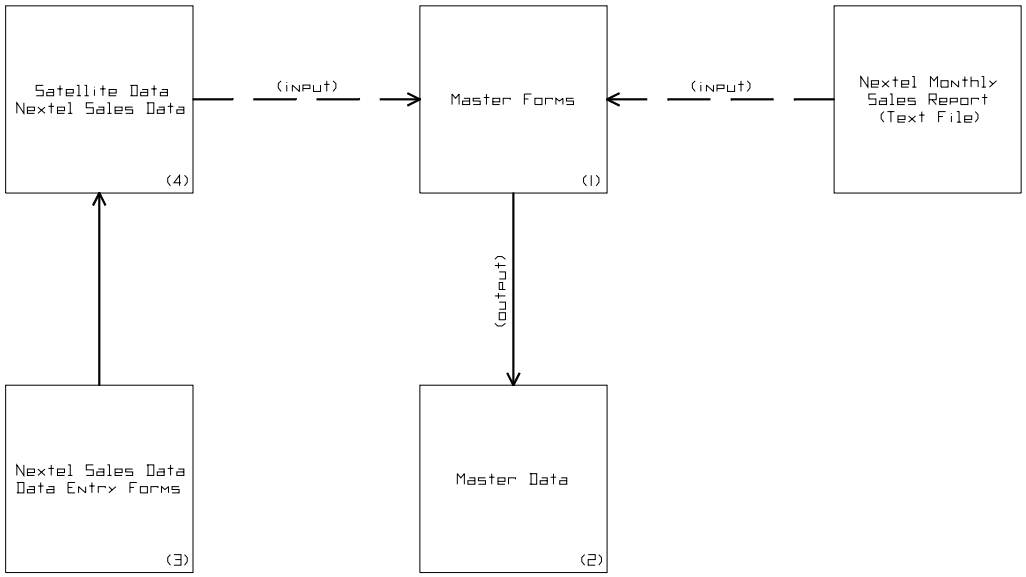
Nextel Sales Tracker

DataBase Basics

Introduction

The Nextel Sales Tracker DataBase was developed strictly using the MicroSoft Access Database program. It was divided into separate modules to facilitate simultaneous access by multiple users, to promote and protect data integrity as well as to limit access by each user to only the data necessary to complete their work.

The database for monitoring and keeping track of Nextel Sales Data consisted of four MicroSoft Access data modules as shown below:



Master Forms Module – This module contains all of the data entry forms, queries, report forms and visual basic coding necessary to complete the following tasks:

1) Down load and process the Nextel Sales Data contained in the Satellite Data File Module. Prior posting the Nextel Sales Data to the Master Data file the Client's database administrator uses a series of subforms prepared so that certain aspects of the data can easily be checked for errors. **NOTE: While downloading the Nextel Sales Data in the Satellite Data File Module all other user's access is locked out. Only the Client's database administrator has access to the data.** After the data is downloaded to the master data file the corresponding data is purged from the Satellite Data File. The Client's database administrator logs out, freeing up the Satellite Data File Module for access by others.

2) Open and process the Monthly Nextel Sales Data text file the Client's database administrator downloads over the internet. Forms have been created so that the required Monthly Nextel Sales Data is parsed from the text file and added to the Master

Data File tables. The visual basic coding which is used to parse the data has been written so that it extremely flexible. It will, with a little input from the Client's database administrator compensate for the fact that Nextel frequently provides the monthly sales data in a different order with different table headers.

3) Has a set of forms, queries and reports through which the Client's database administrator can perform data integrity checks. Typically sales are tracked on the Client's side and on Nextel's side by the phone's IMEI number as well as the phone's assigned cell number. Unfortunately, since all data is manually entered and since the IMEI number is 13 digits long and the cell phones number is 10 digits long, errors in data entry can occur on both sides. These errors need to be resolved to match the Client's sales record up with the Nextel payment record, so that all sales commissions can be properly paid.

4) Sales commission reports have been prepared so that profit and loss statements can be prepared as well a sales' staff can be properly paid.

Master Data Module – This module contains the following data tables:

1) Common Cities
2) Common Comments
3) Data Entry Technician
4) Dealer Data
5) Nextel Activation Data – Current (Data parsed from text file downloaded from Nextel Sales Records on the internet):

Name	Type	Size
ID	Long Integer	4
DEALER_CODE	Text	10
DEALER_NAME	Text	50
REP_CODE	Text	10
MANAGER_CODE	Text	10
DIRECTOR_CODE	Text	10
TRANSACTION_DATE	Date/Time	8
ACCOUNT_ID	Long Integer	4
COMPANY_NAME	Text	75
IMEI	Text	30
IMEI_ACCOUNT_ID	Text	50
PTN	Text	12
SERVICE_TYPE	Text	15
TRANSACTION_CODE	Text	10
ACTIVATION	Integer	2
ADD_ON	Integer	2
DEACTIVATION	Integer	2
REACTIVATION	Integer	2
TRANSFER	Integer	2
BEG_SERV_DATE	Date/Time	8
CELL_BILL_PLAN	Text	25
CELL_PLAN_DESC	Text	35
DIS_BILL_PLAN	Text	6
DIS_PLAN_DESC	Text	35
RATE_PLAN_PAIR	Text	15
COMMISSION_AMOUNT	Currency	8
ACT_COUNT	Integer	2
DEACT_DATE	Date/Time	8

NO_DAYS	Integer	2
DISCONNECT_CODE	Text	10
ADJ_DECISION_REASON	Memo	-
NEXTEL_COMMENTS	Memo	-
ADJ_PAY	Currency	8
DISCONNECT_REASON	Memo	-
ADJ_DECISION_CODE	Text	6
Data_Month	Date/Time	8
STATUS	Integer	2
SALES COMMISSION STATUS	Integer	2

6) Nextel Records Post Status
7) Nextel Report Headers
8) Nextel Sales Data (Data from daily sails records download from Satellite Data Module):

Name	Type	Size
ID	Long Integer	4
DATA TECH ID	Long Integer	4
SALES REP ID	Long Integer	4
CUSTOMER ID	Long Integer	4
CUSTOMER NAME	Text	50
ADDRESS	Text	75
CITY	Text	75
STATE	Text	2
ZIP	Text	5
SS#	Text	11
TAX ID	Text	10
DMV #	Text	20
e_mail_address	Text	150
RATE PLAN	Text	10
PLAN PRICE	Currency	8
TYPE OF PHONE	Text	15
COLOR OF PHONE	Text	10
PRICE OF PHONE	Currency	8
SUGG PRICE	Currency	8
Service Term	Text	15
IMEI	Text	15
IMEI_CUSTOMER_ID	Text	50
MEMBER NAME	Text	75
PRIV ID	Text	15
PTN	Text	12
LAND LINE	Text	15
TWO ID'S	Yes/No	1
CERF	Yes/No	1
NOL	Yes/No	1
COMMENTS	Memo	-
DATE	Date/Time	8
SALES LOCATION CODE	Text	5
STATUS	Integer	2
SATELLITE UPLOAD STATUS	Integer	2
SALES COMMISSION STATUS	Integer	2
temp Status	Integer	2

9) Passwords
10) Phone Prices
11) Rate Plans
12) Sales Representatives
13) Service Terms

Satillite Forms Module – This module contains all of the data entry forms, queries and visual basic coding necessary to complete the following tasks:

1) Allow Data Entry Technicians to logon to system and to keep running tab on who is logged on the system.

2) Assist Data Entry Technicians in entering daily sales records into Satellite Data Module.

3) Permit access by multiple Data Entry Technicians simultaneously.

Satillite Data Module – This module contains the following data tables:

1) Satellite - Common Cities
2) Satellite - Common Comments
3) Satellite - Data Entry Technician
4) Satellite - Dealer Data
5) Satellite – Nextel Sales Data
6) Satellite – Phone Prices
7) Satellite – Rate Plans
8) Satellite – Sales Representatives
9) Satellite – Service Terms
10) Satellite Database Status

Detailed instructions are provided in Appendix A for setting up the Database for use.

Standard Symbology

To maintain continuity throughout the Estimator Database, the following buttons and standard symbology have been used:

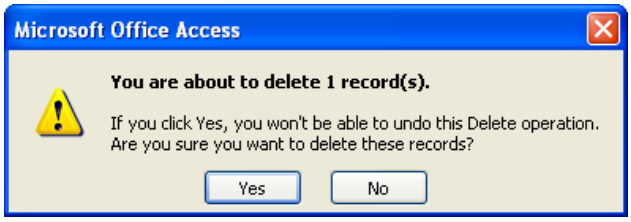
Exit button used to close database and/or input forms

Data file access button used to open data file input form

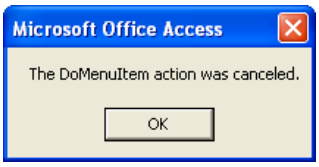
Report access button used to open report module

Plus button used to add new record to data file

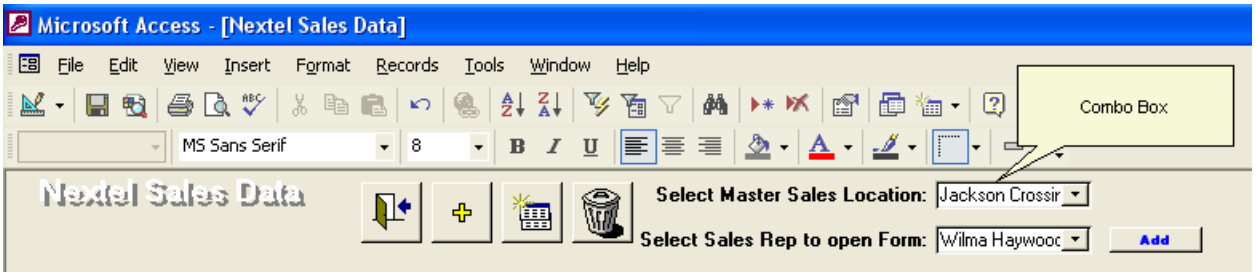
Trash can button used to delete existing record from data file. NOTE: User will be warned/prompted to confirm delete action:



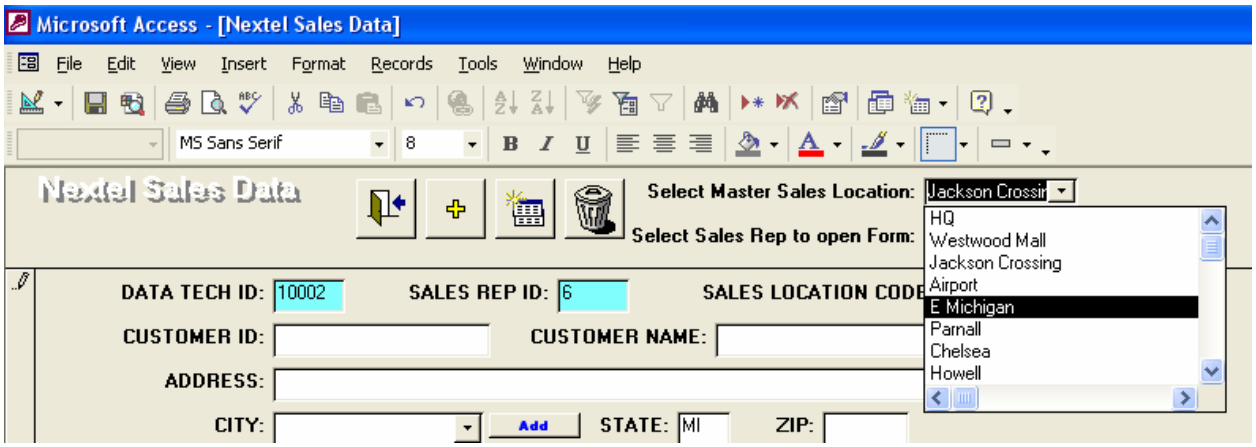
If you select "Yes" the record will be deleted and the program will go back to normal operation. If you select "No" the following message will appear – click "O.K." to return to normal operation.



Combo Boxes are special types of data input boxes used through out the database to ensure data integrity. Data entered into the input field is limited to a pre-defined list.

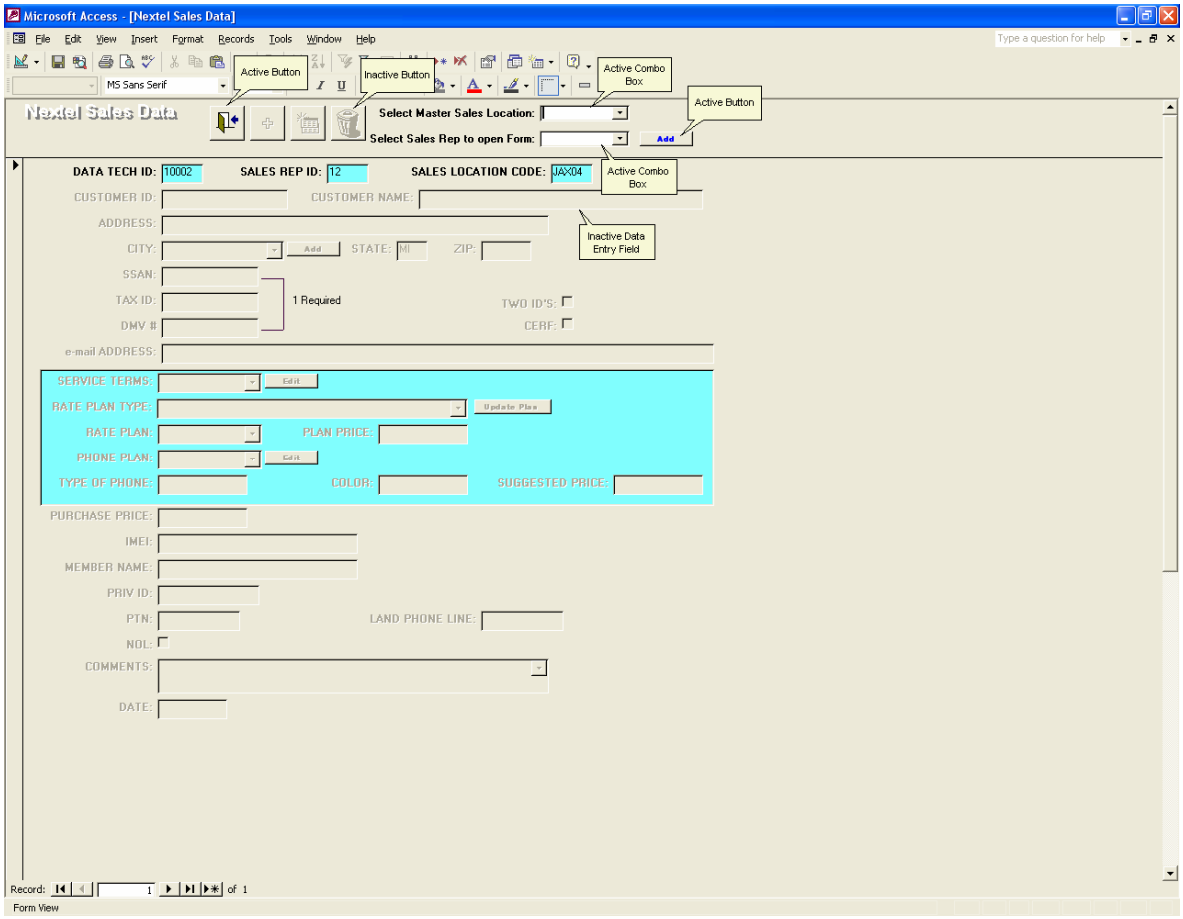


Click on the arrow in the right hand corner to display the list of available input items.



Click on the item desired to fill the input field.

As shown below some forms, when initially opened, are not fully active. Set the appropriate filters provided to fully activate the form:



In this case - first set Master Sales Location and then Sales Rep to fully open form.

Many input forms which provide access to multiple records of data, have a record selector as shown below located in the lower left hand corner of the form:

jump to first record of record set

step back to previous record

step forward to next record

jump to last record of record set

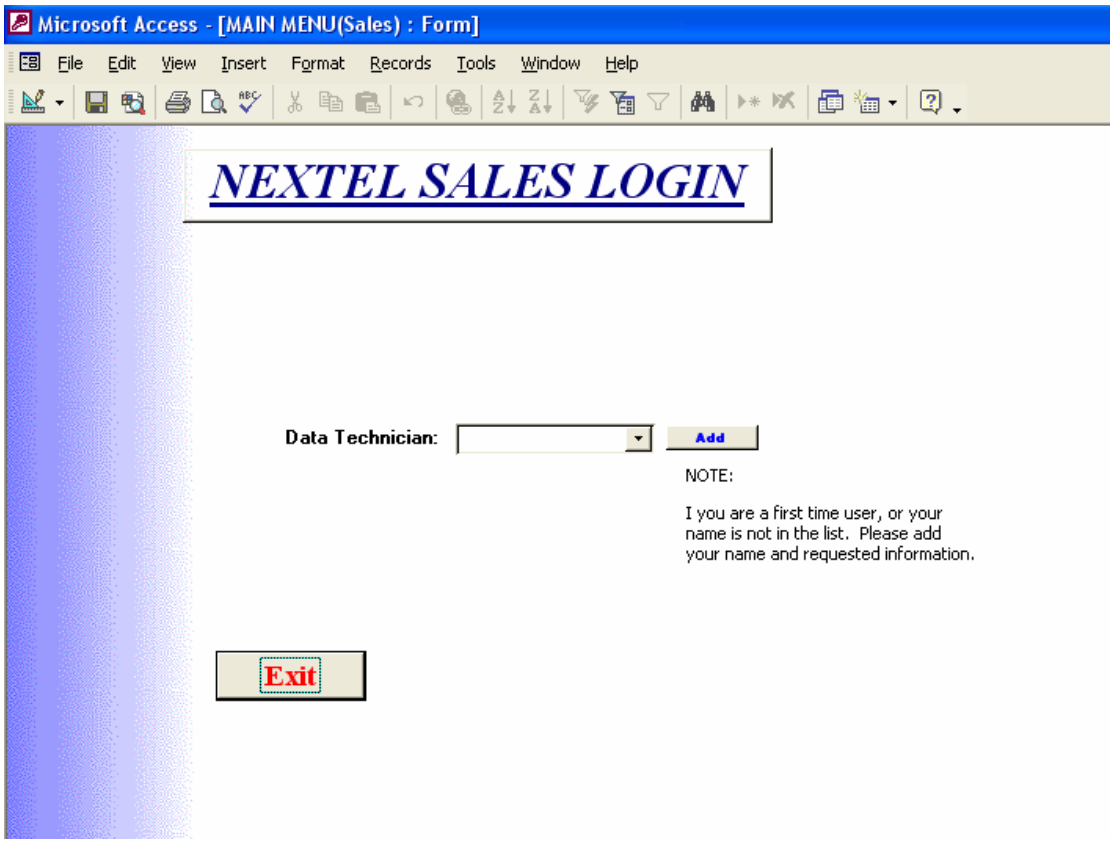
add new record to record set

lists current record number, NOTE: key in desired record number and hit enter key to jump directly to that record

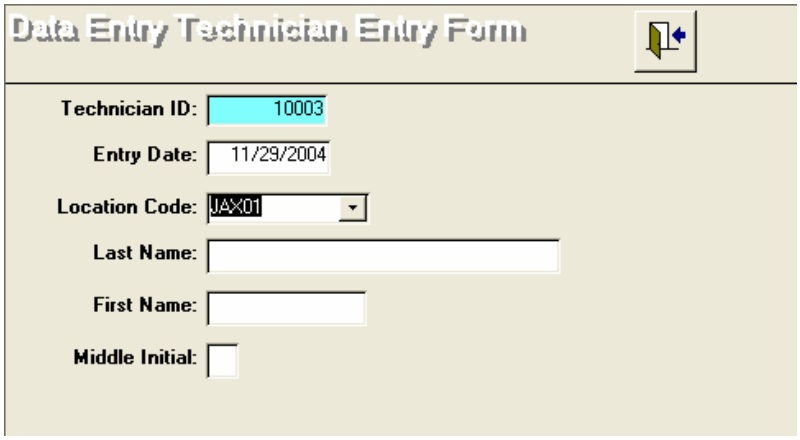
identifies total number of records in record set

Forms – (Satellite Forms Module)

Logon Screen



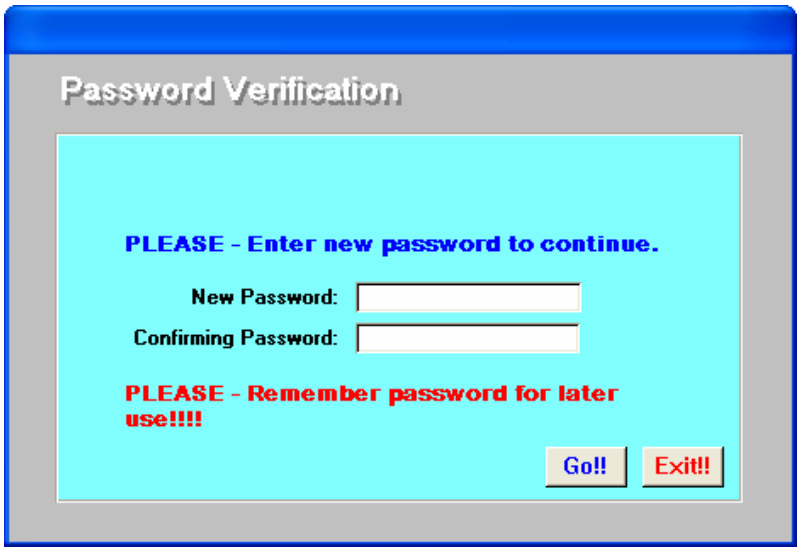
The Logon Screen is the primary interface between Data Technician and the data entry input forms used to update the Nextel Daily Sales Data. The data Technician has the ability to add their name to the list via the "ADD" button, should their name not be listed.



