



Add-on for Versatile Software

Versatile Import is a utility for gathering data from one or more source files and importing it into your records management system. With the Import Utility, you can integrate the powerful records management capabilities of Versatile Enterprise, Express, or Professional with data collected from other systems, such as a document management archive.

Versatile Import can be used for a one-time importation task, like converting an existing records management data system to Versatile, or it can be used to periodically import data from your mainframe database or a PC database. You can also set Versatile Import to run automatically at a designated time.

With the use of the built-in tools in Versatile Import, you can save hours of data entry, eliminate errors, create multiple and customized templates, and even format data for consistency.

Mapping your data into Versatile is easy with Versatile Import. Simply create a configuration file to tell Versatile Import which fields in the source file should be imported into the appropriate fields in Versatile.

Versatile Import provides extensive data manipulation capabilities to reformat existing data prior to being imported. For example, if you want the value of a particular field to be the same for all records in the database, you can set up a rule to populate the Versatile field with a default value.

For each field being imported, different error handling may be set up. Errors can either be ignored or posted to the error log, in which case you can stop processing. You can also set up Versatile Import to prompt the user to manually enter the correct data during an import.

- ▣ *Versatile Import makes your work easier by giving you complete control over what information gets imported, when, and how.*



Versatile Import provides a function to validate data without actually importing it. This allows you to view and clean up problem data before running the import.

▣ **System specifications and requirements**

- Computer with Intel Pentium III – Pentium 4 recommended
- 64 megabytes RAM, 128 megabytes recommended
- Microsoft Windows NT® with Service Pack 6 or later,
- Windows 2000 with Service Pack 4 or later, Windows XP Professional, or Windows Vista
- Supported on Windows and Novell network platforms



Add-on for Versatile Software

CORPORATE HEADQUARTERS

12601 W. Explorer Drive, Suite 250
Boise, ID 83713
P: 208.375.8000
F: 208.375.7600

CONSULTING DIVISION

316 N. Third Street
Smithfield, NC 27577
P: 919.989.1106
F: 919.989.6453

SALES OFFICE

P: 208.375.8000 Opt. 1
Toll Free: 800.513.1000
E-mail: sales@zasio.com

- Managing **Information** the Way YOU Work.