# **Nextel Sales Tracker**

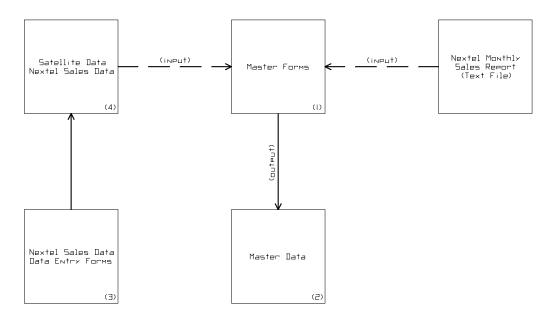
# **DataBase Basics**

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#### **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 DISCONNECT_CODE ADJ_DECISION_REASON NEXTEL_COMMENTS ADJ_PAY DISCONNECT_REASON ADJ_DECISION_CODE Data_Month STATUS	Integer Text Memo Currency Memo Text Date/Time	2 10 - - 8 - 6 8 2
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	Туре	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		2 2 2
SALES COMMISSION STATUS	5 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.

#### <u>Satillite Data Module</u> – 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.

Microsoft Office Access
The DoMenuItem action was canceled.
ОК

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.

🖉 Micro	soft Acc	ess - [Nexte	el Sales Da	ta]							
🕄 <u>F</u> ile	<u>E</u> dit <u>V</u>	jew <u>I</u> nsert	F <u>o</u> rmat <u>F</u>	<u>R</u> ecords <u>T</u> oo	ls <u>W</u> indo	w <u>H</u> elp					
🔛 🗸	🖬 🔁 🤞	🎒 🖪 🖤	X 🖻 🕻	l n 🚷		🈼 🚡 🗸	<b>#4</b> • • •	<b>X</b>	💼 墙 🗸	2	Combo Box
	Ŧ	MS Sans Seri	f	• 8 •	BI	Ů	≣   🅭	• <u>A</u> •	<b>_</b> •	• -	
119	સંગ 3:	ales Dai	ia [	<b>↓</b>	<b>*</b>				cation: Jac n Form:  Wilr		

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

🖉 Micros	soft Access - [Nextel Sale	es Data]	
🔠 Eile	<u>E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rm	at <u>R</u> ecords <u>T</u> ools <u>W</u> indow <u>H</u> elp	
🔜 🖌 📔	i 🔨 🎒 🗟 🖤 🕺 🛙	a 🗈 🗠 🧠 2. I. V 🦻 🗸 🖓 🖓 🖓 🖓 I. V	
	MS Sans Serif	• 8 • B I U \= = = \A • \A • \U \= • •	
	itel Sales Data	Image: Select Master Sales Location:       Jackson Crossir         Image: Select Sales Rep to open Form:       HQ         Westwood Mall       Jackson Crossing	
1	DATA TECH ID: 10002	SALES REP ID: 6 SALES LOCATION CODE Airport	_
	CUSTOMER ID:	CUSTOMER NAME: Parnall Chelsea	
	ADDRESS:	Howell	>
	CITY:	Add STATE: MI ZIP:	

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:

Microsoft Access - [Nextel Sal	les Data]	
🖪 Eile Edit View Insert Form	mat <u>R</u> ecords Iools <u>Wi</u> ndow <u>H</u> elp	Type a question for help 🚽 🗗 🗙
🔟 - 🔲 🔁 🎒 🖉 🐰		
MS Sans Serif	Active Button	
Nextel Sales Data	Select Master Sales Location:	<u> </u>
	Select Sales Rep to open Form:	
DATA TECH ID: 10002	2 SALES REP ID: 12 SALES LOCATION CODE: UAX04 Active Combo Box	
CUSTOMER ID:	CUSTOMER NAME:	
ADDRESS:	Inactive Data	
CITY:	Add STATE: MI ZIP: Entry Field	
SSAN:		
TAX ID:	1 Required TWO ID'S:	
DMA #	CERF:	
e-mail ADDRESS:		
SERVICE TERMS:	▼ Edit	
RATE PLAN TYPE:	v Update Plas	
BATE PLAN:	Y PLAN PRICE:	
PHONE PLAN:	- Edit	
TYPE OF PHONE:	COLOR: SUGGESTED PRICE:	
PURCHASE PRICE:		
IMEI:		
MEMBER NAME:		_
PRIV ID:		
PTN:	LAND PHONE LINE:	
NOL: 🗖		
COMMENTS:	<u>*</u>	
DATE:		
,		
Record: 14 4 1 + +	• • • • • • • • • • • • • • • • • • •	-
Form View		

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:

Record: I	1 <b>•</b> • • • • • • • • • • • • • • • • • •
	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 numbe
of 3	and hit enter key to jump directly to that record identifies total number of records in record set

# <u>Forms – (Satellite Forms Module)</u>

# Logon Screen

Aicrosoft Access - [MAIN MENU(Sales) : Form]	
🗐 File Edit <u>V</u> iew Insert F <u>o</u> rmat <u>R</u> ecords <u>I</u> ools <u>W</u> indow <u>H</u> elp	
<u>NEXTEL SALES LOGIN</u>	
Data Technician: Add NOTE: I you are a first time user, or your name is not in the list. Please add your name and requested information.	
Exit	

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 Entry Technician Entry Form	<b>•</b>
Technician ID: 10003	
Entry Date: 11/29/2004	
Location Code: VAX01 🔹	
Last Name:	
First Name:	
Middle Initial:	

Password Verification
PLEASE - Enter new password to continue.
New Password:
Confirming Password:
PLEASE - Remember password for later use!!!!
Go!! Exit!!