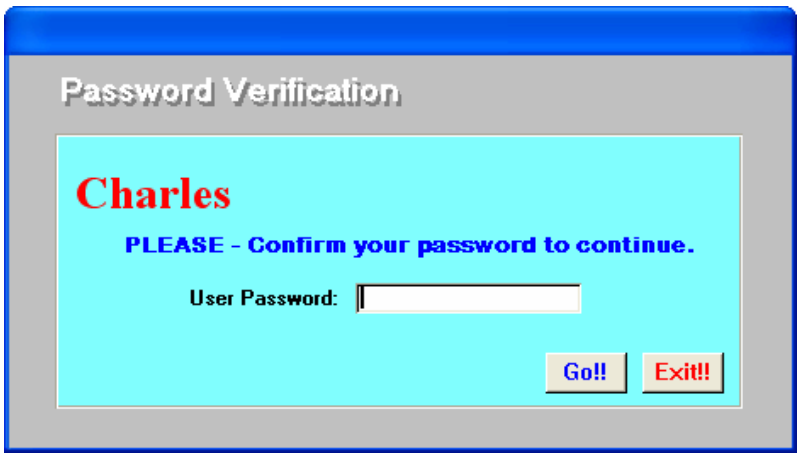
Data Technician would enter the following:

1) Location Code
2) Last Name
3) First Name
4) Middle Initial

The program automatically assigns the Technician ID.



First time user have to enter their passwords twice for a valid entry and to save their password in the Data Technician Table for later use.



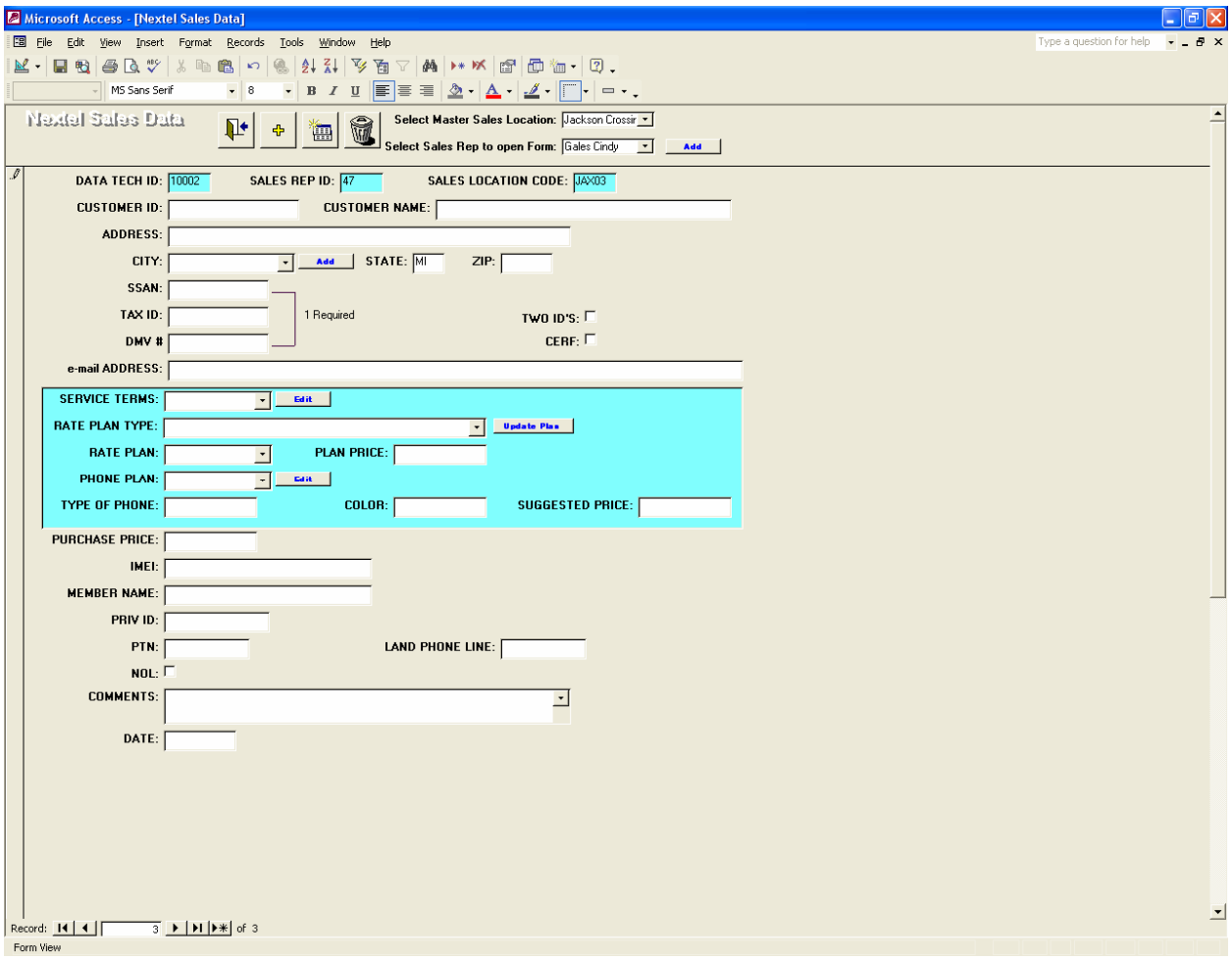
Second time user need only enter their password once correctly to open the data entry form.

If the Data Technician enters the wrong password, the following error message is displayed:

If the Data Technician enters the wrong password more than three times, the program automatically shuts down without opening the daily sales data input form.

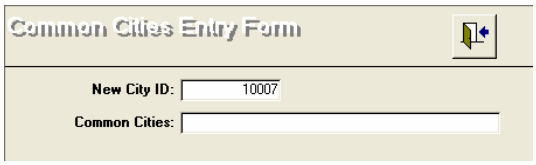
Forms – (Satellite Forms Module)

Daily Nextel Sales Data Entry Form

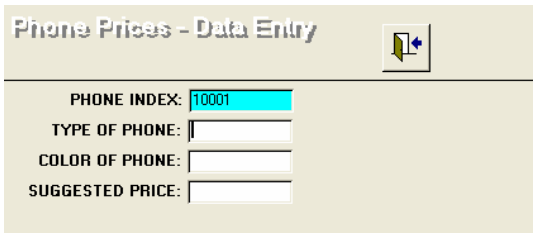


This form was designed to allow the Data Technician to enter the sales data directly from a manual form completed at the point of sales by the Sales Representative. The Data Technician has been given the flexibility of updating the following tables on the fly, so that they do not have to wait for the Database Administrator to keep the tables up-todate.

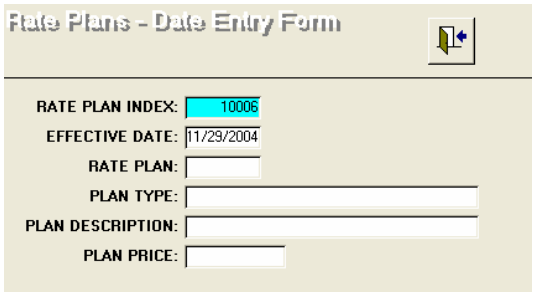
1) Satellite - Common Cities



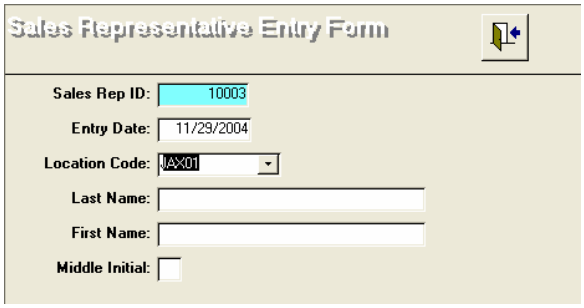
2) Satellite – Phone Prices



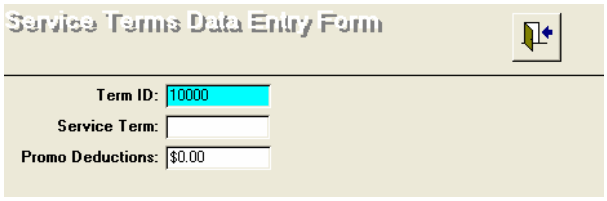
3) Satellite – Rate Plans



4) Satellite – Sales Representatives



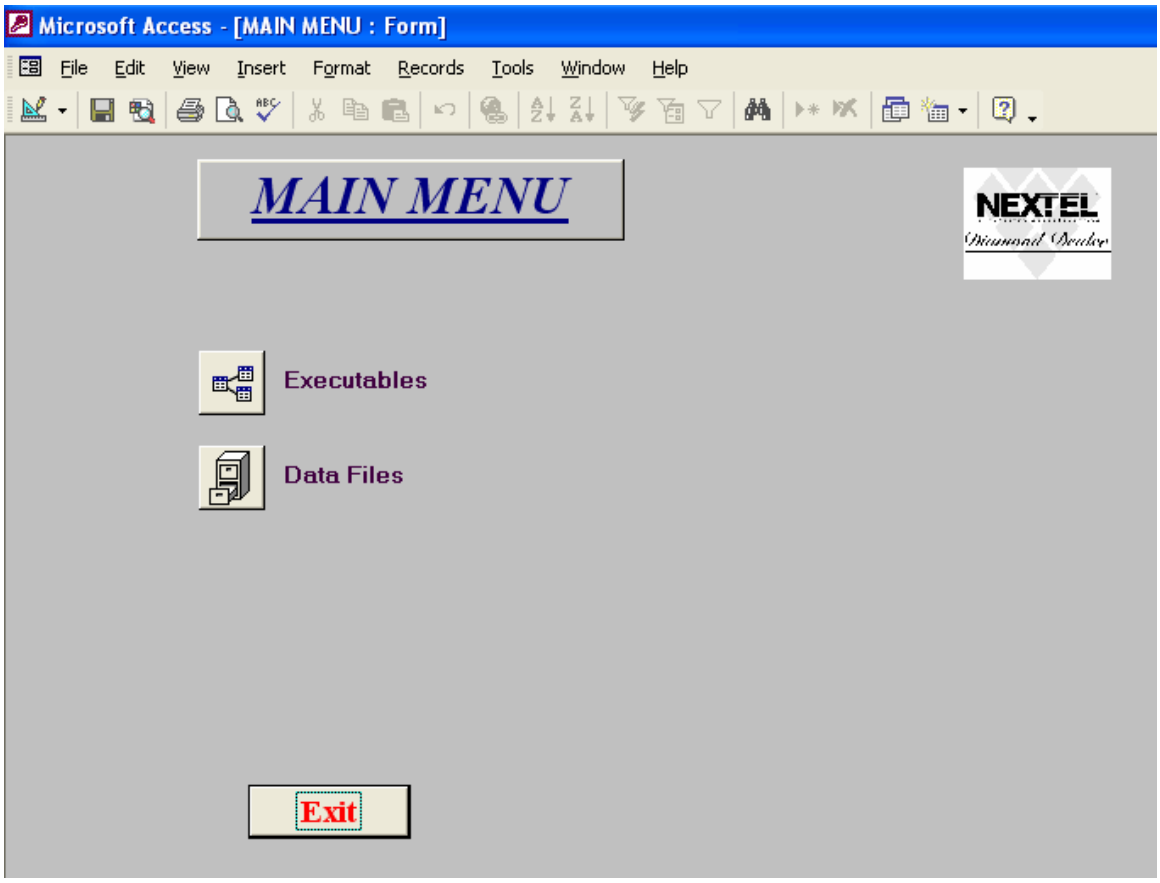
5) Satellite – Service Terms



Any data entered in any of these forms is assigned a special index, so that the Database Administrator can check them for errors when downloading the data to the Master Data Module later on. During the download process, new indices are reassigned by the Master Forms Module so that the data in the Satellite Data Module matches the Data in the Master Data Module.

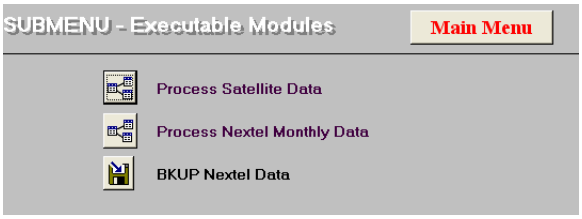
Forms – (Master Forms Module)

Main Menu



This form controls access to all of the data tables, queries, reports and executable modules and has the following sub-forms:

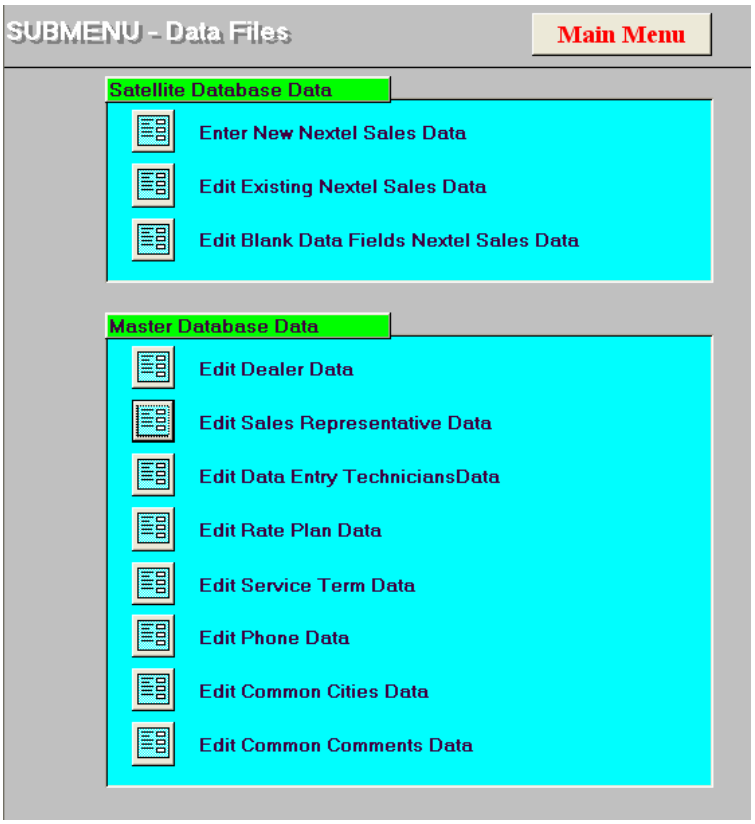
SubMenu - Executables:



With this submenu the Database Administrator can perform three vital functions:

1) Down load and process daily sales data from Satellite Data Module.
2) Down load and process Nextel Monthly Sales data directly form Nextel's internet site.
3) Backup all data files and forms.

SubMenu - Data Files:



The Satellite Database section allows the Database Administrator to directly access and update data in the Satellite Data Module.

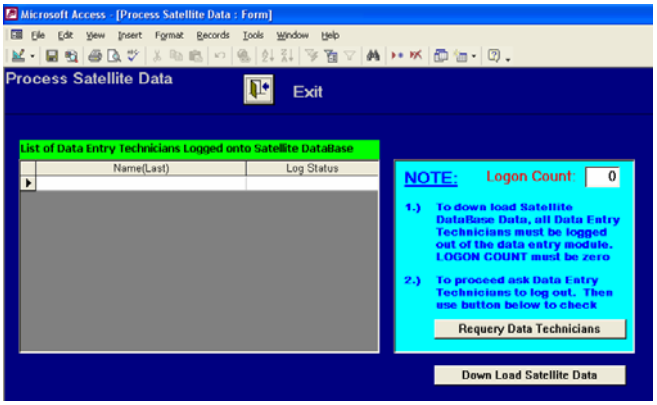
The Master Database section allows the Database Administrator to directly access and update data in the Master Data Module. As you review these data input forms you will clearly note that, when the Database Administrator updates the associated tables in the Master Data Module, that the corresponding tables in the Satellite Data Module are simultaneously updated to keep the two sets of data tables in sync.

Forms – (Master Forms Module)

Process Satellite Data

To process and post the Satellite Data to the Master Data files several steps are required.

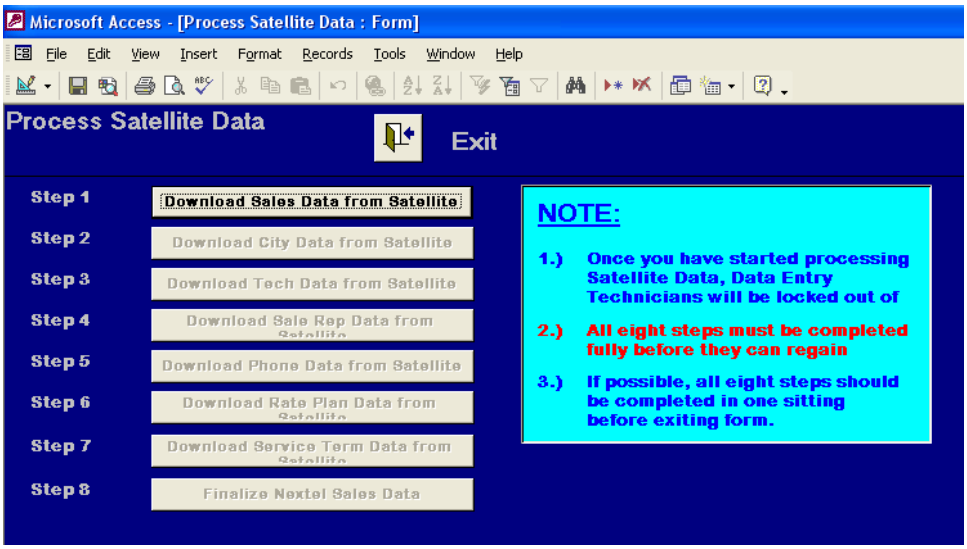
Step #ii – Check to see if any Data Technicians are logged onto system and are in process of entering new data. It is obvious that data could become corrupted if the download process from Satellite to Master data modules was allowed to continue while Data was still being entered. Therefore, the program automatically checks to make sure that no Data Technicians are logged onto the system.



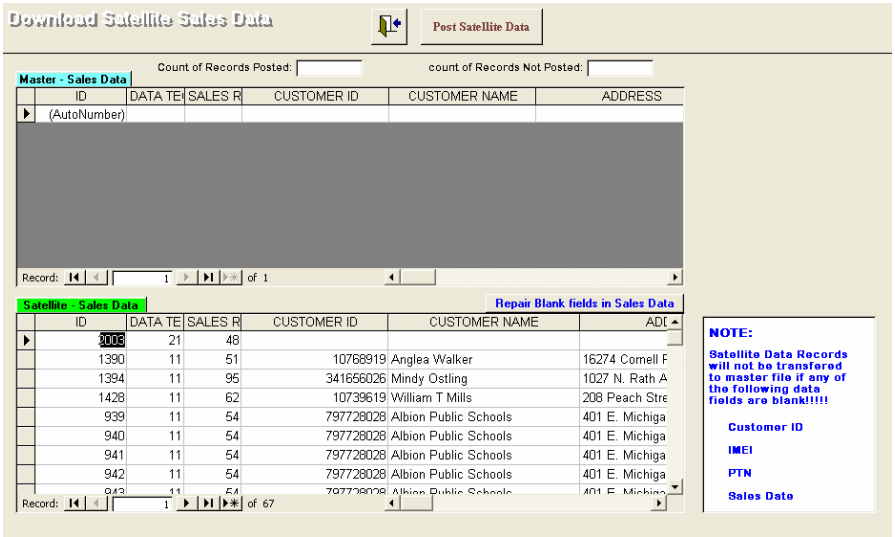
If the logon count is greater than zero (0) the program will not allow the Database Administrator to continue with the download. A list of Data Technicians logged on the system is provided so that the Database Administrator can contact each one and asked them to log off of the system. With the "Requery Data Technicians" button the Database Administrator can re-check to make sure that they are properly logged off of the system.

