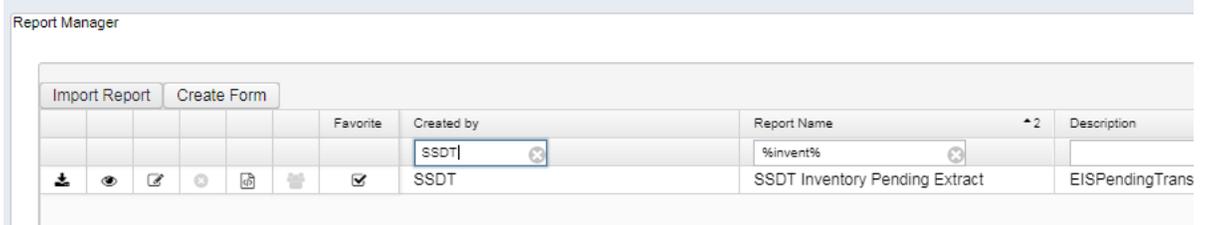


Creating the Inventory Extract from Redesign & Importing into EIS

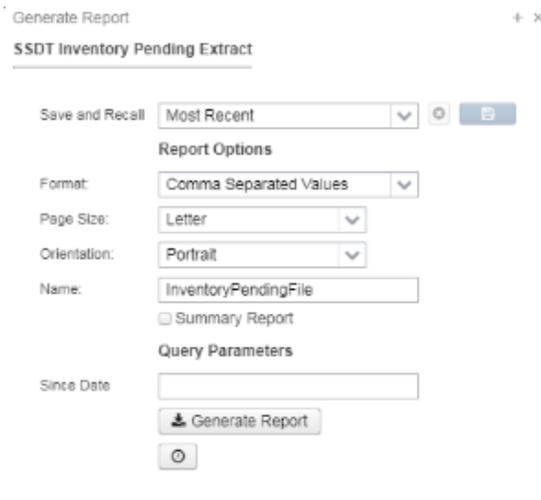
This procedure outlines the steps needed to create the inventory extract from the Redesign and import into the Classic EIS pending file.

- 1. Log into Redesign
- 2. Go to Report/Report Manager (or Home and it will be listed under Show All Report or Show Only Favorites if it has already been marked as a favorite)
 - Filter the Report Grid to show the SSdT created Inventory Pending Extract



- 3. Generate the Report 
 - Format should stay as CSV as the output will be in the exact layout needed for the EIS import program
 - Enter a Since Date

 Those running it for the first time will use the date that they went live on the Redesign. The district will want to keep track of the last 'since date' they used to ensure they aren't pulling items that were previously added to the EIS pending file. The report will display the most recent options chosen for that user the last time it was generated.



- 4. Save the output file

 If you open the file you may have to reformat some columns as a CSV will drop all leading zeroes.

- 5. Right click on the file on your local PC and rename it include the date. (.i.e. inventorypendingMMDDYY.csv)
- 6. File transfer the .CSV file into reflections

 File transfer type should be ASCII

- 7. Log into reflections
- 8. Go to the EISIMPR program.
 - MENU>EISIMPR
 - Enter in your Import file name and execute the program

```
EISIMPR - EIS Import Inventory File
Report File Specifications:
Error report file      EISIMPR.TXT
Print options page    Y
Optional heading line
Processing Options:
Import file:          INV_PEND_EXTRACT.CSV

EIS Import Inventory File from USAS-R          1 of 1
PF4 Execute          F10 Reset
F7 Help              F11 Save/Recall
F8 Exit
F9 Cancel
```

- Review the output file EISIMPR.TXT for any errors. All the invoice items contained on the extract from Redesign should now be on the EIS Pending file

 You may view EISSCN/PENDING or run an EIS501 report to confirm the items are on the pending file.

- 9. Continue processing inventory as you normally would pulling the items from the EIS pending file.