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.

Cha	rles	
PLI	<b>EASE - Confirm your password to</b>	continue.
	User Password:	3
		Go!! Exit!!

Password Verification

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

Microsoft Access
Password entered does not match user password. Please re-enter
ОК

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.

# <u>Forms – (Satellite Forms Module)</u> <u>Daily Nextel Sales Data Entry Form</u>

🔊 м	icrosoft Access - [Nexte	I Sales Data]		- 7 🗙			
-8	<u>F</u> ile <u>E</u> dit ⊻iew Insert	Format Records Tools Window Help	Type a question for help	×			
M	- 🖬 🔁 🎒 🐺	※ 🗈 🎕 ኯ 🍓 約 計 🦻 酒 ▽ 🛤 🕨 K 📴 🛅 🐀 - 🕄 🗸					
	MS Sans Seri	• 8 • B I U E E E A • <u>I</u> • • • •					
ĥ	Nextel Sales Data 📭 🕂 📷 🖓 Select Master Sales Location: Jackson Crossir 🗹						
		Select Sales Rep to open Form: Gales Cindy 💽 🔜 🗛					
1	DATA TECH ID:	10002 SALES REP ID: 47 SALES LOCATION CODE: 1/4/03					
	CUSTOMER ID: CUSTOMER NAME:						
	ADDRESS:						
CITY: Add STATE: MIZIP:							
	SSAN:						
	TAX ID:	1 Required TWO ID'S:					
	DMV # [	CERF:					
	e-mail ADDRESS:						
	SERVICE TERMS:	▼ Edit					
	BATE PLAN TYPE:	Update Plas					
	BATE PLAN:	PLAN PRICE:					
	PHONE PLAN:	- CRA					
	TYPE OF PHONE:	COLOR: SUGGESTED PRICE:					
	PURCHASE PRICE:						
	IMEI:						
	MEMBER NAME:						
	PRIV ID:						
	PTN:	LAND PHONE LINE:					
	NOL: 🗆						
	COMMENTS:	<u>·</u>					
	DATE:						
				-1			
		▶ ▶ ▶ ▶ ₩ ₩ of 3		-			
Form	n View						

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

Common Cities Entry For	m 🃭
New City ID: 10007	
Common Cities:	

#### 2) Satellite – Phone Prices

Phone Prices - Data Entry	<b>•</b>
PHONE INDEX: 10001	
TYPE OF PHONE:	
COLOR OF PHONE:	
SUGGESTED PRICE:	

3) Satellite – Rate Plans

Plate Plans - Date Entry Form	<b>₽</b> •
RATE PLAN INDEX: 10006	
EFFECTIVE DATE: 11/29/2004	
BATE PLAN:	
PLAN TYPE:	
PLAN DESCRIPTION:	
PLAN PRICE:	

4) Satellite – Sales Representatives

Sales Representative Entry Form					
Sales Rep ID: 10003					
Entry Date: 11/29/2004					
Location Code: 🛛 🔽					
Last Name:					
First Name:					
Middle Initial:					

5) Satellite – Service Terms

Service Terms Data Entry Form	<b>•</b>
Term ID: 10000	
Service Term:	
Promo Deductions: \$0.00	

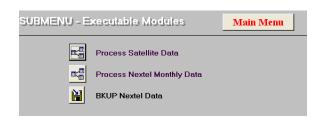
Any data entered in any of these forms is assigned a special index, so that the Database Administrator can check them for errors when downloading the data to the Master Data Module later on. During the download process, new indices are reassigned by the Master Forms Module so that the data in the Satellite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

# <u>Forms – (Master Forms Module)</u> <u>Main Menu</u>

Aicrosoft Access - [MAIN MENU : Form]	
Eile Edit View Insert Format Records Iools Window Help I ■ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	<b>⊡ ‱ • 2</b> .
<u>MAIN MENU</u>	NEXTEL Diamond Ocalier
Executables	
Data Files	
Exit	

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:

JBMENU - D	MENU - Data Files Main Menu				
Satellite	Database Data				
	Enter New Nextel Sales Data				
	Edit Existing Nextel Sales Data				
	Edit Blank Data Fields Nextel Sales Data				
	Database Data				
	Edit Dealer Data				
	Edit Sales Representative Data				
	Edit Data Entry TechniciansData				
	Edit Rate Plan Data				
	Edit Service Term Data				
	Edit Phone Data				
	Edit Common Cities Data				
	Edit Common Comments Data				

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

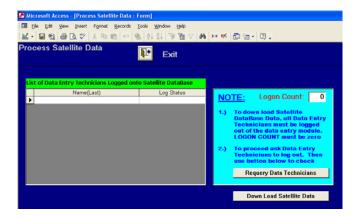
The Master Database section allows the Database Administrator to directly access and update data in the Master Data Module. As you review these data input forms you will clearly note that, when the Database Administrator updates the associated tables in the Master Data Module, that the corresponding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

keep the two sets of data tables in sync.