With the logon count set to zero (0), click on the "Down Load Satellite Data" button to proceed to Step #2. NOTE: A flag in the Satellite Data Module is automatically set to prevent any Data Technicians from logging back onto the system until the download process has been fully completed.

Step #jj – Processs Satellite Data Submenu. Each step must be completed in the order listed. Therefore, only the next available step's button is active. To proceed to step #1 click on the "Download Sales Data from Satellite" button.

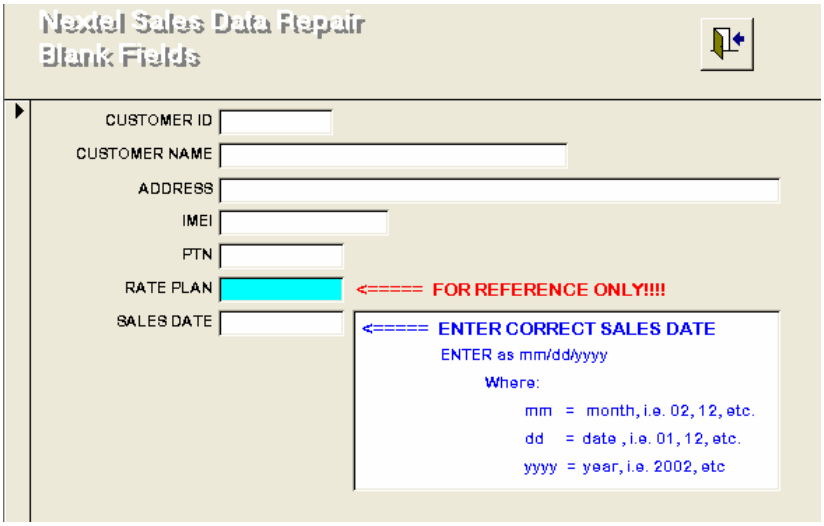


Step #1 – Download Sales Data Form:

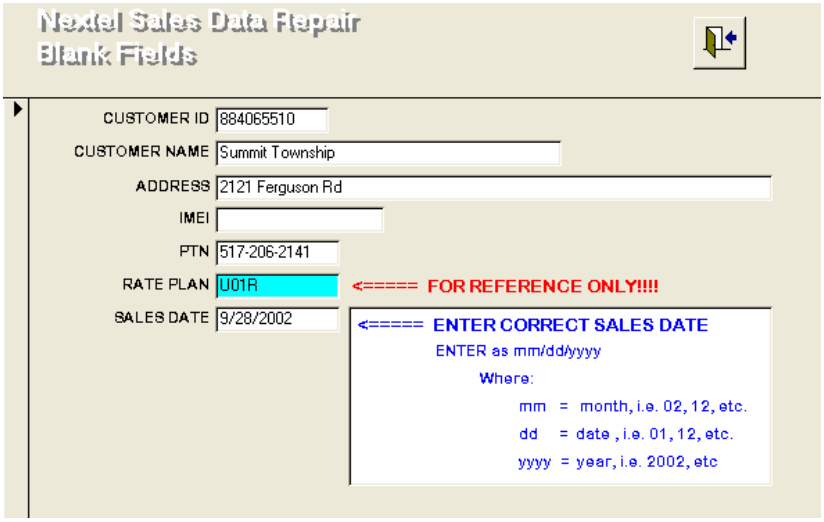


The download sales data form is a split screen form. The top half contains a listing of the records successfully transferred to the Master Data Module – Sales Data File. Prior to clicking on the "Post Satellite Data" button the user should check the data in the lower window for obvious errors. Records with any of the following fields – Customer ID, IMEI, PTN and Sales Date will not be transferred from the Satellite Data Module when the "Post Satellite Data" button is clicked.

To Facilitate repair click on "Repair Blank Fields in Sales Data" button and the following subform will be opened.



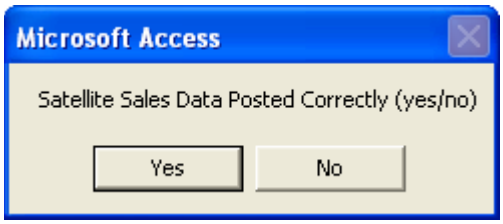
Any records (such as displayed above) with all fields blank should be deleted.



Any records (such as displayed above) with any blank fields should be corrected, if the record is to be posted to the Master Data File. The Database Administrator should pull the associated manual sales slip and enter all of the corrected data.

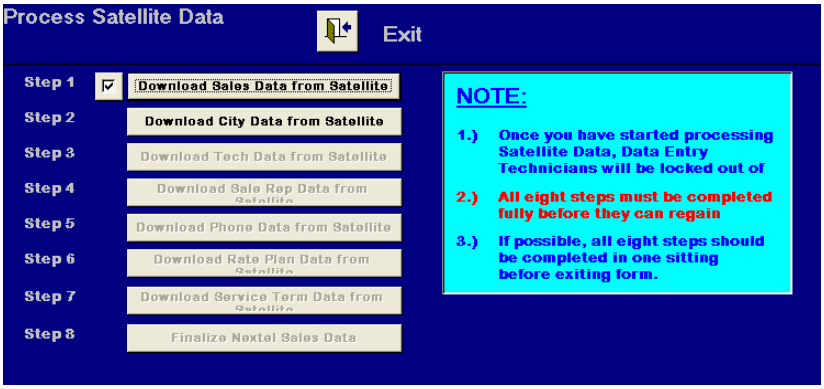
After correcting the flawed data records, go ahead and click on the "Post Satellite Data". The program will process all of the data. It will tell you how many records were posted and how many were not posted.

After posting, exit the form to continue with step #2. NOTE: You will be asked to confirm completion of Step #1 (Posting of sales data to Master Data Module).

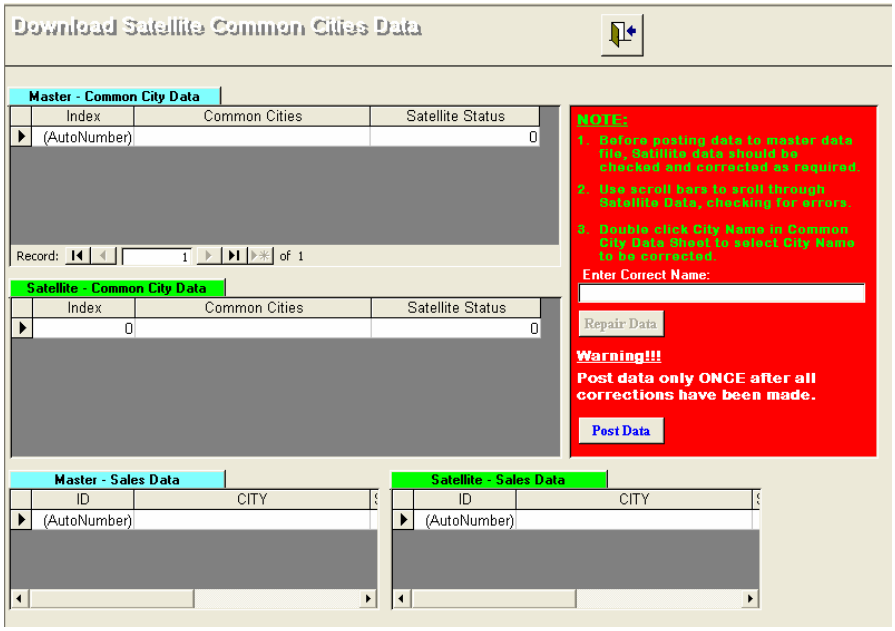


Ideally you would want to post all records from the Satellite Data File to the Master Data File. However, if you are pressed for time, say "yes" even if some records did not get posted. They will still remain in the Satellite Data File and can be posted later.

Step #2 – Download City Data



Click on "Download City Data from Satellite" button to open the following form:



NOTE:

1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.

2) Use scroll bars to scroll through Satellite – Common City Data, checking for errors.

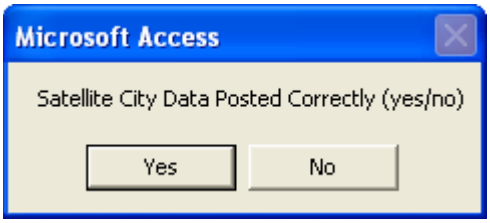
3) Double click the City Name in the Common City Data Sheet to select City Name to be corrected.

4) Enter correct name in input field “Enter Correct Name”.

5) Click on “Repair Data” button to correct all occurrences of incorrect City Name.

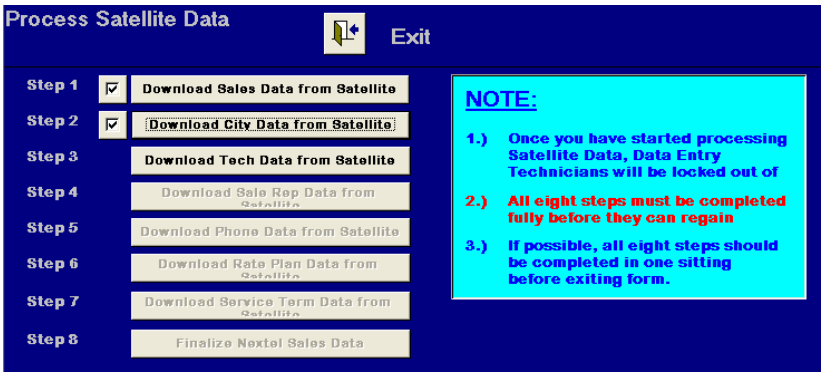
6) After all corrections have been made, click on “Post Data” button. The new records in the Satellite – Common City Data file will be posted to the Master – Common City Data file and are re-index as required by the program. The program then automatically re-indexes the Satellite – Common City Data file to match the Master – Common City Data file. Be sure to post the data only once.

7) Click on the form exit button ( ) to close the form. The following message will be posted for your response:

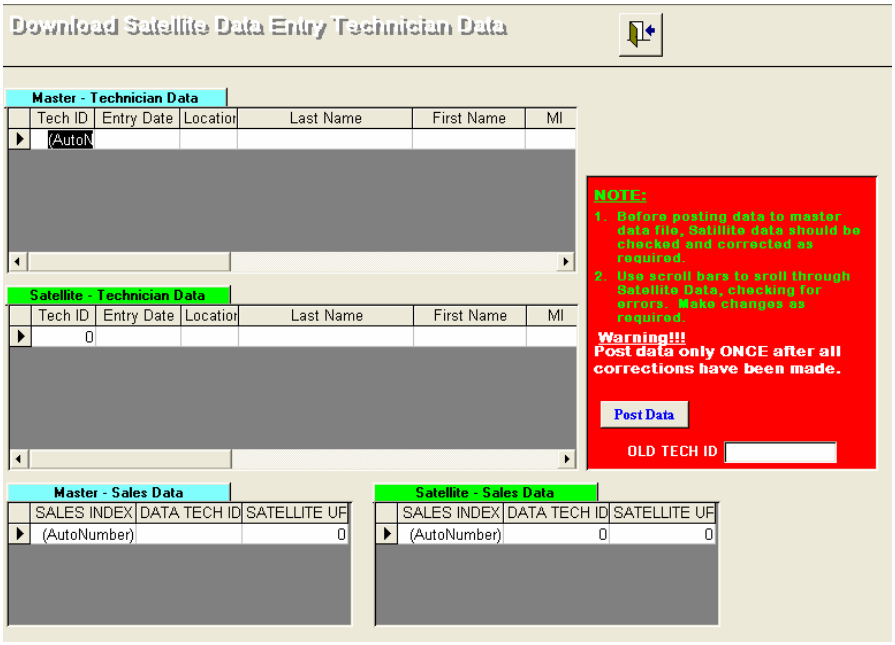


Click yes to proceed to the next down load step.

Step #3 – Download Technician Data



Click on “Download Tech Data from Satellite” button to open the following form:



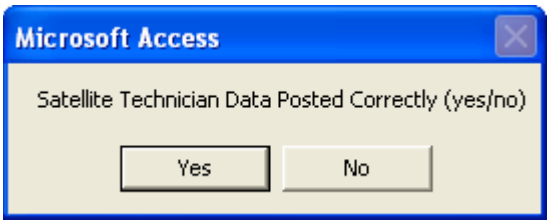
NOTE:

1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.

2) Use scroll bars to scroll through Satellite –Technician Data, checking for errors. Enter data into fields directly as required. NOTE: Do not change anything in the Tech ID field.

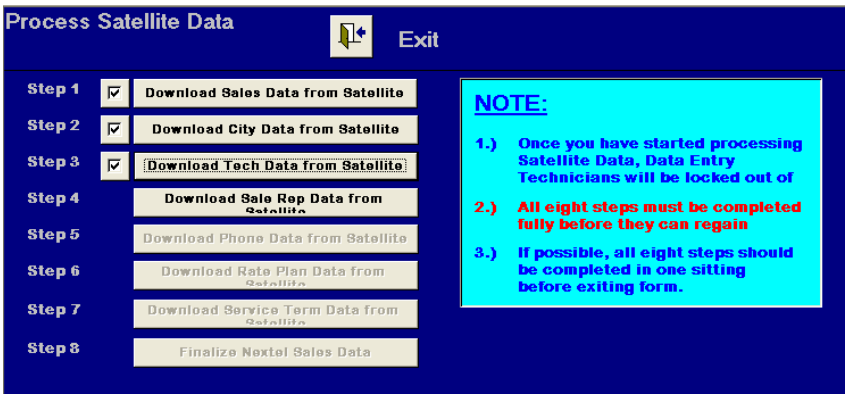
3) After all corrections have been made, click on “Post Data” button. The new records in the Satellite –Technician Data file will be posted to the Master –Technician Data file and are re-index as required by the program. The program then automatically re-indexes the Satellite – Technician Data file to match the Master –Technician Data file. Be sure to post the data only once.

4) Click on the form exit button () to close the form. The following message will be posted for your response:

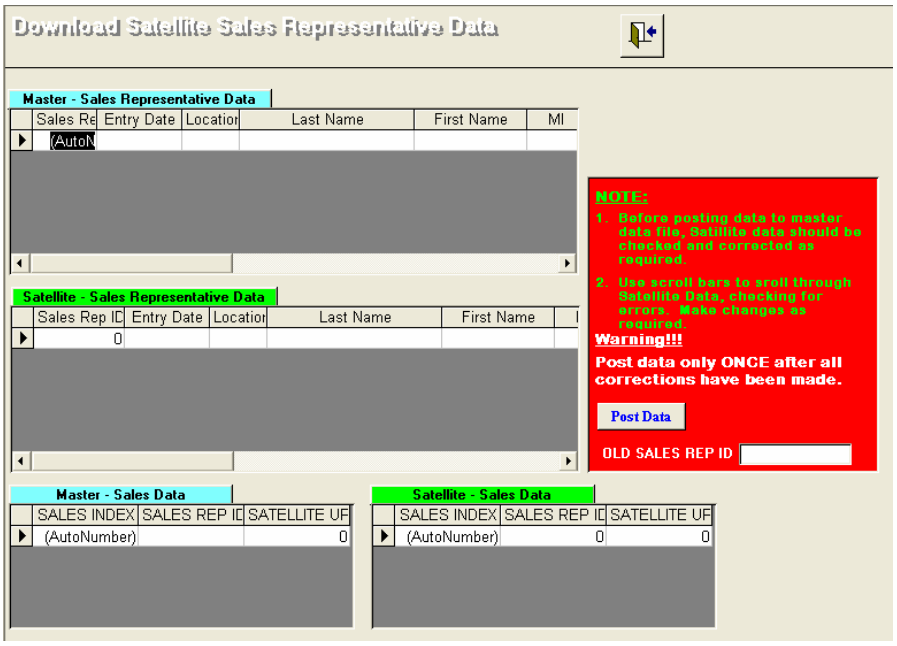


Click yes to proceed to the next down load step.

Step #4 – Download Sales Representative Data



Click on "Download Sale Rep Data from Satellite" button to open the following form:



NOTE:

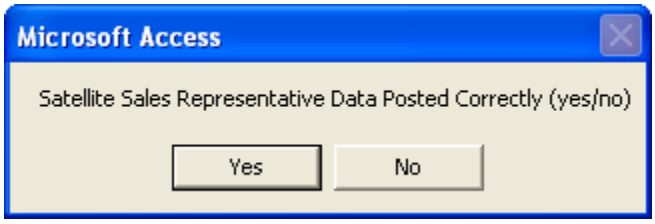
1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.

2) Use scroll bars to scroll through Satellite –Sales Representative Data, checking for errors. Enter data into fields directly as required. NOTE: Do not change anything in the Sales Rep ID field.

3) After all corrections have been made, click on "Post Data" button. The new records in the Satellite – Sales Representative Data file will be posted to the Master – Sales Representative Data file and are re-index as required by the program. The program then automatically re-indexes the Satellite – Sales Representative Data file to match the

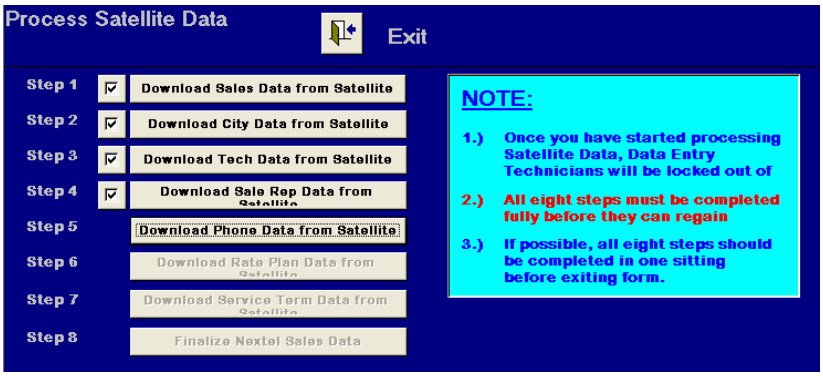
Master – Sales Representative Data file. Be sure to post the data only once.

Click on the form exit button ( ) to close the form. The following message will be posted for your response:

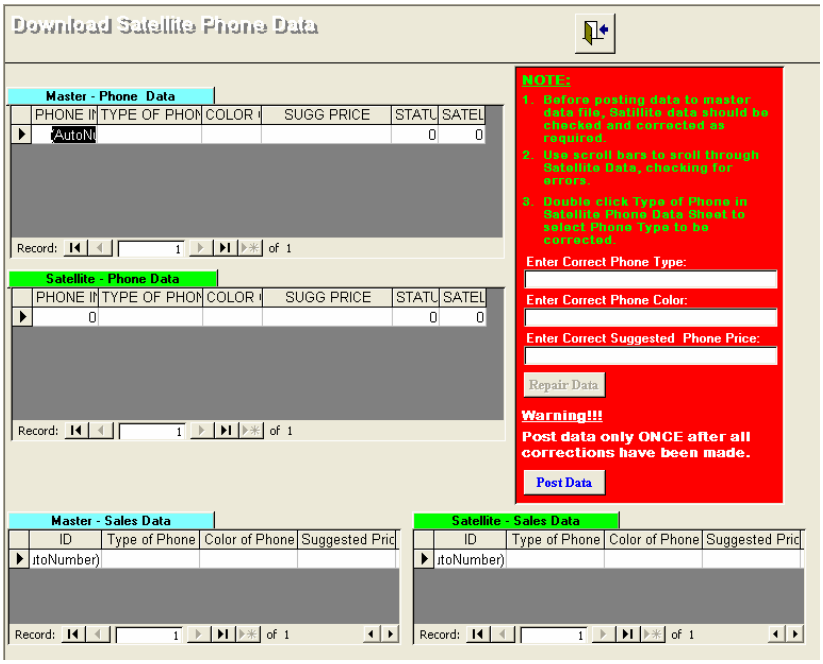


Click yes to proceed to the next down load step.

Step #5 – Download Phone Data



Click on "Download Phone Data from Satellite" button to open the following form:



NOTE:

1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.

2) Use scroll bars to scroll through Satellite –Phone Data, checking for errors.

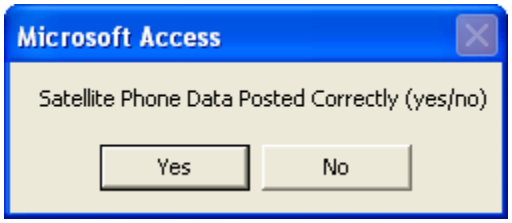
3) Double click Type of Phone in Satellite – Phone Data sheet to select Phone Type to be corrected.

4) Enter Correct Phone Type; Correct Phone Color and Correct Suggested Phone Price as required in input fields provided.

5) Click “Repair Data” button to correct all data fields as required.