## <u>Forms – (Master Forms Module)</u> Process Satellite Data

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

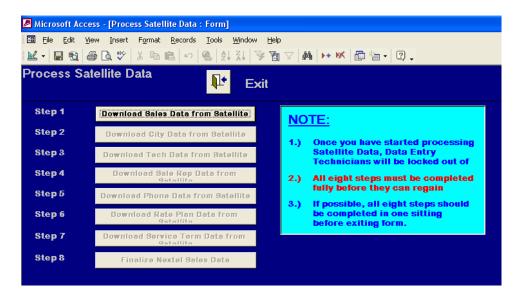
Step #ii – Check to see if any Data Technicians are logged onto system and are in process of entering new data. It is obvious that data could become corrupted if the download process from Satellite to Master data modules was allowed to continue while Data was still being entered. Therefore, the program 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<br/>listed. Therefore, only the next available step's button is active. To proceed to<br/>step #1 click on the "Download Sales Data from Satellite" button.



Step #1 – Download Sales Data Form:

	r - Sales Data	Coun	it of Record	s Posted:	count of Records Not P	osted:	
ste			SALES R	CUSTOMER ID	CUSTOMER NAME	ADDRESS	
(	AutoNumber)						
corc	: I4 🔺	1	▶ <b>▶।</b> ▶*	of 1	•	<u>)</u>	
			I         *	of 1		■ Ink fields in Sales Data	
	ite - Sales Da	ta					
	<mark>ite - Sales Da</mark> ID	ta DATA TE	SALES R		 	ank fields in Sales Data	NOTE:
	ite - Sales Da ID 2006	DATA TE	SALES R 48	CUSTOMER ID	Repair Bla CUSTOMER NAME	ank fields in Sales Data	Satellite Data Records
	<mark>ite - Sales Da</mark> ID <b>2003</b> 1390	ta DATA TE 21 11	SALES R 48 51	CUSTOMER ID 10768919	Repair Bla CUSTOMER NAME Anglea Walker	nk fields in Sales Data ADI 16274 Cornell F	Satellite Data Records will not be transfered
	ite - Sales Da ID 2003 1390 1394	ta DATA TE 21 11 11	SALES R 48 51 95	CUSTOMER ID 10768919 341656026	Repair Bla CUSTOMER NAME Anglea Walker Mindy Ostling	nk fields in Sales Data ADI 16274 Cornell F 1027 N. Rath A	Satellite Data Records will not be transfered to master file if any of the following data
	ite - Sales Da ID 2005 1390 1394 1428	ta DATA TE 21 11 11 11	SALES R 48 51 95 62	CUSTOMER ID 10768919 341656026 10739619	CUSTOMER NAME CUSTOMER NAME Anglea Walker Mindy Ostling William T Mills	Ink fields in Sales Data ADI - 16274 Cornell F 1027 N. Rath A 208 Peach Stre	Satellite Data Records will not be transfered to master file if any of
	ite - Sales Da ID 1390 1394 1428 939	ta DATA TE 21 11 11 11 11	SALES R 48 51 95 62 54	CUSTOMER ID 10768919 341656026 10739619 797728028	Repair Bla CUSTOMER NAME Anglea Walker Mindy Ostling William T Mills Albion Public Schools	ADI + Constant - ADI + A	Satellite Data Records will not be transfered to master file if any of the following data fields are blank!!!!!
	ite - Sales Da ID 2005 1390 1394 1428	ta DATA TE 21 11 11 11	SALES R 48 51 95 62	CUSTOMER ID 10768919 341656026 10739619 797728028	CUSTOMER NAME CUSTOMER NAME Anglea Walker Mindy Ostling William T Mills	Ink fields in Sales Data ADI - 16274 Cornell F 1027 N. Rath A 208 Peach Stre	Satellite Data Records will not be transfored to master file if any of the following data fields are blank!!!! Customer ID
	ite - Sales Da ID 1390 1394 1428 939	ta DATA TE 21 11 11 11 11	SALES R 48 51 95 62 54	CUSTOMER ID 10768919 341656026 10739619 797728028 797728028	Repair Bla CUSTOMER NAME Anglea Walker Mindy Ostling William T Mills Albion Public Schools	ADI + Constant - ADI + A	Satellite Data Records will not be transfered to master file if any of the following data fields are blank!!!!!
	ite - Sales Da ID 1390 1394 1428 939 940	ta DATA TE 21 11 11 11 11 11	SALES R 48 51 95 62 54 54	CUSTOMER ID 10768919 341656026 10739619 797728028 797728028 797728028 797728028	Repair Bla CUSTOMER NAME Anglea Walker Mindy Ostling William T Mills Albion Public Schools Albion Public Schools	Ink fields in Sales Data ADD • 16274 Cornell F 1027 N. Rath A 208 Peach Stre 401 E. Michiga	Satellite Data Records will not be transfored to master file if any of the following data fields are blank!!!! Customer ID

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.