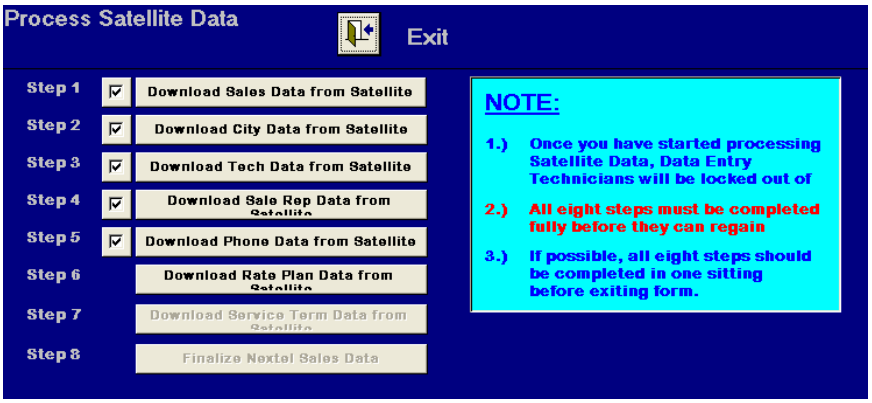
6) After all corrections have been made, click on “Post Data” button. The new records in the Satellite – Phone Data file will be posted to the Master – Phone Data file and are re-index as required by the program. The program then automatically re-indexes the Satellite – Phone Data file to match the Master – Phone Data file. Be sure to post the data only once.

Click on the form exit button () to close the form. The following message will be posted for your response:

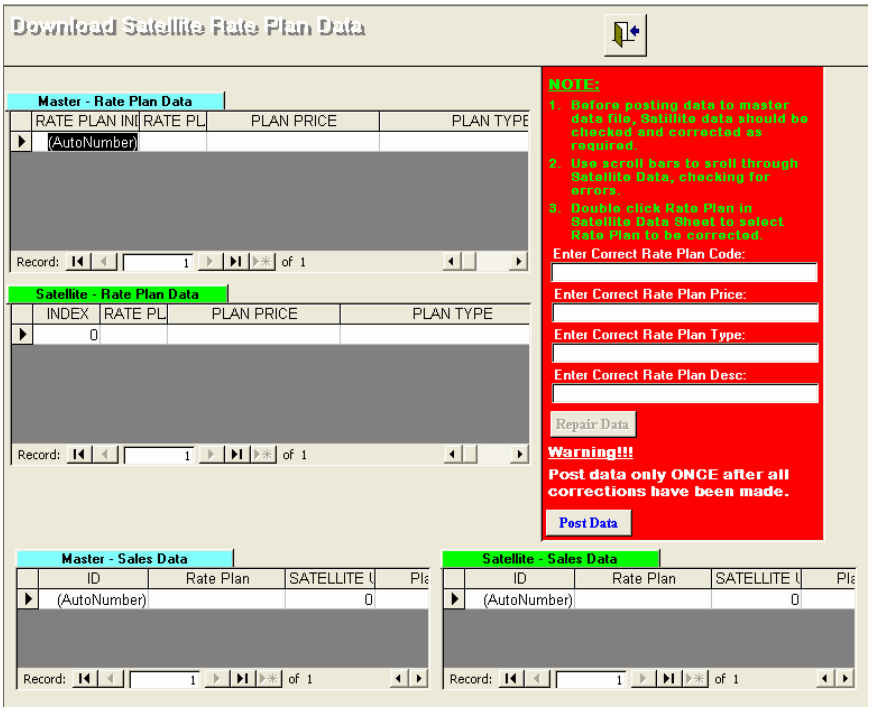


Click yes to proceed to the next down load step.

Step #6 – Download Rate Plan Data



Click on "Download Rate Plan Data from Satellite" button to open the following form:



NOTE:

1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.

2) Use scroll bars to scroll through Satellite –Phone Data, checking for errors.

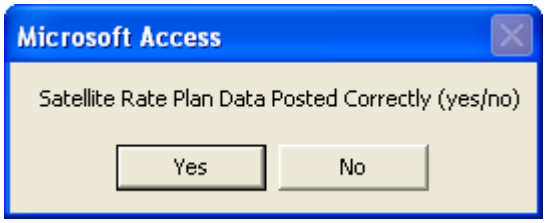
3) Double click Type of Rate Plan in Satellite – Rate Plan Data sheet to select Rate Plan Data to be corrected.

4) Enter Correct Rate Plan Code; Rate Plan Price; Rate Plan Type and Rate Plan Description as required in input fields provided.

5) Click “Repair Data” button to correct all data fields as required.

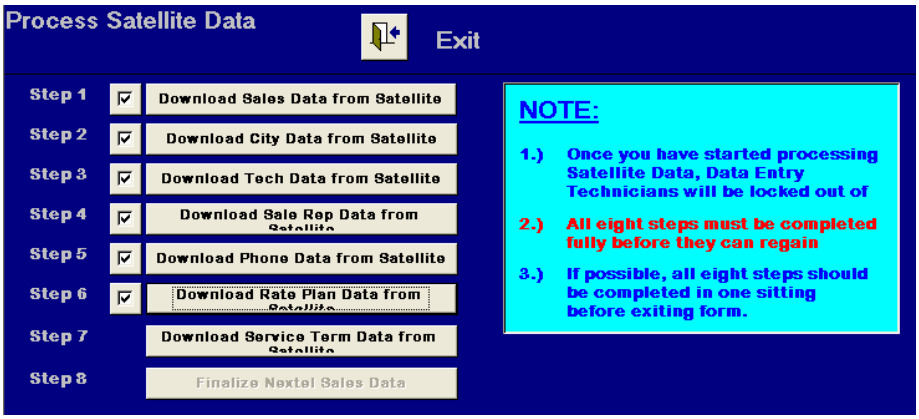
6) After all corrections have been made, click on “Post Data” button. The new records in the Satellite – Rate Plan Data file will be posted to the Master – Rate Plan Data file and are re-index as required by the program. The program then automatically re-indexes the Satellite – Rate Plan Data file to match the Master – Rate Plan Data file. Be sure to post the data only once.

Click on the form exit button ( ) to close the form. The following message will be posted for your response:

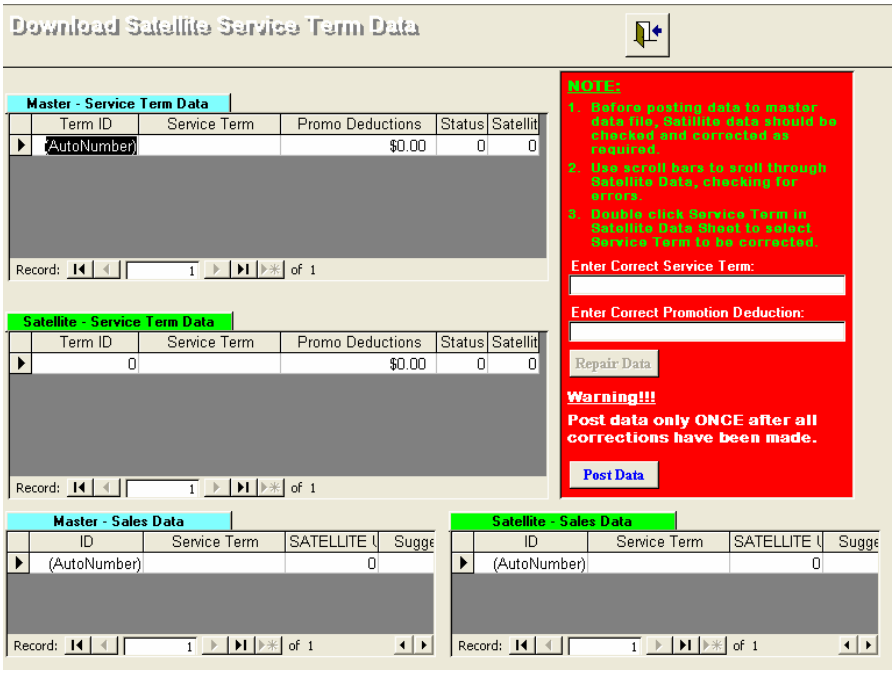


Click yes to proceed to the next down load step.

Step #7 – Download Service Term Data



Click on “Download Service Term Data from Satellite” button to open the following form:



NOTE:

1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.

2) Use scroll bars to scroll through Satellite –Service Term Data, checking for errors.

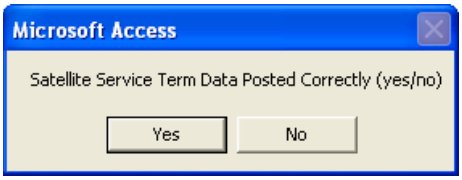
3) Double click Type of Service Term in Satellite – Service Term Data sheet to select Service Term Data to be corrected.

4) Enter Correct Service Term and Promotion Deduction as required in input fields provided.

5) Click “Repair Data” button to correct all data fields as required.

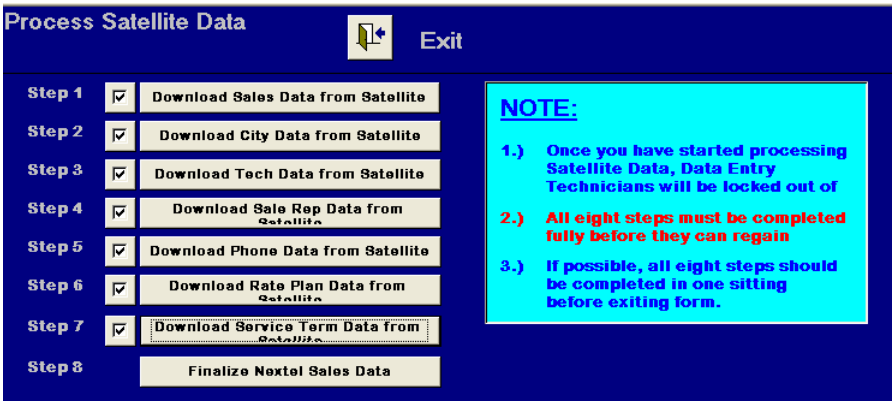
6) After all corrections have been made, click on “Post Data” button. The new records in the Satellite – Service Term Data file will be posted to the Master – Service Term Data file and are re-index as required by the program. The program then automatically re-indexes the Satellite – Service Term Data file to match the Master – Service Term Data file. Be sure to post the data only once.

Click on the form exit button ( ) to close the form. The following message will be posted for your response:

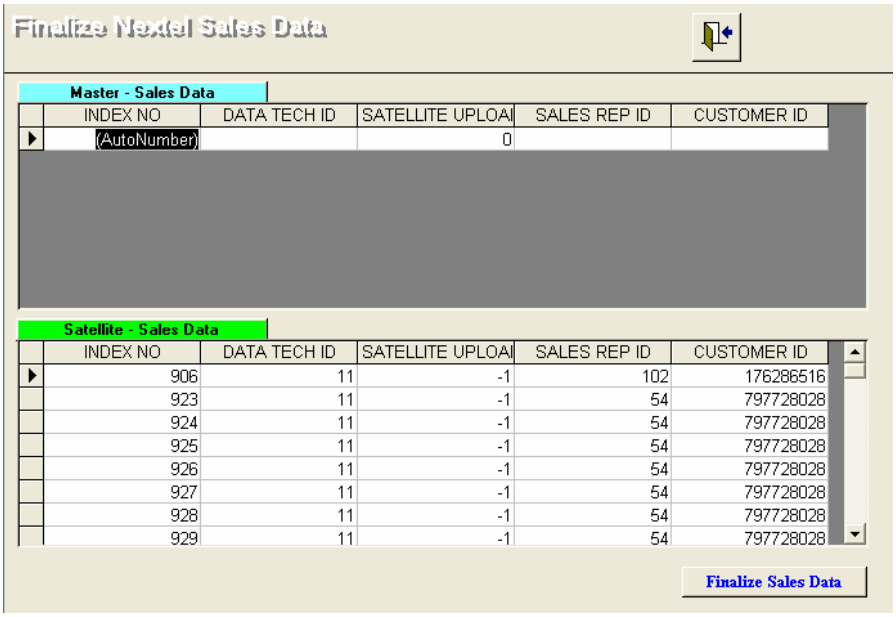


Click yes to proceed to the next down load step.

Step #8 – Finalize Nextel Sales Data

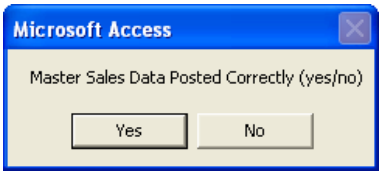


Click on "Finalize Nextel Sales Data" button to open the following form:

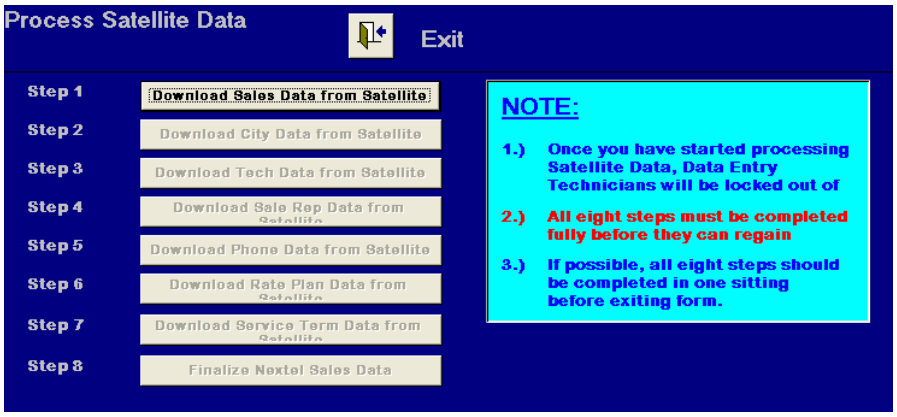


Click on "Finalize Sales Data" button to post all Satellite Sales Data to Master Sales Data file. Remember only corrected data will be posted.

Click on the form exit button ( ) to close the form. The following message will be posted for your response:



When you click on “YES” the download process is complete and the Process Satellite Step form will be reset to its initial state and look like this:



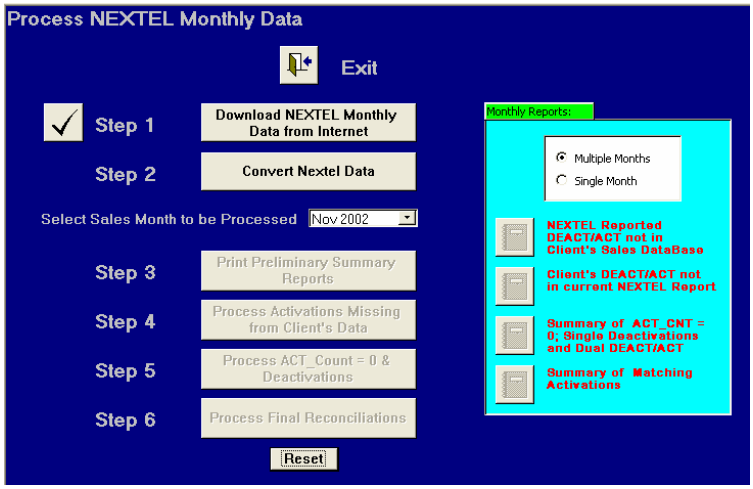
The time, since the download process has been completed, when you click on the exit button, and close the form, all status flags in the Satellite and Master Data Modules are reset so that the Data Technicians can have access to the Satellite Data file. They now can start entering new data again.

But Remember, all eight (8) steps must be successfully completed for this to happen.

Forms – (Master Forms Module)

Process NEXTEL Monthly Data

To post and process the Monthly NEXTEL Sales data download from the Internet to the Master Data module several steps are required, and the following form is used to control this process.

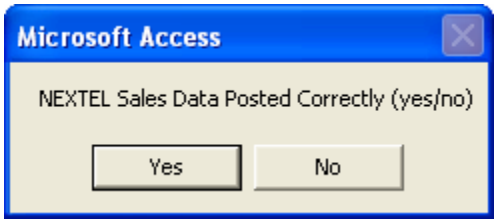


Note that the first step is always checked off as complete. This step is performed outside of this program module through the Client’s internet service. It is assumed to be complete when this form is opened the first time each month by the Database Administrator for processing. Before

trying to convert the data, the Database Administrator should open the downloaded "TXT" file and check it visually for errors. **Particular attention should be directed to the last record in the "TXT" file. Usually, NEXTEL places a line of statistical data at the end, which does not match the headers at the beginning of the "TXT" file. This line of data should be deleted prior to processing the data, or the parser routine will crash on the last line.**

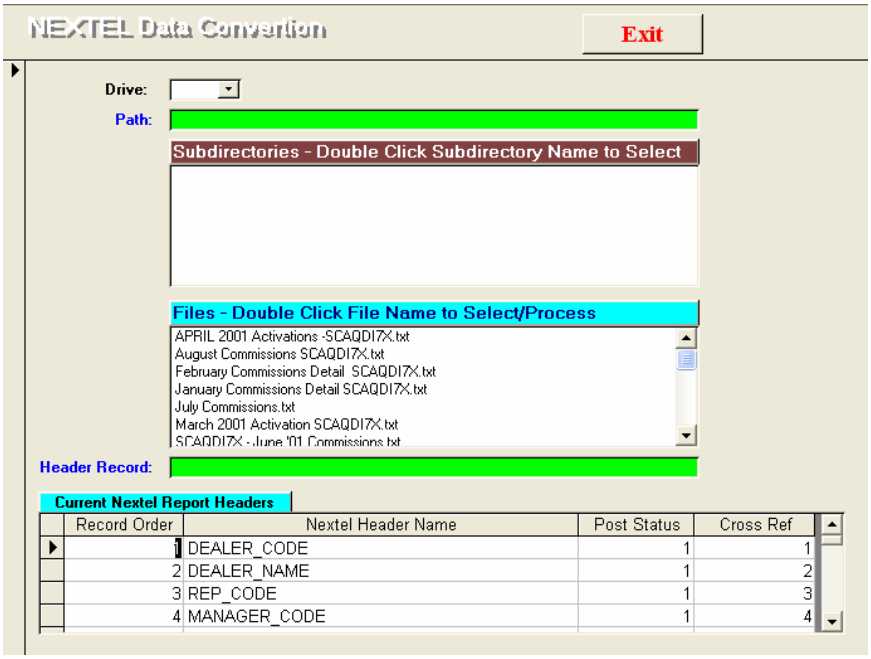
The "Reset" button at the bottom of the page can be used at any time during the process to reset the form back to this initial state so that any of the steps can be redone. **However, do not!! And I repeat, do not fully perform step 2 – convert and post monthly Nextel Sales data to the Master Data Module.** Obviously if you do, you will end up with duplicate data in the Master Data Module – a big NO, NO.

If you want to redo steps 3 to 6, click on the "Convert Nextel Data" button and the NEXTEL Data Conversion form as shown below will be opened. Do nothing, but click on the form "EXIT" button to close the form. The following message will be posted for your response:



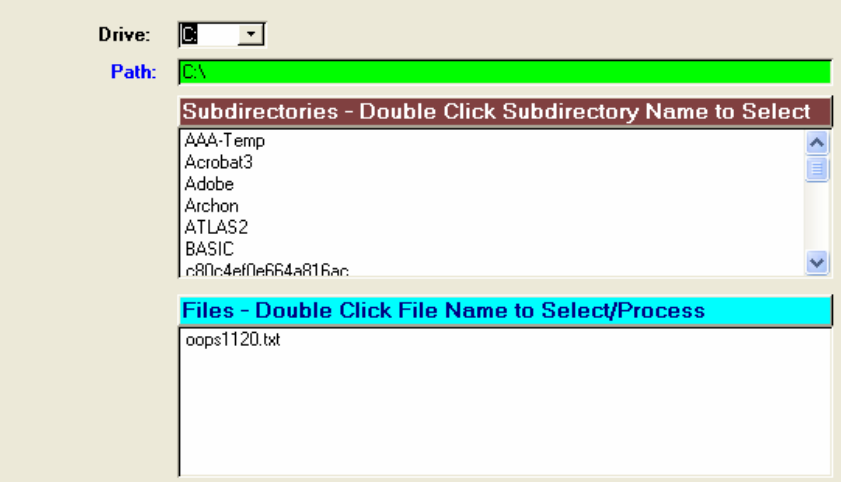
Click "Yes" and Step 2 on the Process NEXTEL Monthly Data form is checked off as complete. Steps 3 to 6 then can be completed in order.