	Nextel Sales ! Blank Fields	Data Ftep	air 📭
►	CUSTOMER ID		
	CUSTOMER NAME		
	ADDRESS		
	IMEI		
	PTN		
	RATE PLAN		<===== FOR REFERENCE ONLY!!!
	SALES DATE		<==== ENTER CORRECT SALES DATE
			ENTER as mm/dd/yyyy
			Where:
			mm = month, i.e. 02, 12, etc.
			dd = date , i.e. 01, 12, etc.
			yyyy = year, i.e. 2002, etc

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

	Nextel Sales   Blank Fields	Data Fteps	iir 📭
•	CUSTOMER ID		
	ADDRESS	2121 Ferguson Ri	
	IMEI PTN	517-206-2141	
	RATE PLAN SALES DATE		<===== FOR REFERENCE ONLY!!!
	SALES UATE	372872002	<pre>&lt;===== ENTER CORRECT SALES DATE ENTER as mm/dd/yyyy Where:     mm = month, i.e. 02, 12, etc.     dd = date , i.e. 01, 12, etc.     yyyy = year, i.e. 2002, etc</pre>

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.

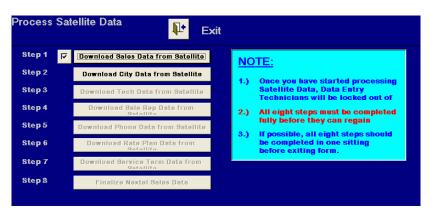
After correcting the flawed data records, go ahead and click on the "Post Satellite Data". The program will process all of the data. It will tell you how many records were posted and how many were not posted.

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).

Microsoft Access				
Satellite Sales Data Posted Correctly (yes/no)				
Yes No				

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:

Download Satellite Common Cities Data				
Master - Common City Data	Satellite Status			
(AutoNumber)	Satellite Status 0 1. Before posting data to master data File, Satilitie data should be checked and corrected as required.			
	2. Use scroll bers to sroll through Setellite Dete, checking for errors.			
Record: 1 > 1 > 1 > 1	<ol> <li>Double click City Name in Common City Data Sheet to select City Name to be corrected.</li> <li>Enter Correct Name:</li> </ol>			
Satellite - Common City Data	Satellite Status Repair Data			
	Warning!!! Post data only ONCE after all corrections have been made.			
	Post Data			
Master - Sales Data	Satellite - Sales Data			
(AutoNumber)	(AutoNumber)			

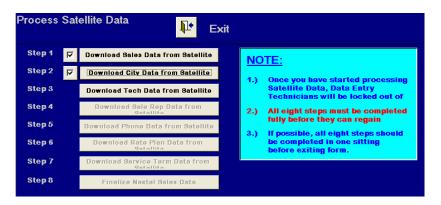
#### NOTE:

- 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:

Microsoft Access				
Satellite City Data Posted Correctly (yes/no)				
Yes No				

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:

Download Satellite Data Entry Technician Data	<b>P</b>
Master - Technician Data           Tech ID         Entry Date         Location         Last Name         First Name           AutoN         First Name         First Name         First Name	MI
٩	NOTE: 1. Before posting date to master data file, Satilite data should be checked and corrected as required.
Satellite - Technician Data Tech ID Entry Date Location Last Name First Name 0	2. Use scroll bars to scoll through Satellite Dats, checking for errors. Make changes as required <u>Warning!!!</u> Post data only ONCE after all corrections have been made.
×	Post Data OLD TECH ID
Master - Sales Data Satellite - Sales I SALES INDEX DATA TECH ID SATELLITE UF (AutoNumber) 0 SALES INDEX DA (AutoNumber)	Jata J TA TECH ID SATELLITE UF 0 0

NOTE:

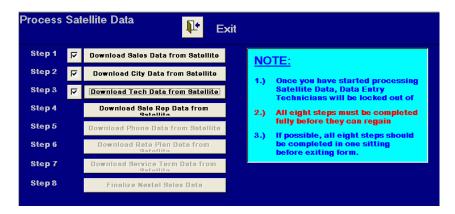
- 1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.
- 2) Use scroll bars to scroll through Satellite –Technician Data, checking for errors. Enter data into fields directly as required. NOTE: Do not change anything in the Tech ID field.
- 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 (1) 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:

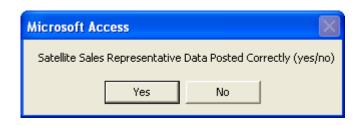
Download Satellite Sales Representative Data
Master - Sales Representative Data         Sales Ref_Entry Date Location       Last Name         AutoN       First Name         MOTE:       1. Before posting data to mester data file. Sales Representative Data         Satellite - Sales Representative Data
Master - Sales Data     Soles Data       SALES INDEX SALES REP IC SATELLITE UF     SALES INDEX SALES REP IC SATELLITE UF       (AutoNumber)     0

#### NOTE:

- 1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.
- 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 reindex as required by the program. The program then automatically reindexes the Satellite – Sales Representative Data file to match the

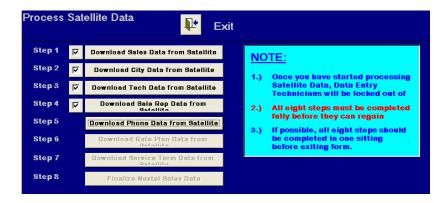
Master – Sales Representative Data file. Be sure to post the data only once.

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:

Download Satellite Phone Data	
Master - Phone Data PHONE INTYPE OF PHON COLOR SUGG PRICE STATU SAT AutoN 0	Checked and corrected as     required.     Use scroll bers to sroll through     Satalitte Data, checking for     errors.     Double citch Type of Phone in     Gatellite Phone Oats Meet to     select Phone Type to
Record:     I       Satellite - Phone Data       PHONE IN TYPE OF PHON COLOR & SUGG PRICE       STATU SAT       0	Correctad. Enter Correct Phone Type: Enter Correct Phone Color: Enter Correct Suggested Phone Price: Repair Data
Record: 14 4 1 1 1 1 1 of 1	Warning!!! Post data only ONCE after all corrections have been made. Post Data
ItoNumber)	D Type of Phone Color of Phone Suggested Pric Imber) I I I I I I I I I I I I I I I I I I I

NOTE:

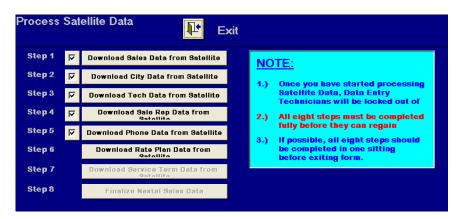
- 1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.
- 2) Use scroll bars to scroll through Satellite –Phone Data, checking for errors.
- 3) Double click Type of Phone in Satellite Phone Data sheet to select Phone Type to be corrected.
- 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:

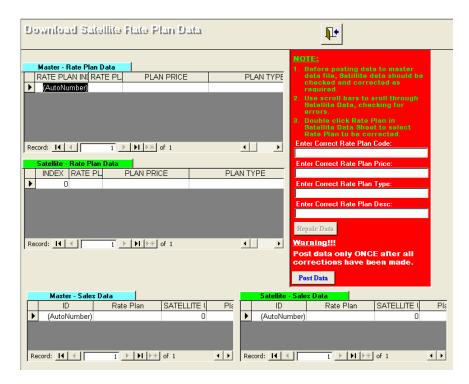
Microsoft Access					
Satellite Phone Data Posted Correctly (yes/no)					
Yes No					
Yes No					

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:

Microsoft Access				
Satellite Rate Plan Data Posted Correctly (yes/no)				
Yes No				

Click yes to proceed to the next down load step.

### Step #7 – Download Service Term Data

Process Satellite Data Exit							
Step 1		Download Sales Data from Satellite	NOTE:				
Step 2	ব ব ব ব	Download City Data from Satellite	1.) Once you have started processing				
Step 3		Download Tech Data from Satellite Download Sale Rep Data from Satellite Download Phone Data from Satellite Download Rate Plan Data from	Satellite Data, Data Entry Technicians will be locked out of				
Step 4			2.) All eight steps must be completed				
Step 5			fully before they can regain 3.) If possible, all eight steps should				
Step 6			be completed in one sitting before exiting form.				
Step 7		Download Service Term Data from Setallite					
Step 8		Finalize Nextel Sales Data					

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

Download Satellite Servi	<b>Q</b> *	
Master - Service Term Data Term ID Service Term (AutoNumber)	Promo Deductions Status Sa \$0.00 0	Checked and corrected as required. 2. Use scroll bars to sroll through Satellite Data, checking for errors. 3. Double click Service Term in Satellite Data Sheet to select Service Term to be corrected.
Record:     I     I     I     I       Satellite - Service Term Data       Term ID     Service Term       0	of 1 Promo Deductions Status Sa \$0.00 0	Repair Data           Warning!!!           Post data only ONCE after all corrections have been made.
Record:     I     I       Master - Sales Data       ID     Service Term       (AutoNumber)	SATELLITE U Sugge	Post Data atellite - Sales Data ID Service Term SATELLITE \ Sugge witoNumber) 0 I → → → → → → → → →