For the following discussion, we will assume that we are processing the NEXTEL Monthly Data for the very first time, and we still need to convert and post it to the Master Data Module. Click on the Step 2 button and the following form is displayed:



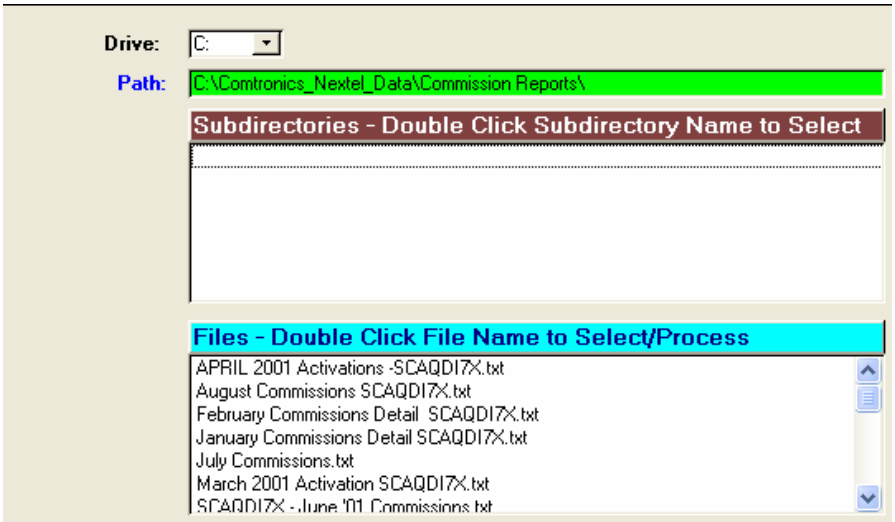
First we must locate the commission report that we want to parse and convert to the Master Data Module format and add to the "Nextel Activation Data – Current" Table.

1) First select the drive where the text (txt) data file is located. NOTE: The Client's Database Administrator must assign and keep the available drive letters up to date to match their computer network systems. As shown below, I have selected Drive "C" because that is where the data is located on my computer.

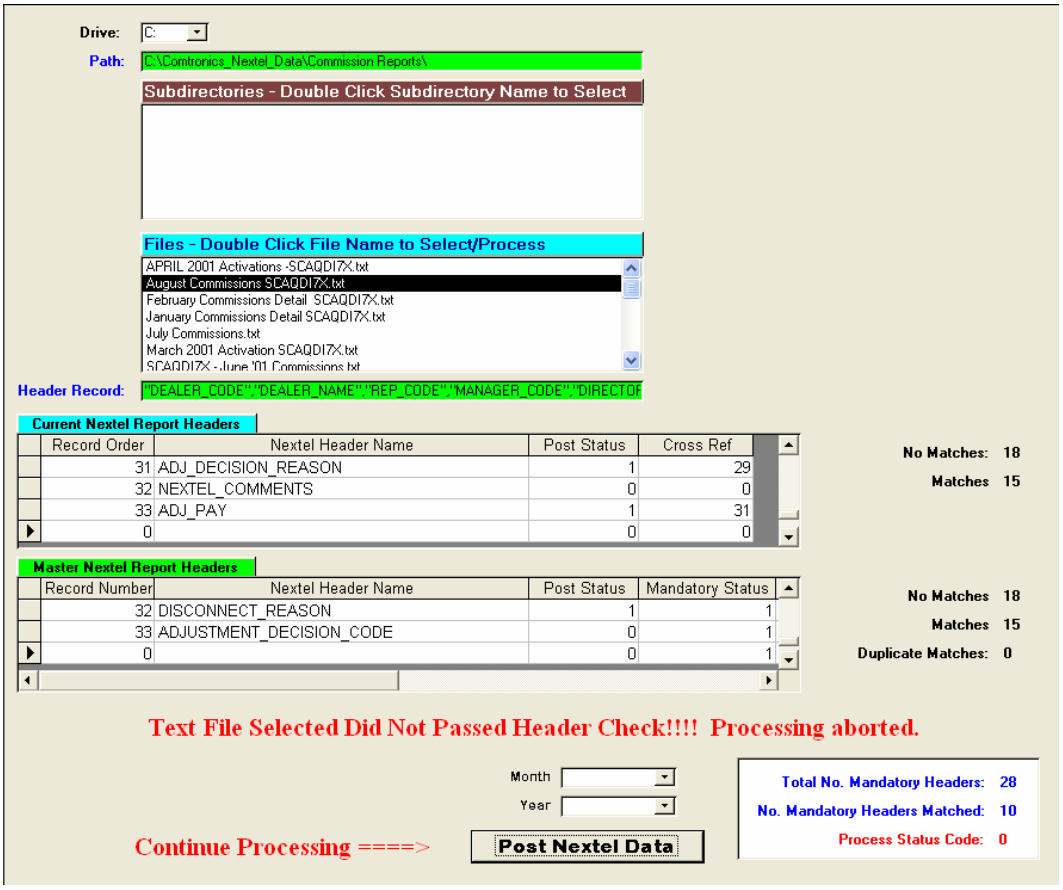


The Subdirectories Scroll box – contains an updated list of all of the subdirectories for the "Path" currently listed. The Files Scroll Box – lists all of the available "TXT" files under the "Path" currently listed.

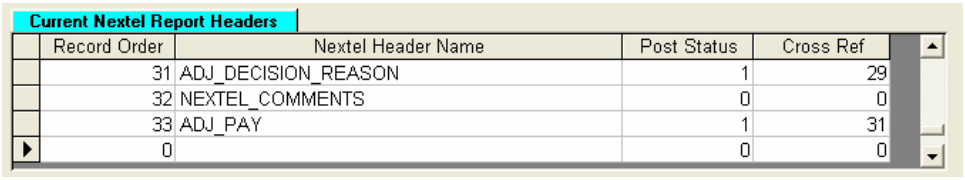
Scroll up and down to find the subdirectory that you want. Double click subdirectory name to select. Navigate your way down to the subdirectory that contains the Monthly Commission report from NEXTEL that you want to process.



2) Double Click on file name to start the process. Let's say - August Commissions SCAQDI7X.txt for demonstration purposes. The program parses out the source TXT file's first record to determine what headers were used by NEXTEL to define the data contained in the TXT file. The following results were found:



The report Headers are split into two separate scroll bar data fields as follows:



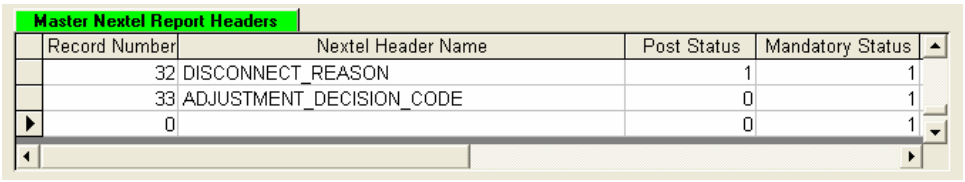
The upper data field contains the "Current Nextel Report Headers" which were parsed from the August Commissions SCAQDI7X.txt commission "TXT" file. It shows the following:

a. Total number of headers found was 33.
b. Current Nextel Header Name
c. Post Status –

1 - Header name matches header name in Master Nextel Report Headers File and the associated data in the "TXT" file will be posted to the Master Data Module.

0 - Header name does not match header name in Master Nextel Report Headers File and the associated data in the "TXT" file will not be posted to the Master Data Module.

d. Cross ref is the matching Record number in the Master Nextel Report Headers File.



The second lower data field contains the "Master Nextel Report Headers", which also match the associated "Nextel Activation Data – Current " Table field names in the Master Data Module. It shows the following:

a. Total number of headers defined is 33.
b. Master Nextel Header Name
c. Post Status –

1 - Matching header name was found and the associated data in the "TXT" file will be posted to the Master Data Module.

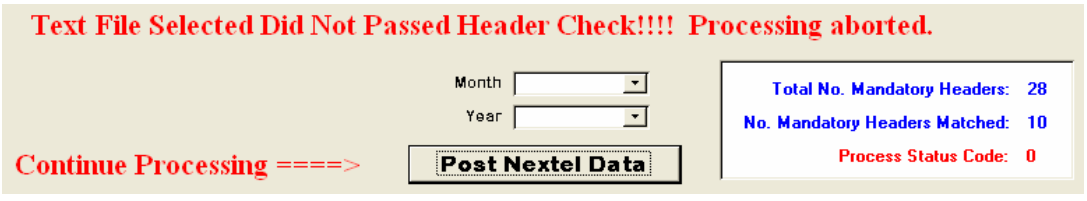
0 - Matching header name was not found and the associated data in the "TXT" file will not be posted to the Master Data Module.

d. Mandatory Status –

1 - Matching record in "TXT" file is mandatory.

0 - Matching record in "TXT" file is not mandatory.

e. Nextel Activation Data Field Names (hidden from view above) – corresponding "Nextel Activation Data – Current " Table field names in the Master Data Module. This tells the program were to save the converted data in the Master Data Module when the full Nextel Data "TXT" file is posted.



As shown above, the program determined after parsing out the headers from the input "TXT" file that since the full twenty-eight (28) mandatory headers were not matched that processing should be aborted, and clearly flags this

results for the Database Administrator. The results show that only ten (10) of the full twenty-eight (28) mandatory headers were matched.

At this point the Database Administrator should scroll up and down through the "Master Nextel Report Headers" and see if all of the really important data satisfying their reporting requirements would be captured for their use. If it is, go ahead and click on the "Post Nextel Data" button after setting the month and the year and manually changing the "Process Status Code" from 0 to 1 and continue converting all of the data.

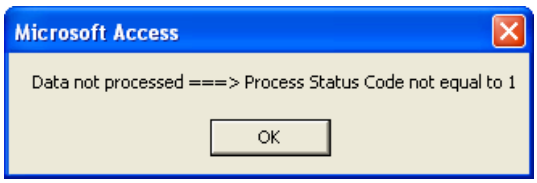
If not the Database Administrator has three choices:

a. Change the mandatory status from 1 to 0 right in the "Master Nextel Report Headers" scroll box field, and then double click on the TXT file name again to reparse and recheck the headers again.

b. Edit/Change the Nextel Header Name right in the "Master Nextel Report Headers" scroll box field, and then double click on the TXT file name again to reparse and recheck the headers again. **NOTE: You should also check the Nextel Activation Data Field Names (hidden from view above) to make sure that the data you are planning to put in that field matches the right format.**

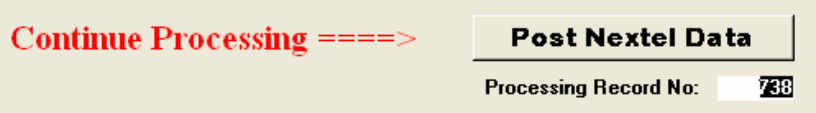
c. Third and final option is to exit the processing form at this point, and to go out and edit directly the "Master Nextel Report Headers to modify the existing header data or add new header data. If you add new header data, you probably will have to add new fields to the "Nextel Activation Data – Current" Table. **Make sure that the field type and size is adequate for the new data to be store there.** Also, note the any existing records in the "Nextel Activation Data – Current" Table will be blank when you add the new field.

When everything is correct to the Database Administrator's satisfaction click on the "Post Nextel Data" button after setting the month and the year and manually changing the "Process Status Code" from 0 to 1 and continue converting all of the data. NOTE: If the "Process Status Code" is still set to 0 the following warning message will be displayed:

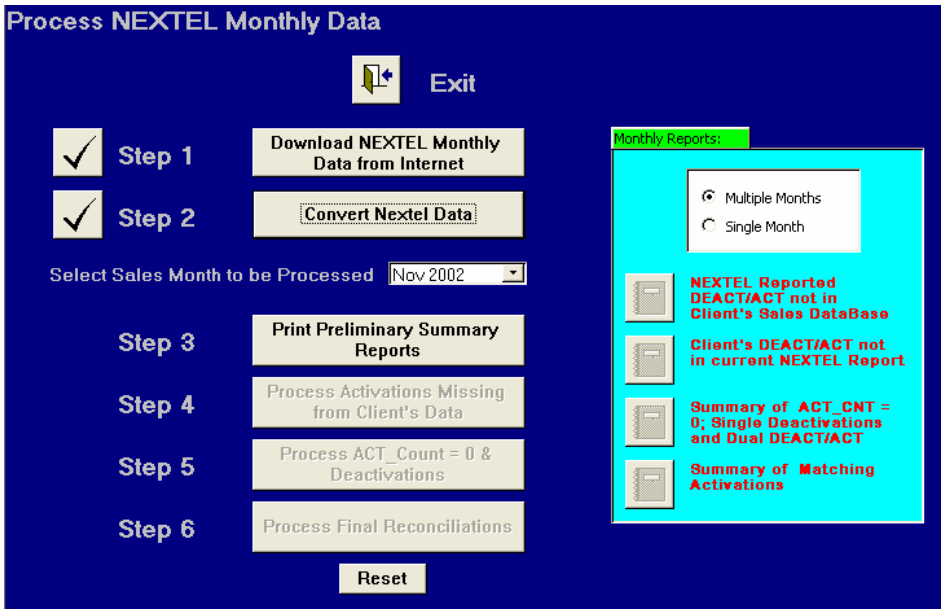


Change the "Process Status Code" from 0 to 1 and click on the "Post Nextel Data" button again to finish processing the data.

When processing is complete the total number of records processed will be displayed as follows:



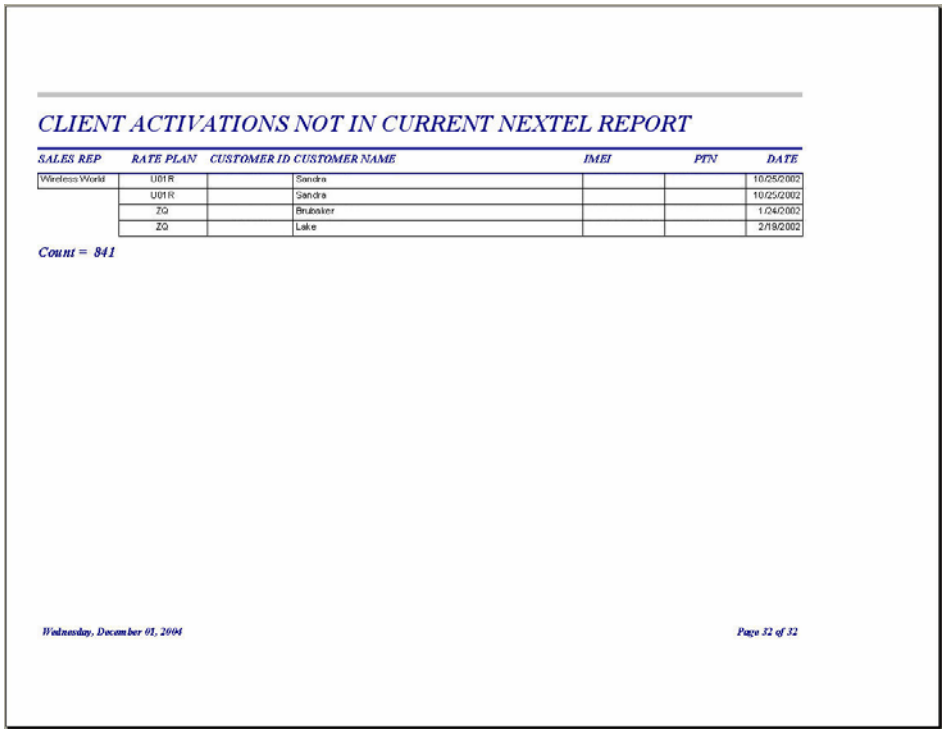
3) Use the "EXIT" button to close the form. Answer "Yes" to the program query, whether or not the data processed correctly and proceed to the next Step.



Before clicking on the Step 3 "Print Preliminary Summary Reports" you must first select the Sales Month to be processed. Note: All data in the database dated before the month selected will be used for processing, any data dated after the month selected will be ignored during processing. Normally, you will want to select the last month listed in the pop-down combo box.

Two preliminary reports, as shown below are printed for resolving any discrepancies between the data in the Nextel Sales data downloaded from the internet and the Nextel Sales data entered by the Client off of the actual sales slip generated at point of sales.

Obviously there are two possibilities:



CLIENT ACTIVATIONS NOT IN CURRENT NEXTEL REPORT

SALES REP	RATE PLAN	CUSTOMER ID	CUSTOMER NAME	IMEI	PTN	DATE
Wireless World	U01R		Sandra			10/25/2002
	U01R		Sandra			10/25/2002
	ZQ		Brubaker			1/24/2002
	ZQ		Lake			2/18/2002

Count = 841

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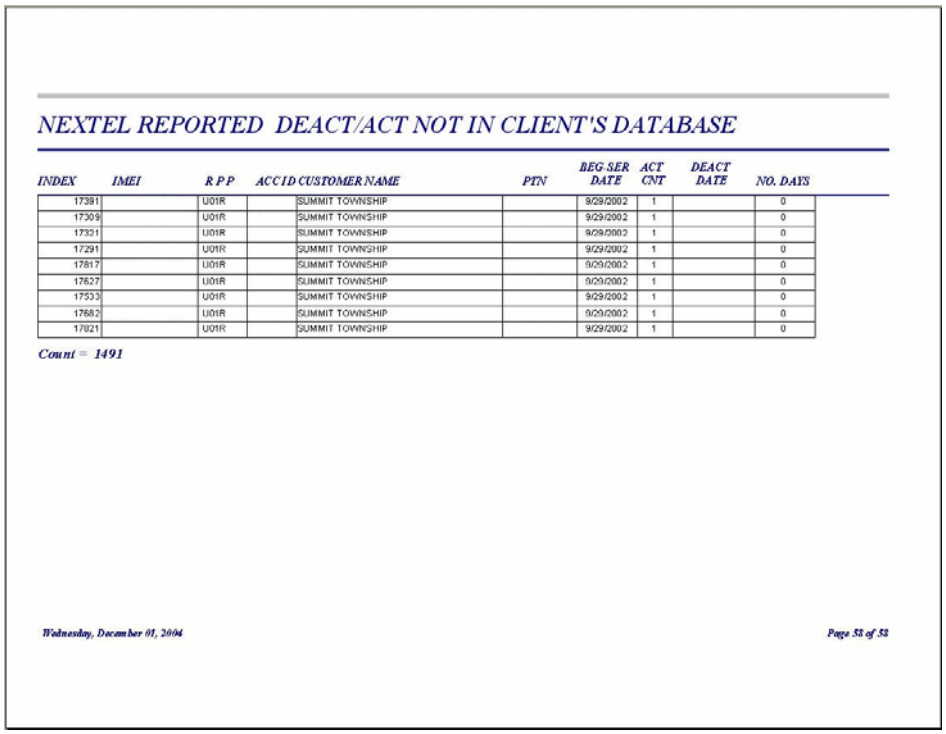
The first report lists any sales, using the IMEI number as the filtering criteria, logged and entered by the Client in their sales data table not found in the data parsed and downloaded directly from NEXTEL.



NEXTEL REPORTED DEACT/ACT NOT IN CLIENT'S DATABASE

INDEX	IMEI	R P P	ACC ID	CUSTOMER NAME	PTN	BEG SER DATE	ACT CNT	DEACT DATE	NO. DAYS
17391		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17309		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17321		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17291		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17817		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17627		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17533		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17682		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0
17021		U01R		SUMMIT TOWNSHIP		9/29/2002	1		0

Count = 1491

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The second report lists any sales reported in the data parsed and downloaded directly from NEXTEL, again using the IMEI number as the filtering criteria, not found in the Client's Sales data table.

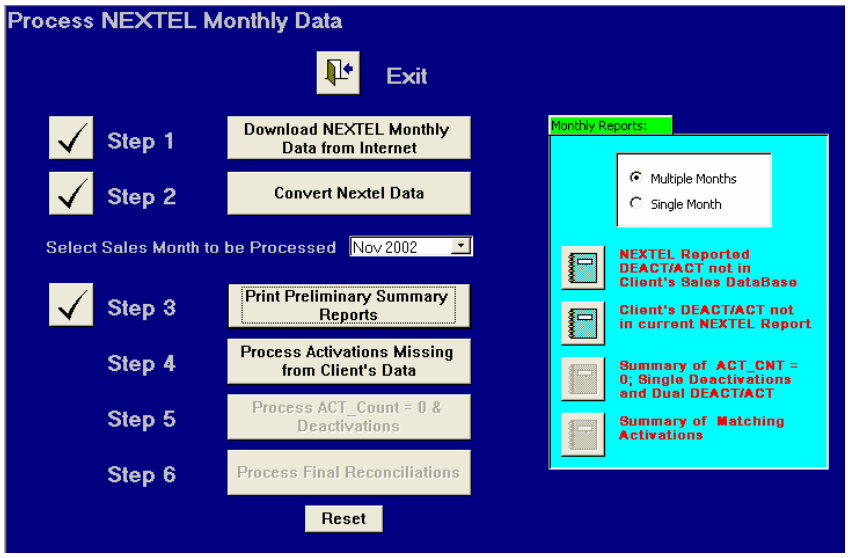
Ideally the count at the end of each report is a small number. In the case of these two reports, they actually cover several months of un-reconciled data. Normally, the Database Administrator, would completely reconcile both data tables each month to keep the counts low.

From this point forward the reconciliation process can become very tedious. From the first report the Database Administrator can pull all of the point of sales slips for the Sales Representative Listed for the months in question. From the Sales Slip the IMEI Number, Cell Phone Number, the Account ID Number and all other pertinent data can be checked and errors corrected.

Similarly, the data downloaded from NEXTEL can be checked and corrected for errors using the original point of sales slips. However, in this case the process is harder, because the Database Administrator only has the Customer Name to look up. A considerable amount of time would be required to locate the matching client point of sale sales slip.

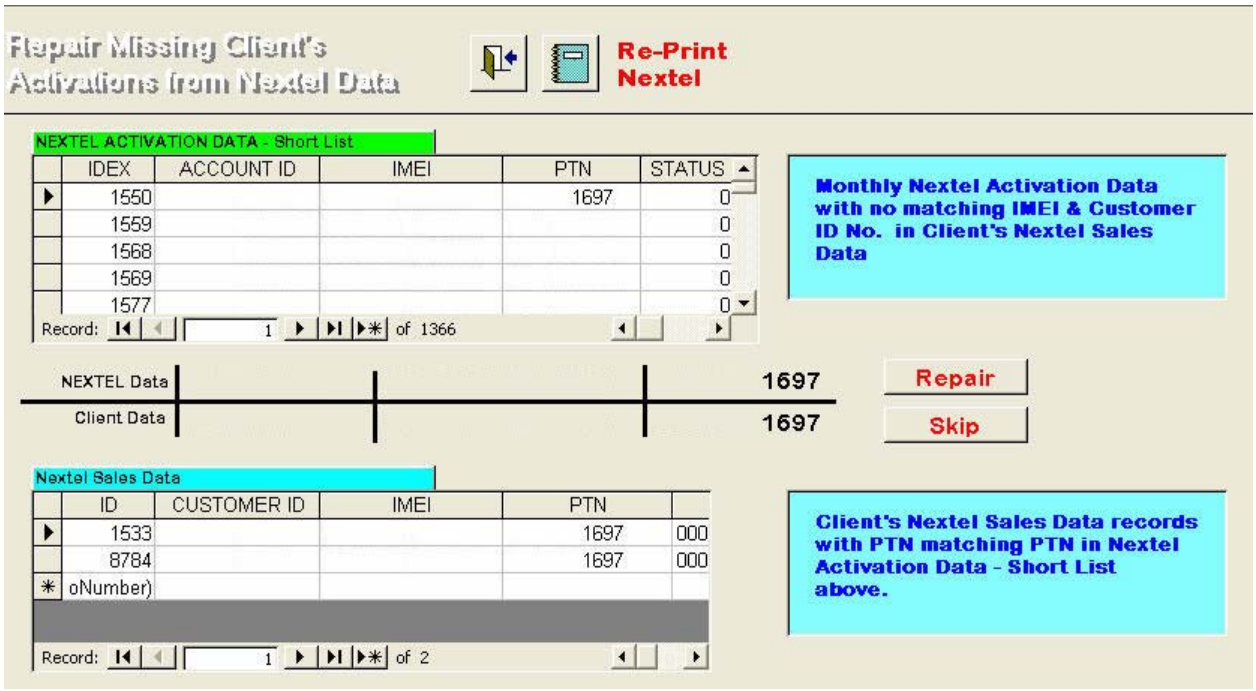
To help facilitate the reconciliation process, several forms were developed to check and correct the data entered.

After printing the preliminary reports, the first check can be made using the Step 4 “Process Activation Missing from Clients Data”:



Note: That the two Monthly reports Matching the preliminary reports have also been activated. You can now go back at any step and request and re-print new preliminary reports to facilitate the reconciliation process.

The following form is opened:

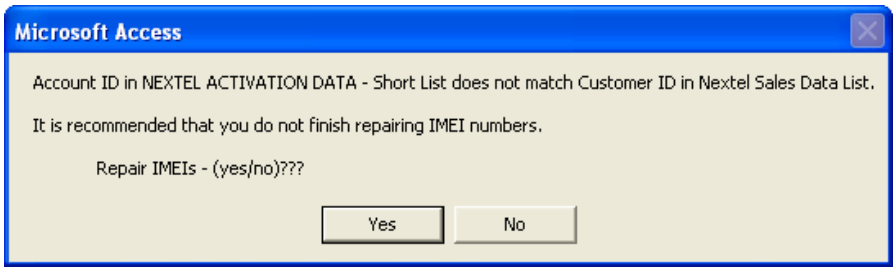


The upper scroll box data has been extracted from the data downloaded directly from the NEXTEL internet site, while the lower scroll bar contains data extracted from the Client's Point of sales data. As shown the scroll box contains 1366 records of data. The current record in the upper scroll box selected is highlighted on the left side by the symbol ( ).

As the user moves the cursor down through the upper scroll bar, using the up or down navigation keys on the computer keyboard. The data in the lower scroll bar is updated simultaneously. The PTN number in the upper scroll box controls the data displayed in the lower box. Only records with matching PTN numbers from the Client's Point of Sales sale slip data is displayed. The current record in the upper scroll box selected is highlighted on the left side by the symbol ( ).

In the middle of the form the above status bar is displayed. The data above the line is from the NEXTEL data downloaded from the internet. The data below the line is from the Client's Point of Sales Data. Obviously the only data displayed here is where the two phone numbers (PTN) as described above match. If the NEXTEL Account ID matches the Client Customer ID then the IMEI numbers should obviously match also, but since they are listed here they do not. Click on the repair button and the IMEI number from the NEXTEL Data is copied and written over the data in the Client's Data File.

If you inadvertently Click on the Repair Button and the Account ID does not really match the Customer ID the following message is displayed warning the user that the ideal conditions have not been met to make the repair:



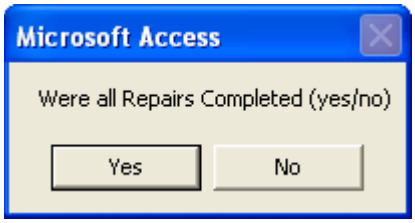
If you Click “Yes” both the IMEI number and the ACCOUNT ID from the NEXTEL data are copied and written over the IMEI number and the CUSTOMER ID in the Client’s Data File respectively. Before the user selects “Yes”, they should make sure by examining the IMEI number and CUSTOMER ID that the differences are due to a typographical error on the Data Technicians part.

If the you Click “No”, no changes are made and control reverts back to the original screen.

After making the repair requested, the program automatically scrolls down through the upper scroll box, one record at a time, until another match in telephone numbers is found. The search process stops, allowing the user to examine the data and make a decision to “Repair” or “Skip”.

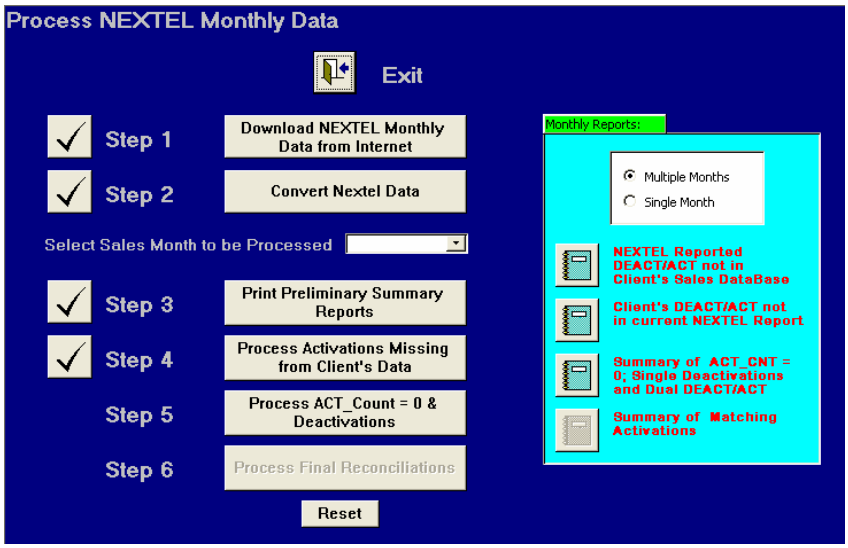
If the user Clicks on the “Skip” button, the program automatically scrolls down through the upper scroll box, one record at a time, until another match in telephone numbers is found. Again the search process stops, allowing the user to examine the data and make a decision to “Repair” or “Skip”. NOTE: The user should understand, that when the form initially opens, that the first record displayed in the upper scroll box, may not have a matching phone number in the lower scroll box. The user should still Click on the “Skip” button to start the search process.

The user after working their way through all of the records in the upper scroll box should click on the form exit button () to close the form. The following message will be posted for your response:



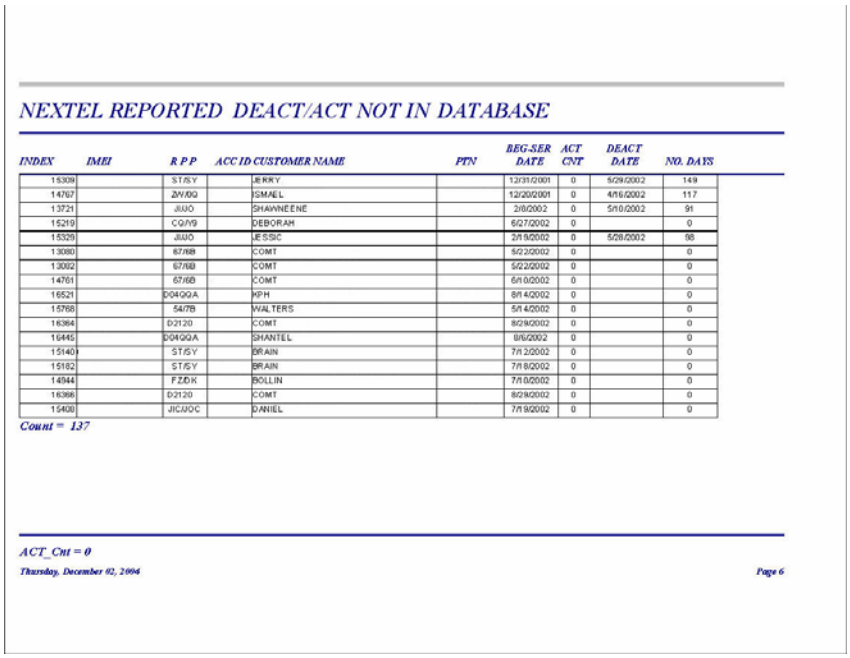
Click “Yes” to continue with the reconciliation process.

The second round of checks can be made using the Step 5 “Process ACT_Count = 0 & Deactivations”:



Note: That the third button for the report – “Summary of ACT_CNT = 0; Single Deactivations and Dual Deactivations has been activated. You can print this new report to facilitate the reconciliation process.

See Sample Reports Below.



NEXTEL REPORTED DEACT/ACT NOT IN DATABASE

INDEX	IMEI	R P P	ACC ID CUSTOMER NAME	PTN	BEG-SER DATE	ACT CNT	DEACT DATE	NO. DAYS
15309		ST/SY	JERRY		12/31/2001	0	5/29/2002	149
14767		ZW/0Q	ISMAEL		12/20/2001	0	4/16/2002	117
13721		JU/O	SHAWNEENE		2/8/2002	0	5/10/2002	91
15219		CQ/Y9	DEBORAH		6/27/2002	0		0
15329		JU/O	JESSIC		2/19/2002	0	5/28/2002	98
13080		67/6B	COMT		5/22/2002	0		0
13092		67/6B	COMT		5/22/2002	0		0
14761		67/6B	COMT		6/10/2002	0		0
16521		D04QQA	KPH		8/14/2002	0		0
15768		54/7B	WALTERS		5/14/2002	0		0
16364		D2120	COMT		8/29/2002	0		0
16445		D04QQA	SHANTEL		8/6/2002	0		0
15140		ST/SY	BRAIN		7/12/2002	0		0
15182		ST/SY	BRAIN		7/18/2002	0		0
14944		FZ/DK	BOLLIN		7/10/2002	0		0
16368		D2120	COMT		8/29/2002	0		0
15408		JIC/0C	DANIEL		7/19/2002	0		0

Count = 137

ACT_Cnt = 0

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The first report lists all of the records where the Activation Count was reported by NEXTEL as zero (0) but no matching sales record was found in the Clients Point of Sale Data.

NEXTEL REPORTED DEACT/ACT NOT IN DATABASE

INDEX	IMEI	R P P	ACC ID CUSTOMER NAME	PTN	REG SER DATE	ACT CNT	DEACT DATE	NO. DAYS
17278		12301	GERALD		5/29/2002	-1	9/20/2002	114
17286		12301	MARY		7/16/2002	-1	9/10/2002	56
14340		26002	WILLIAM		5/28/2002	-1	6/26/2002	29
17886		12301	CHRISIT		6/4/2002	-1	9/26/2002	114
17291		12400	NATHAN		5/28/2002	-1	9/19/2002	114
17879		12400	DAVID		7/2/2002	-1	9/6/2002	66
16461		CGIV9	CHERYL		7/31/2002	-1	8/1/2002	1
15304		61J60	CATHERINE		6/12/2002	-1	7/6/2002	27
15760		61J60	CHARLOTTE		6/17/2002	-1	7/2/2002	15
15333		J0M10	JUDITH		6/28/2002	-1	7/30/2002	32
15305		61J60	GREAT		6/30/2002	-1	7/12/2002	12
15399		J0M10	BEVERL		7/10/2002	-1		0
15804		61J60	RICHARD		7/13/2002	-1		0
15303		61J60	LORI		6/27/2002	-1	7/16/2002	19
16868		J9M10	HEINEMANN		7/8/2002	-1	8/6/2002	29
17271		U01K	PEGGY		8/16/2002	-1	9/22/2002	37
17275		12301	CORALYN		8/15/2002	-1	9/5/2002	25
17872		12400	NURSE		8/20/2002	-1	9/20/2002	31
17877		12301	NURSE		8/20/2002	-1	9/20/2002	31

Count = 619

Single Deactivation

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The second report lists all of the single deactivations reported by NEXTEL, but no matching sales record was found in the Clients Point of Sale Data.

NEXTEL REPORTED DEACT/ACT NOT IN DATABASE

INDEX	IMEI	R P P	ACC ID CUSTOMER NAME	PTN	REG SER DATE	ACT CNT	DEACT DATE	NO. DAYS
16481		J0M10	CHELSEA		8/1/2002	-1		0
15860		J0M10	CHELSEA		8/1/2002	1		0
16871		FVI7B	DEBORAH		8/5/2002	-1		0
16570		FVI7B	DEBORAH		8/5/2002	1		0

Count = 388

Matching Activation/Deactivation

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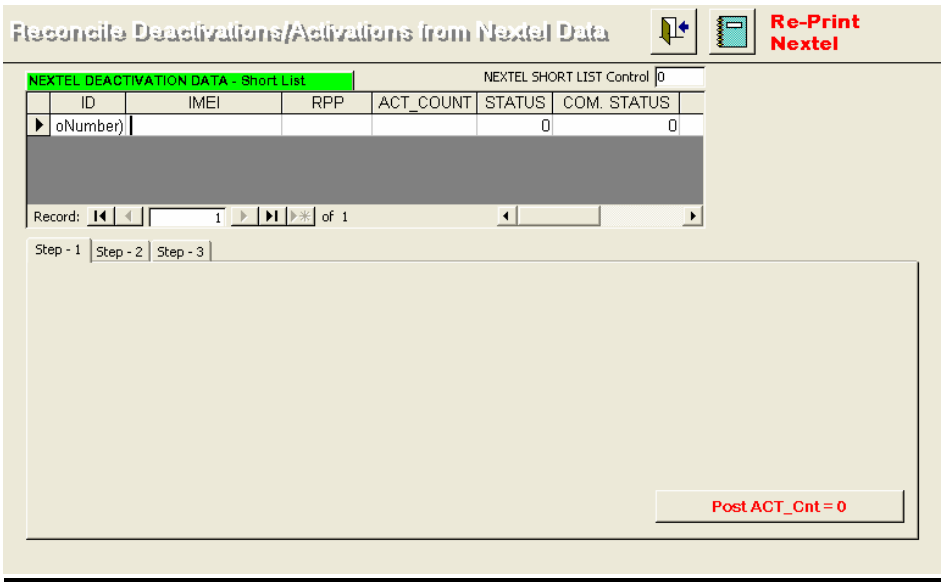
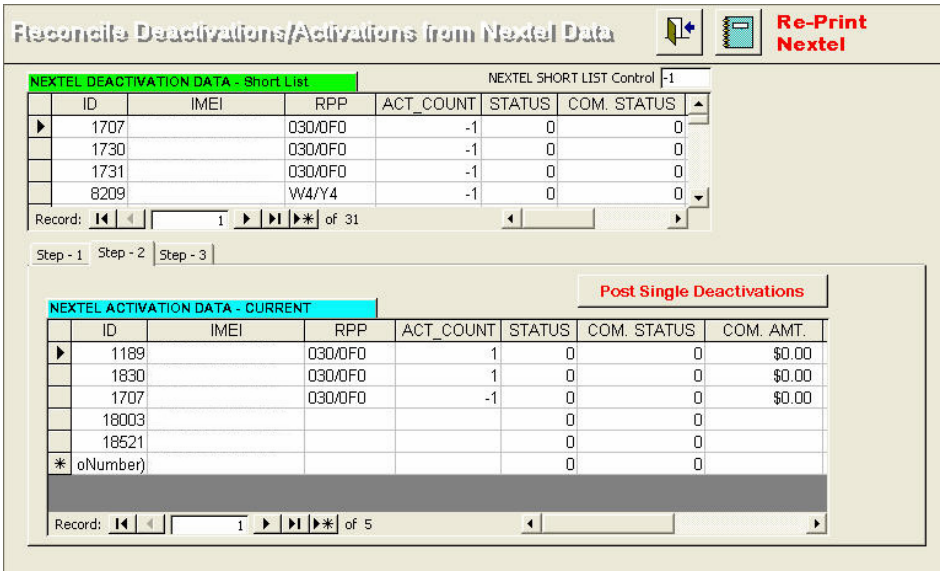
The third report lists all of the matching activations / deactivations reported by NEXTEL, but no matching sales record was found in the Clients Point of Sale Data.

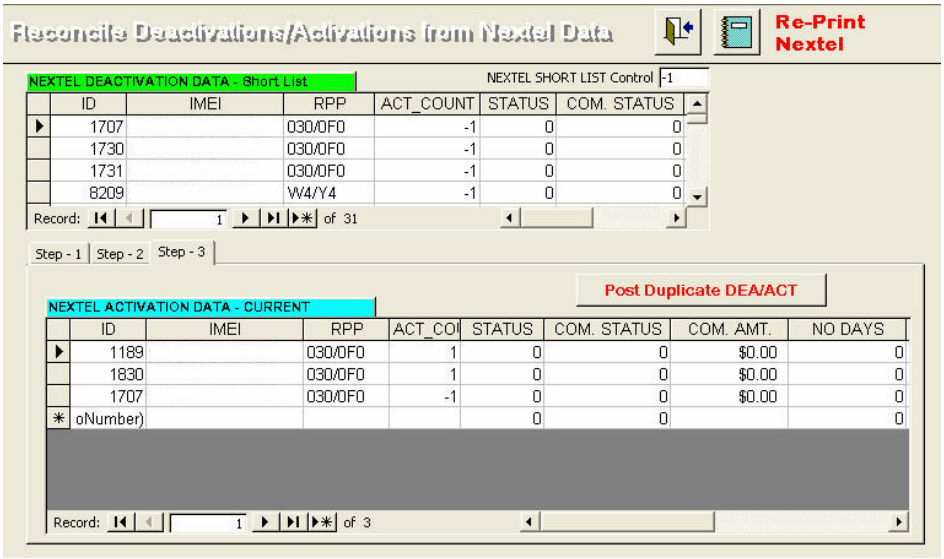
After clicking on the Step 5 Button “Process ACT_Count = 0 & Deactivations”, the following processing form opens:



This form is a three part form containing, as you can see, three tabs – Step 1, Step 2 and Step 3. The first Step processes and re-sets the status of the current records with ACT_Cnt = 0. Click on the “Post ACT_Cnt = 0” button to process the data and automatically jump to Step 2 opening the following form:

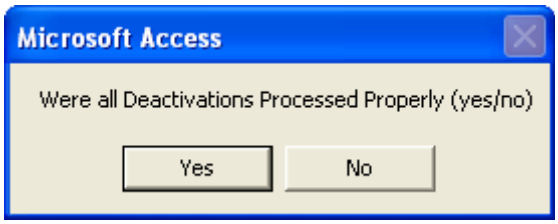


Click on the “Post Single Deactivations” button to process the data and automatically jump to Step 3 opening the following form:

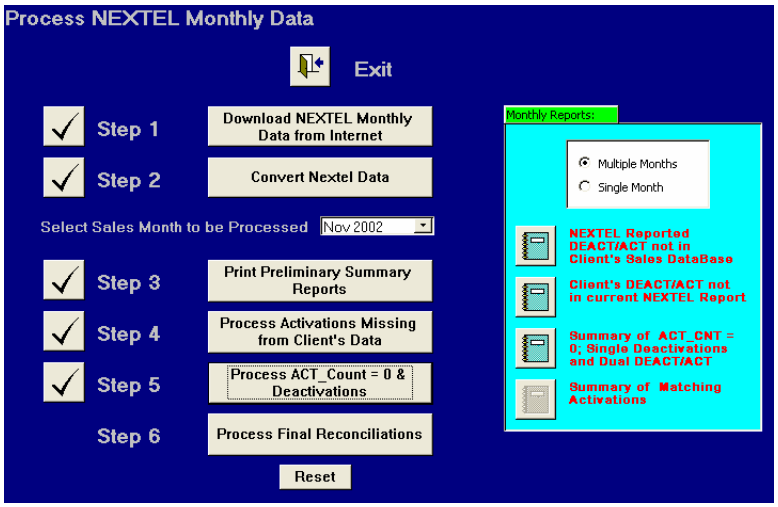


Click on the “Post Duplicate DEA/ACT” button to process the data.