#### NOTE:

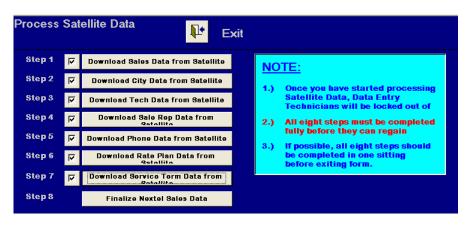
- 1) Before posting data to master data file, Satellite Data should be thoroughly checked and corrected as required.
- 2) Use scroll bars to scroll through Satellite –Service Term Data, checking for errors.
- 3) Double click Type of Service Term in Satellite Service Term Data sheet to select Service 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:

Microsoft	Access		X		
Satellite Service Term Data Posted Correctly (yes/no)					
Yes No					

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:

Finalize Nextel	Sales Data			<b>₽</b> •
Master - Sales Da	ata			
INDEX NO	DATA TECH ID	SATELLITE UPLOAI	SALES REP ID	CUSTOMER ID
(AutoNumber)		0		
Catollite Cales D				
Satellite - Sales D				
INDEX NO	DATA TECH ID	SATELLITE UPLOAI	SALES REP ID	CUSTOMER ID
	DATA TECH ID 11	SATELLITE UPLOA -1 -1	102	CUSTOMER ID 176286516 797728028
INDEX NO	DATA TECH ID 11 11	-1		176286516
INDEX NO 906 923	DATA TECH ID 11 11 11	-1 -1	102 54	176286516 797728028
INDEX NO           ●         906           923         924	DATA TECH ID 11 11 11 11	-1 -1 -1	102 54 54	176286516 797728028 797728028
INDEX NO           ▶         906           923         924           924         925	DATA TECH ID 11 11 11 11 11 11	-1 -1 -1 -1	102 54 54 54	176286516 797728028 797728028 797728028 797728028
INDEX NO           ▶         906           923         924           924         925           925         926	DATA TECH ID 11 11 11 11 11 11 11	-1 -1 -1 -1 -1	102 54 54 54 54 54 54	176286516 797728028 797728028 797728028 797728028 797728028
INDEX NO           ▶         906           923         924           924         925           925         926           926         926           927         926           928         926           929         927	DATA TECH ID 11 11 11 11 11 11 11 11	4 4 4 4 4 4 4 4 4	102 54 54 54 54 54 54	176286516 797728028 797728028 797728028 797728028 797728028 797728028

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 (1) to close the form. The following message will be posted for your response:

Microsoft Access	X
Master Sales Data Po	sted Correctly (yes/no)
Yes	No

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:

Process S	atellite Data 🕂 Exi	it
Step 1	Download Sales Data from Satellite	NOTE:
Step 2	Download City Data from Satellite	
Step 3	Download Tech Data from Satellite	1.) Once you have started processing Satellite Data, Data Entry Technicians will be locked out of
Step 4	Download Sale Rep Data from Satellite	2.) All eight steps must be completed
Step 5	Download Phone Data from Satellite	fully before they can regain
Step 6	Download Rate Plan Data from Retallity	3.) If possible, all eight steps should be completed in one sitting before exiting form.
Step 7	Download Service Term Data from Setallity	
Step 8	Finalize Nextel Sales Data	

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.

# <u>Forms – (Master Forms Module)</u> 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.

ocess NEXTEL N	Aonthly Data <mark>↓*</mark> Exit	
🖌 Step 1	Download NEXTEL Monthly Data from Internet	Monthly Reports: 100
Step 2	Convert Nextel Data	Multiple Months     Single Month
Select Sales Month to	o be Processed Nov 2002 💽	NEXTEL Reported DEACT/ACT not in
Step 3	Print Preliminary Summary Reports	Client's Sales DataBase
Step 4	Process Activations Missing from Client's Data	Summary of ACT_CNT = 0; Single Deactivations
Step 5	Process ACT_Count = 0 & Deactivations	and Dual DEACT/ACT Summary of Matching Activations
Step 6	Process Final Reconciliations	
	Reset	

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:

Microsoft Access	$\mathbf{X}$
NEXTEL Sales Data Po	sted Correctly (yes/no)
Yes	No

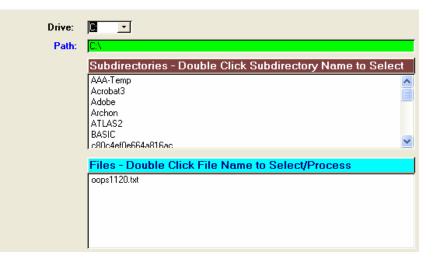
Click "Yes" and Step 2 on the Process NEXTEL Monthly Data form is checked off as complete. Steps 3 to 6 then can be completed in order.