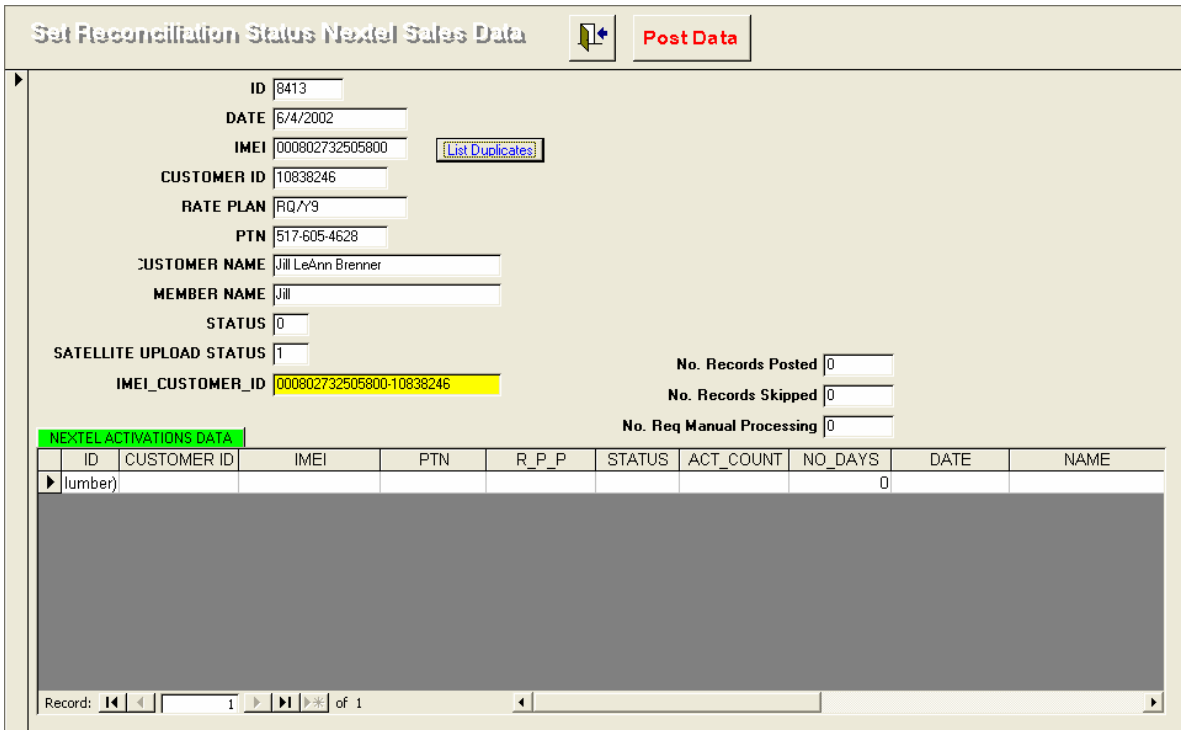
After processing the data click on the form exit button () to close the form. The following message will be posted for your response:



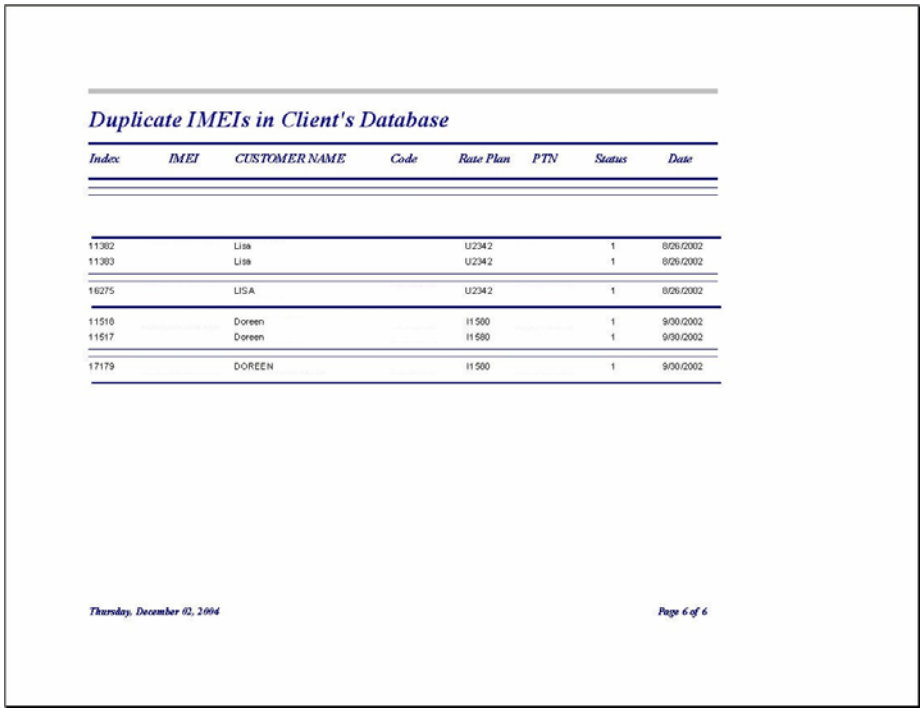
Click “Yes” to complete form closure and reset status so that Step 6 processing is activated. As shown below.



Click on Step 6 “Process Final Reconciliations” button to start final processing:



Before clicking on the “Post Data” button to start the processing, first click on the “List Duplicates” button to obtain a list of Records in the Client’s Point of Sales Data containing a list of duplicate IMEI numbers. Sample as follows:



Duplicate IMEIs in Client's Database

Index	IMEI	CUSTOMER NAME	Code	Rate Plan	PTN	Status	Date
11382		Lisa		U2342		1	8/26/2002
11383		Lisa		U2342		1	8/26/2002
16275		LISA		U2342		1	8/26/2002
11516		Doreen		I1500		1	9/30/2002
11517		Doreen		I1500		1	9/30/2002
17179		DOREEN		I1500		1	9/30/2002

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The report is divided into sections based on matching IMEI numbers, then each section is divided into sub sections – the top half lists the two records in the Client’s data base with matching/duplicate IMEI numbers; the bottom half lists any records in the NEXTEL downloaded

data with IMEI numbers matching the top half IMEI numbers (NOTE: There can be any number of records in the NEXTEL section, i.e. 0, 1, 2 ……n).

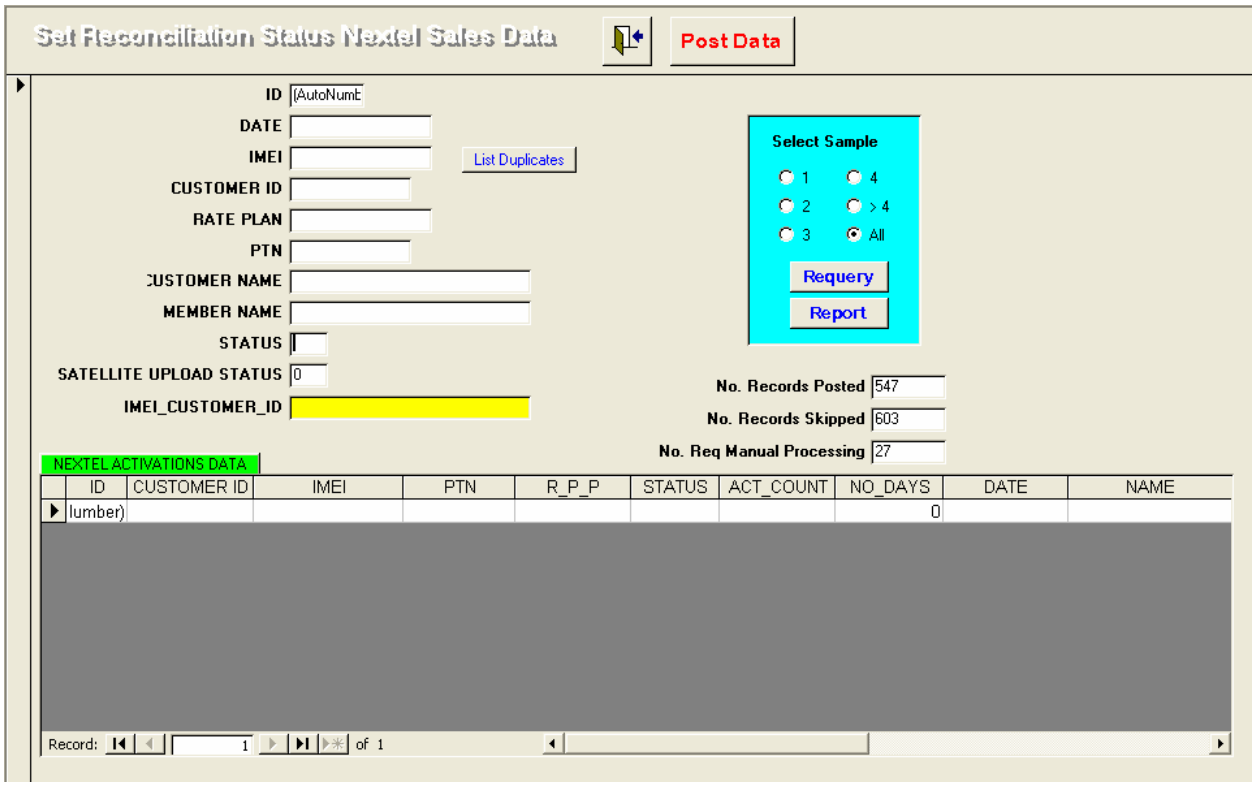
The Database Administrator must examine each record, research the point of sales records and determine what caused the duplicate IMEI numbers in the Client's Point of Sale data.

1. If the IMEI number matches, the customer name matches, the Customer Code matches, and the Phone Number (PTN) matches, then obviously one of the records needs to be deleted.

2. If the IMEI number matches, but the customer name does not match, then nothing should be done to resolve the duplicate IMEI number in the Client's Point of Sale data. Obviously, the original owner of the phone upgraded their phone, and then the Client had the old phone refurbished and resold it to another customer. Therefore, the duplicate IMEI numbers is acceptable.

3. The Database Administrator, must pull the Client's Point of Sale slips for the remaining matches and resolve each individually.

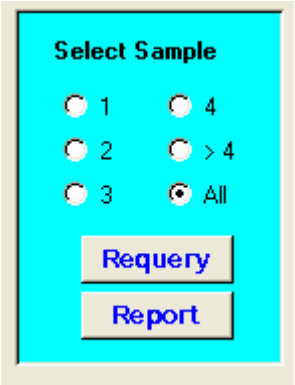
After resolving the duplicate records in the Client's Point of Sale data click on the "POST DATA" button to continue:



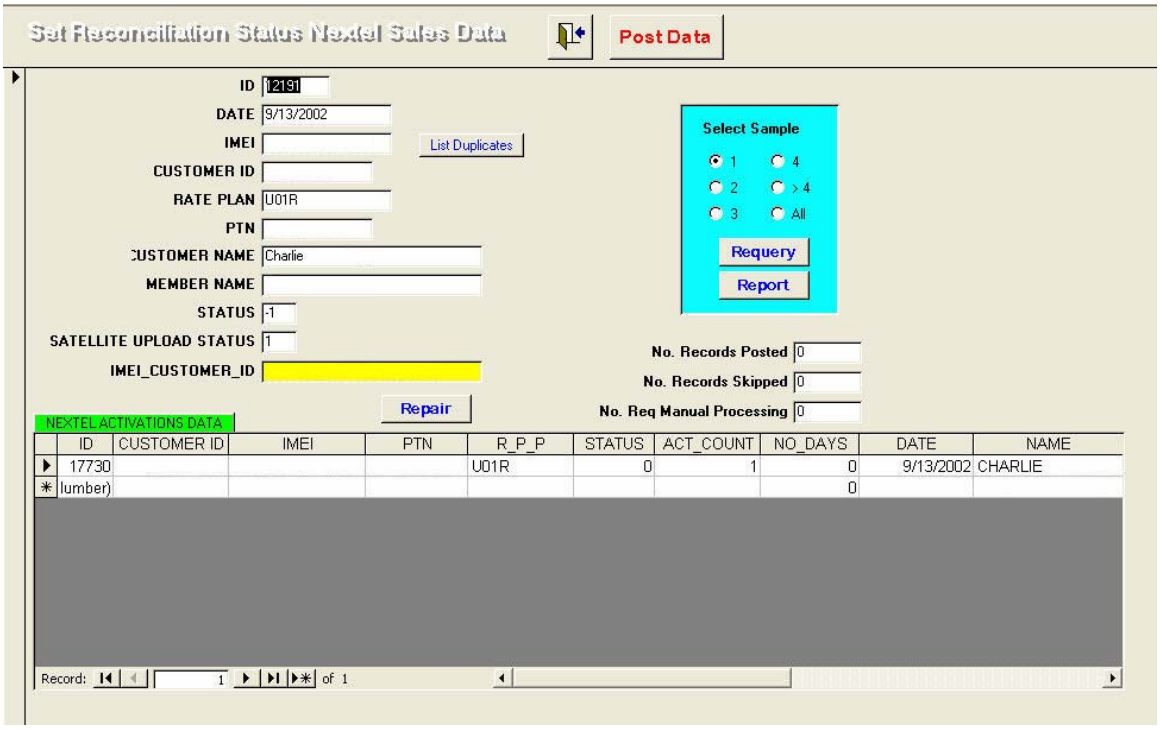
In this sample the program processed 1177 records, broken down as follows:

No. Records Posted	547
No. Records Skipped	603
No. Req. Manual Processing	27

To start final reconciliation of the 603 records skipped use the following toggles and buttons:

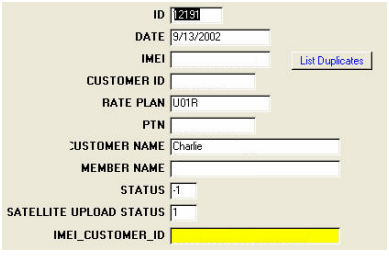


Click on one of the toggle buttons to begin the process, i.e. 1. Click "1" and then the "Requery" button to pull the first set of data to reconcile:

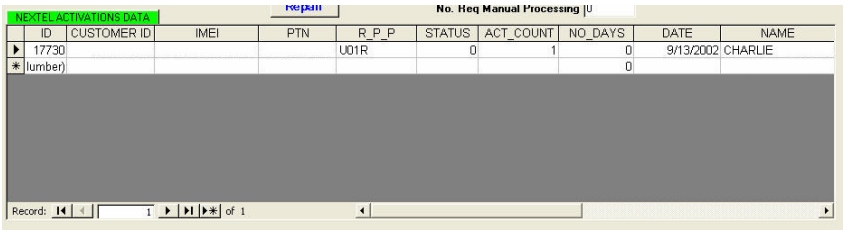


In this case the program pulled in 10 records meeting the criteria of having one Client Point of Sales data record and only one NEXTEL download data record which based on the program screening should be a good match, but some part of the data does not match, i.e. phone number is different, the rate plan is different, etc.

The form is divided into two sections:



The top section contains one record of data from the Client's Point of Sale data.



The bottom section contain matching records from the NEXTEL download data records. The be Displayed here the Customer ID and the IMEI numbers must match from both data files. In this case since sample = 1 was set when the re-query was made, only one record from the NEXTEL download data matches the Client's Point of sale record. If sample=2 had been set then the lower section would display 2 records for each of the one records in the top section.

The user should closely examine the data and determine whether or not the data should be repaired. Generally problem is obvious and the "Repair" button can be safely used to make the appropriate change to the data. When the Clicked the program automatically copies the data from the bottom section (it is assumed that the NEXTEL downloaded data is correct) to the top section and resets the status of the record in the top section to show that it has been reconciled.

After completing the reconciliation process, the program indexes to the next Client Point of Sales data record and repeat the examination and reconciliation process.

After processing all of the records in the data set, reset the sample to "2" and click on the "Requery" button to pull in the next record set to process:

Appendix A

Database Setup Instructions

The Estimator DataBase was developed as four separate modules to facilitate simultaneous access by multiple users, to promote and protect data integrity as well as to limit access by each user to only the data necessary to complete their work:

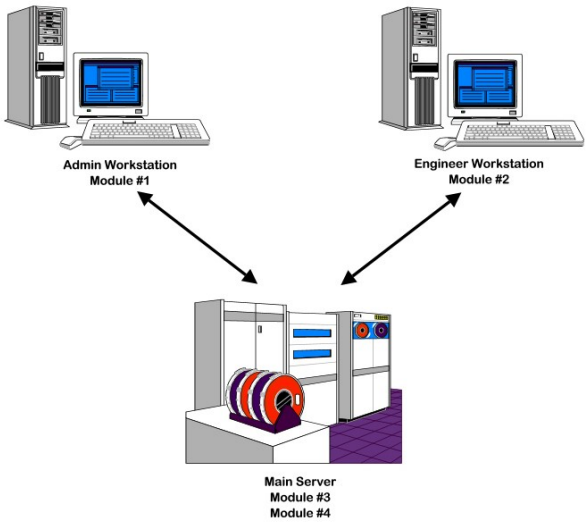
1.) Module #1 - Main Database Forms/Reports Module to be used by the designated Database Administrator to maintain the substation structural/foundation base data saved in Module #3. The Database Administrator also has direct access to the Project Data saved in Module #4.

2.) Module #2 - Satellite Database Forms/Reports Module to be used by each design engineer to compile substation structure construction quantities as a means of developing project cost estimates. The design engineer, when compiling a project cost estimate, accesses the data save in Module #3 to build a table of data unique to his/her project. The table compiled is saved permanently in Module #4 so that it can easily be updated should the project definition change in the future.

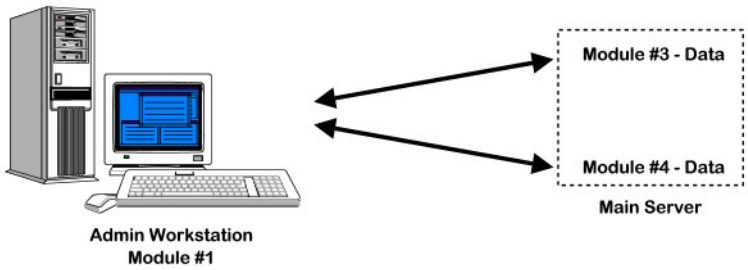
3.) Module # 3 - Main Data Module containing all of the Standard Substation Structure base data compiled from the results of the detailed engineering analysis prepared for each of the standard substation structures.

4.) Module #4 - Project Data Module containing all the data necessary to complete a construction cost estimate on a project by project basis.

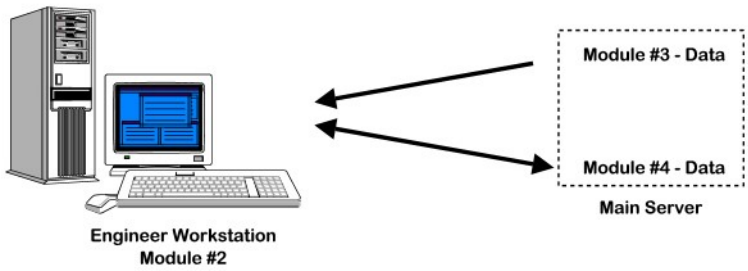
As shown in the figure to the left, Modules #1 & #2 are installed on the Administrator's and Engineer's workstation respectively. The Data Modules #3 & #4 are installed together on the company's Main Server or a Department Dedicated Server. Regardless, it is very important that the data on the server is backed up regularly to protect data integrity.



The Administrator's and Engineer's workstation accesses and uses the data stored in Module #3 and #4 differently as shown in the figures below.



The Administrator's workstation has full access to both data modules and is capable of reading and updating the data stored on both.



On the other hand the Engineer's workstation only has full access to Module #4 since its access to Module #3 is severely limited. It can only read and use the data stored on Module #3 to create and update project data stored on Module #4. It does not have the capability of changing or updating the data on Module #3. However it can read and write data to Module #4.

To setup the Estimator Program the Administrator must complete the following steps:

Step 1 - Create a new file folder on the Main Server called – "Substation_Estimator_Data"

Step 2 - Copy the data files "Estimator_Data_Module3.mdb" and "Estimator_Data_Module4.mdb" from the original Data CD to the file folder created on the Main Server in step 1 above.

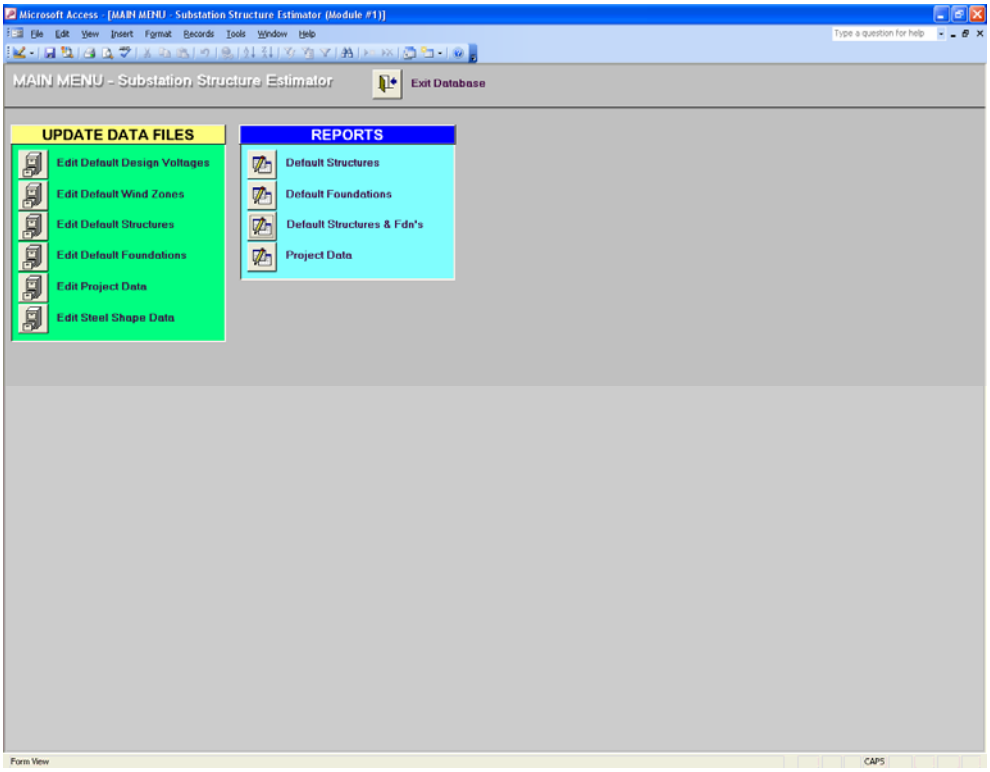
Step 3 - Create a new file folder on the C: drive of both the Administrator's and Engineer's Workstation called – "Substation_Estimator".

Step 4 - Copy the forms/data files "Estimator_Module1.mdb" and "Estimator_Module2.mdb" from the original Data CD to the file folders created in step 3 as follows:

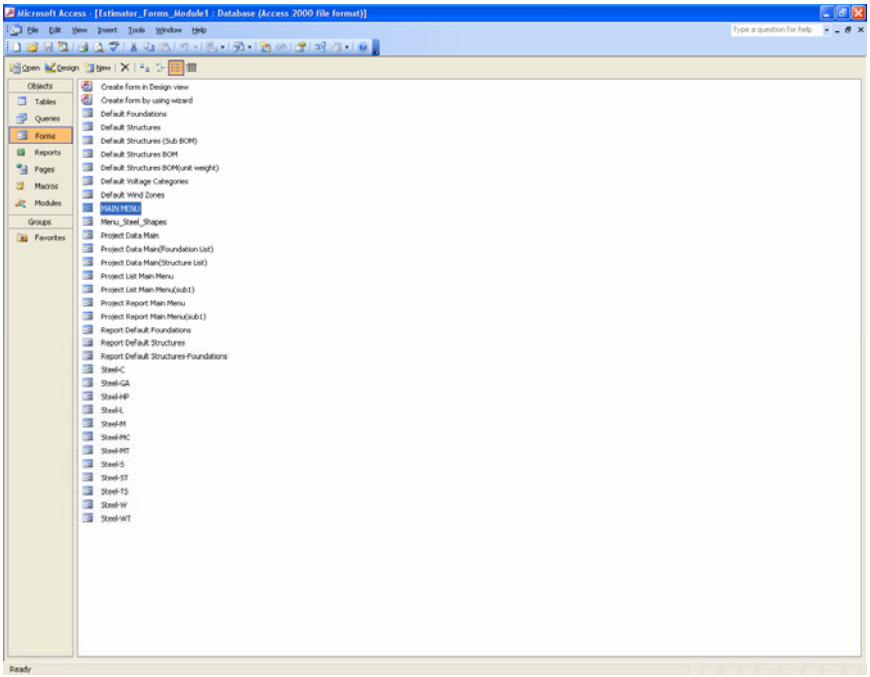
Estimator_Forms_Module1.mdb ====> Admin Workstation
Estimator_Forms_Module2.mdb ====> Engr Workstation

Step 5 - To properly access the data on the Main Server, Modules 1 & 2 must be properly re-linked to the data tables of both Modules 3 & 4 as follows:

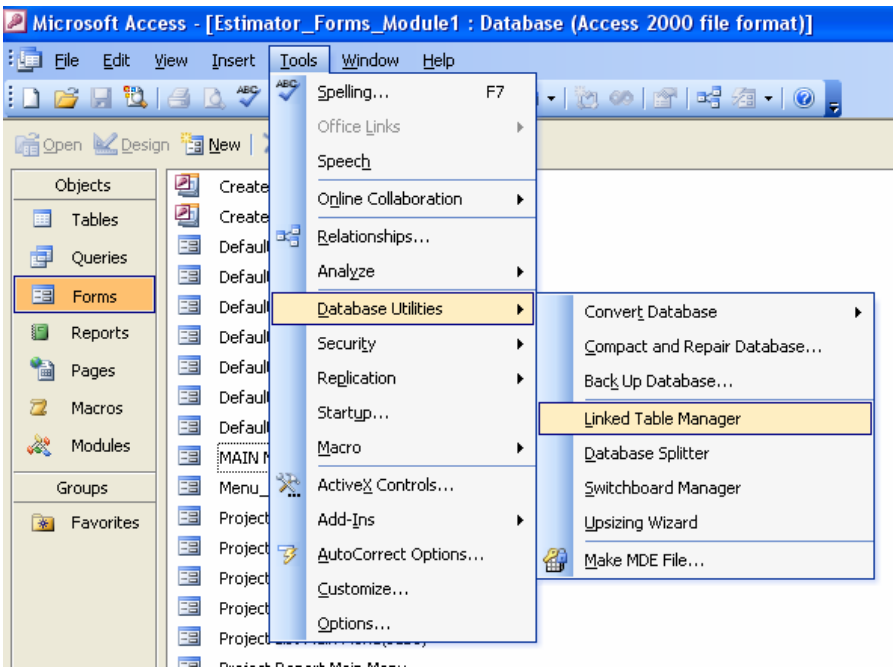
Open Module #1 and the Main Menu is displayed:



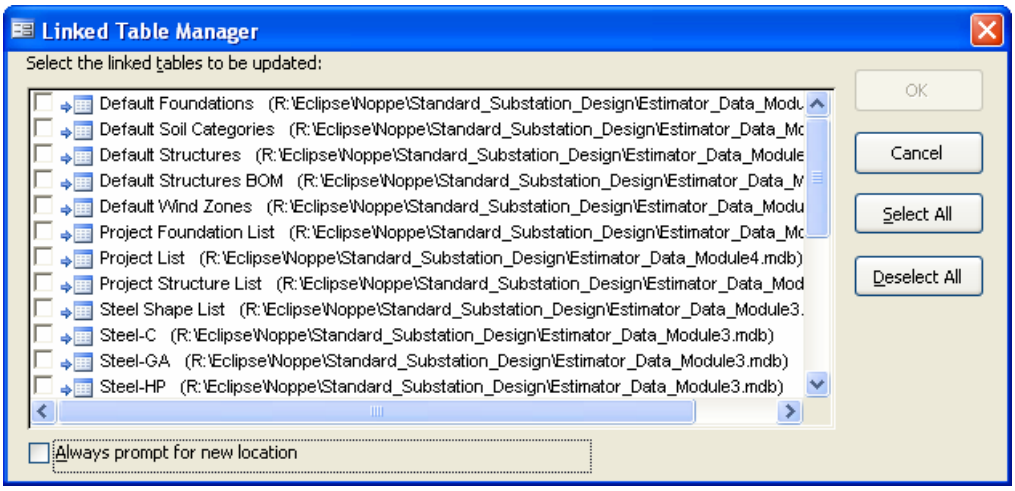
Click on the smaller, lighter “x” in the upper right hand corner and the Main Menu closes and the database in put in the design mode. (NOTE: Do not click on the larger “X” bordered in red. Clicking on it will close the Access Progam in its entirety).



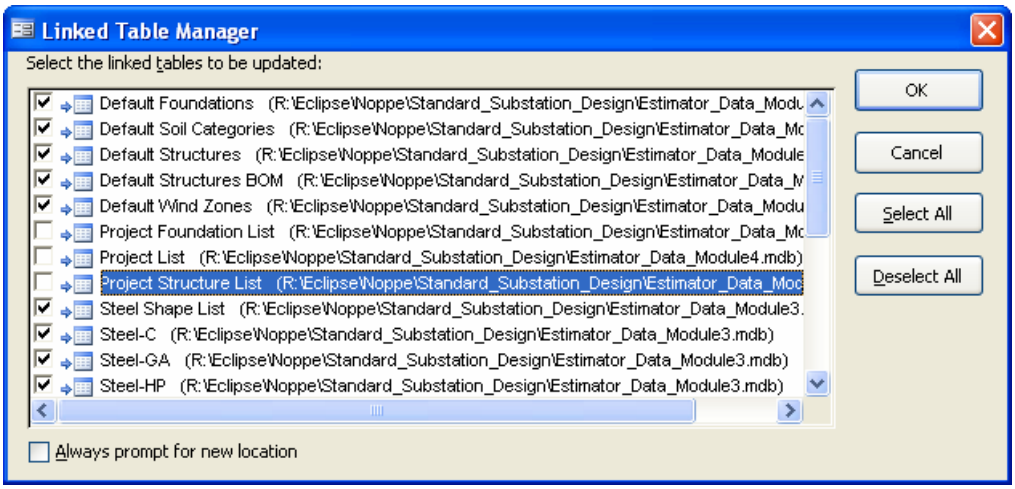
From the “Tools” menu select “Database Utilities” and then “Linked Table Manager:



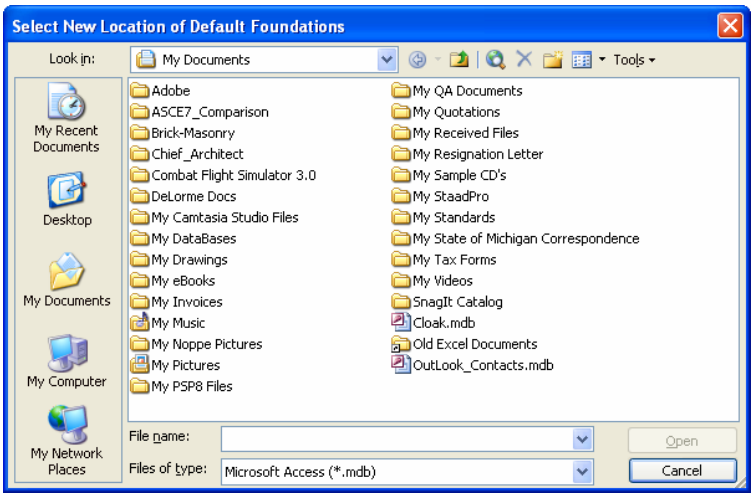
The linked table manager opens:



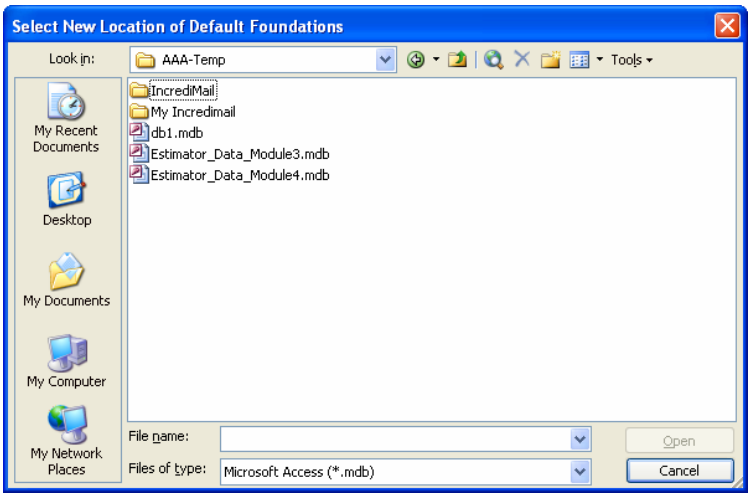
Because the data tables are stored in two separate files the following steps will have to be completed twice, one for Module #3 and the other for Module #4. To properly link the forms module #1 to data modules #3 click on the “Select All” button and then check off all of the files that begin with the word “Project” (NOTE: There are three of them.)



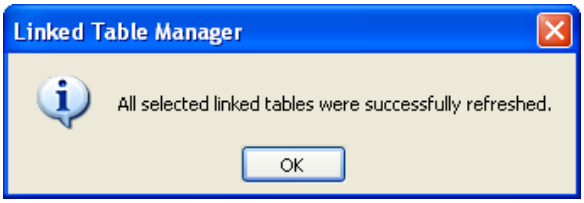
Click the “OK” button and the Windows Standard file locator dialogue box opens:



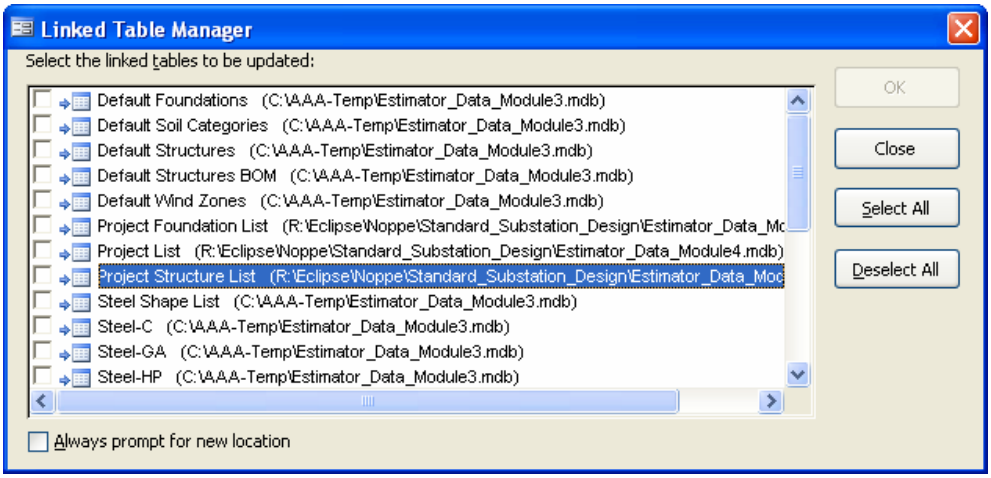
Navigate to the drive and folder where Modules #3 & #4 have been saved. (Note: For demonstration purposes I have located them on C:\AAA-Temp)



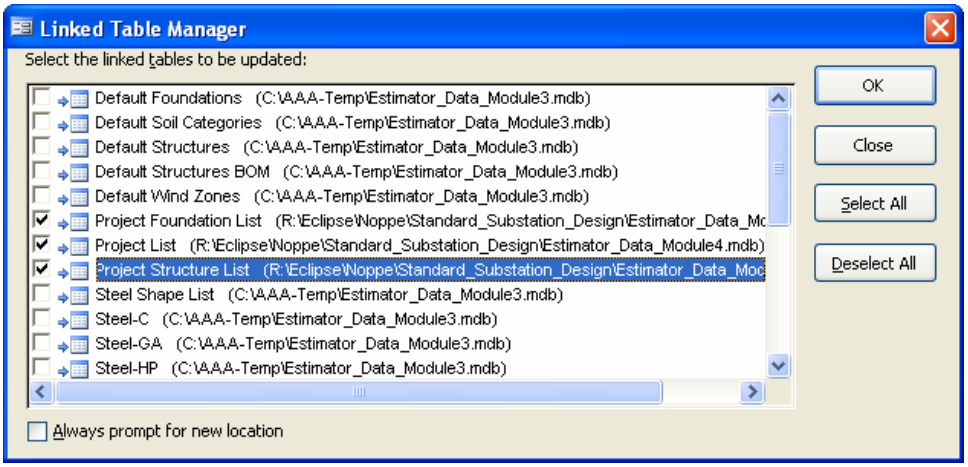
Double click on “Estimator_Data_Module3.mdb” and the program will automatically re-link the tables selected and the following message will appear:



Click “OK” to return to Linked Table Manager. (Note: If you forget to deselect the three Project Files in the list, the program will not automatically re-link the files in on fell swoop. You will have to use the Windows file locator over and over for each file to re-link them all) If you properly deselected the Project Files when control returns to the Access Program the Linked Table Manager should look similar to the following:

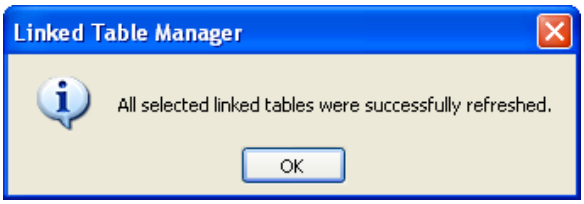


As shown the Module #3 files have been re-linked as required. Click on the three Project Files separately to select them for re-linking:

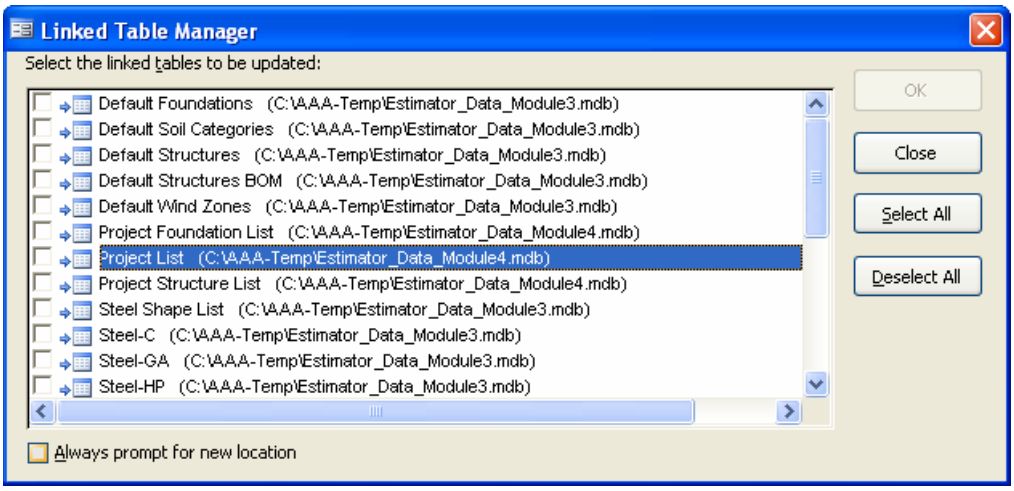


Once they have been selected, click “OK” to open the standard Windows File Locator dialogue box. Navigate to the drive and folder where the

Module #4 tables have been stored. Double click on the file named "Estimator_Data_Module4.mdb" and the program will automatically re-link the three Project Tables. Again the following message will appear:



Click "OK" to return to Linked Table Manager. The Linked Table Manager should look similar to the following:



The Link Manager correctly shows that all tables have been re-linked to the data files saved on "C:\AAA-Temp".

Module #1 is ready for use.

Module #2 must be similarly re-linked so that is ready for use.