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:

ΝE	EXTEL Date	a Convertion	Exit	
	Drive:			
	Path:			
	5	Subdirectories - Double Click Subdirectory Nan	ne to Select	
	Γ			
	_	Files - Double Click File Name to Select/Proces PRIL 2001 Activations -SCAQDI7X.txt	SS .	
	4	August Commissions SCAQD17X.txt		
		ebruary Commissions Detail SCAQDI7X.txt anuary Commissions Detail SCAQDI7X.txt		
	J	uly Commissions.txt		
		farch 2001 Activation SCAQDI7X.txt iCAQDI7X - June '01 Commissions txt	-	
He	ader Record:			
	Current Nextel Re	port Headers		
	Record Order	Nextel Header Name	Post Status	Cross Ref 🔺
	1	DEALER_CODE	1	1
		DEALER_NAME	1	2
		REP_CODE	1	3
	4 4	MANAGER_CODE	1	4 🗸

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.

 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.

Drive:	C: •
Path:	C:\Comtronics_Nextel_Data\Commission Reports\
	Subdirectories - Double Click Subdirectory Name to Select
	Files - Double Click File Name to Select/Process
	APRIL 2001 Activations -SCAQDI7X.txt
	August Commissions SCAQDI7X.txt
	February Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt
	July Commissions tetall SCAQD17A.txt
	March 2001 Activation SCAQDI7X.txt
	SCARDI7X - June 101 Commissions txt

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:

Path: CVContronics_Nextel_Data/Commission Reports\ Subdirectories - Double Click Subdirectory Name to Select Files - Double Click File Name to Select/Process APRIL 2011 Activations SCAQD17X.txt AppetSeconsistors Detail SCAQD17X.txt January Commissions Detail SCAQD17X.txt January Commissions Detail SCAQD17X.txt January Commissions Detail SCAQD17X.txt SCAQD17X.tut SCAQD17X.tut SCAQD17X.tut SCAQD17X.tut SCAQD17X.tut SCAQD17X.tut SCAQD17X.txt SCAQU17X.txt SCAQ									
Subdirectories - Double Click Subdirectory Name to Select         Files - Double Click File Name to Select/Process         Avgue Commissions SCADDTX bit       Avgue Commissions SCADDTX bit         Avgue Commissions Detal SCADDTX bit       Avgue Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Commissions Detal SCADDTX bit       January Commissions Detal SCADDTX bit         January Decision ScADDTX bit       January Commissions Detal SCADDTX bit         January Decision ScADDTX bit       January Decision ScADDTX bit         January Decision ScADDTX bit <t< th=""><th>D</th><th>rive: 🛛</th><th>2 -</th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	D	rive: 🛛	2 -						
Files - Double Click File Name to Select/Process         APPIL 2001 Activations - SCADDIX: txt         Apple Commissions Detail SCADDIX: txt         Jaruey Commissions Detail SCADDIX: txt         Jaruey Commissions Detail SCADDIX: txt         March 2001 Activations SCADDIX: txt         SCADDIX: June 11: Commissions Detail SCADDIX: txt         March 2001 Activations SCADDIX: txt         SCADDIX: June 11: Commissions Detail SCADDIX: txt         32: NEXTEL; COMMENTS         0       0         10: Unimber       0         32: DISCONNECT_REASON       1         33: ADU, PAY       1         0       1         32: DISCONNECT_REASON       1         33: ADUUSTMENT_DECISION_CODE       1         0       1 <td< th=""><th></th><th>Path: 👖</th><th>Comtronics_Nextel_Data\Commission Reports\</th><th></th><th></th><th>Ī</th><th></th><th></th><th></th></td<>		Path: 👖	Comtronics_Nextel_Data\Commission Reports\			Ī			
APRIL 2001 Activations - SCAQDI7X.txt August Commissions SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt SCADDI7X - June "IT Commissions txt Cond: DEALER_CODE"/DEALER_NAME"/ REP_CODE"/ MANAGER_CODE"/ DIRECTOF lextel Report Headers d Order Nextel Header Name Post Status Cross Ref 31 ADJ_DECISION_REASON 1 29 32 NEXTEL_COMMENTS 0 0 1 32 NEXTEL_COMMENTS 0 0 1 33 ADJ_PAY 1 31 0 No Matches 18 Matches 15 33 ADJ_PAY 1 31 0 No Matches 18 Matches 15 Duplicate Matches: 0 Text File Selected Did Not Passed Header Check!!!! Processing aborted. Month Year Year Year 10 10 Matches Matches 10 No Matches 20 10 Month Year Year Year 10 10 Matches Matches 10 No Matches 20 10 Month Year Year Year Year Year Year Year Year		8	Subdirectories - Double Click Subdire	ctory Nan	ne to Select				
APRIL 2001 Activations - SCAQDI7X.txt August Commissions SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions txt Conditional SCAQDI7X.txt SCADDI7X-June "II Commissions txt Conditional Content Field Report Headers 1 Order Nextel Header Name Post Status Cross Ref 1 Order Nextel Header Name Post Status Cross Ref 2 Order Nextel Header Name Post Status Mandatory Status Matches 18 3 ADJ_PAY 1 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 3 ADJ_PAY 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 3 ADJ_SCONNECT_REASON 1 1 1 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 Duplicate Matches: 0 Text File Selected Did Not Passed Header Check!!!! Processing aborted. Month Year Year Year Year 10 1 Outlook Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Headers 20 No. Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Header 20 No. Mandatory Header 20 No. Mandatory Header 20 No.		Ē							
APRIL 2001 Activations - SCAQDI7X.txt August Commissions SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions txt Conditional SCAQDI7X.txt SCADDI7X-June "II Commissions txt Conditional Content Field Report Headers 1 Order Nextel Header Name Post Status Cross Ref 1 Order Nextel Header Name Post Status Cross Ref 2 Order Nextel Header Name Post Status Mandatory Status Matches 18 3 ADJ_PAY 1 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 3 ADJ_PAY 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 3 ADJ_SCONNECT_REASON 1 1 1 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 Duplicate Matches: 0 Text File Selected Did Not Passed Header Check!!!! Processing aborted. Month Year Year Year Year 10 1 Outlook Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Headers 20 No. Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Header 20 No. Mandatory Header 20 No. Mandatory Header 20 No.									
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APRIL 2001 Activations - SCAQDI7X.txt August Commissions SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions txt Conditional SCAQDI7X.txt SCADDI7X-June "II Commissions txt Conditional Content Field Report Headers 1 Order Nextel Header Name Post Status Cross Ref 1 Order Nextel Header Name Post Status Cross Ref 2 Order Nextel Header Name Post Status Mandatory Status Matches 18 3 ADJ_PAY 1 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 3 ADJ_PAY 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 3 ADJ_SCONNECT_REASON 1 1 1 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 Duplicate Matches: 0 Text File Selected Did Not Passed Header Check!!!! Processing aborted. Month Year Year Year Year 10 1 Outlook Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Headers 20 No. Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Header 20 No. Mandatory Header 20 No. Mandatory Header 20 No.									
APRIL 2001 Activations - SCAQDI7X.txt August Commissions SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions Detail SCAQDI7X.txt January Commissions txt Conditional SCAQDI7X.txt SCADDI7X-June "II Commissions txt Conditional Content Field Report Headers 1 Order Nextel Header Name Post Status Cross Ref 1 Order Nextel Header Name Post Status Cross Ref 2 Order Nextel Header Name Post Status Mandatory Status Matches 18 3 ADJ_PAY 1 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 3 ADJ_PAY 1 31 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 3 ADJ_SCONNECT_REASON 1 1 1 0 Content Nextel Header Name Post Status Mandatory Status No Matches 18 Matches 15 Duplicate Matches: 0 Text File Selected Did Not Passed Header Check!!!! Processing aborted. Month Year Year Year Year 10 1 Outlook Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Headers 20 No. Mandatory Headers 28 No. Mandatory Headers 20 No. Mandatory Header 20 No. Mandatory Header 20 No. Mandatory Header 20 No.		I							
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0       1       0       0       1       0       1       0       1       0       0       1       0       0       1       0       0       1       0       0       1       0       0       0       1       0       0       0       1       0       0       0       1       0       0       0       0       1       0						_		Matches	15
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I Number       Nextel Header Name       Post Status       Mandatory Status       Image: No Matches       18         32       DISCONNECT_REASON       1	•	L			U	U	-		
32       DISCONNECT_REASON       1       0       1       1       0       1       0       1       0       1       0       1       0       0       1       0       0       1       0       0       1       0       0       0       1       0	Master M	lextel Re	port Headers						
33 ADJUSTMENT_DECISION_CODE       0       1       Matches       15         0       1       0       1       Duplicate Matches:       0         Text File Selected Did Not Passed Header Check!!!! Processing aborted.         Total No. Mandatory Headers:       28         Year       Image: Colspan="2">Total No. Mandatory Headers:       28         No. Mandatory Headers:       10	Record							No Matches	18
Text File Selected Did Not Passed Header Check!!!! Processing aborted.	_		-				-	Matches	15
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Text File Selected Did Not Passed Header Check!!!! Processing aborted.           Month         Total No. Mandatory Headers: 28           Year         No. Mandatory Headers: 410	-		· · · · · · · · · · · · · · · · · · ·		U			Duplicate Matches:	U
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Year No. Mandatory Headers Matched: 10			1 ext Fue Selected Did Not Pa	assed H	eader Che	CKIIII Proce	ssing	; aborted.	
Year No. Mandatory Headers Matched: 10									
No. Mandatory Headers Matched: To							Total	No. Mandatory Headers:	28
Continue Processing ====> Post Nextel Data Process Status Code: 0				Ye	эаг	N	o. Mand	latory Headers Matched:	10
		C	ontinue Processing ====>	Pos		ata		Process Status Code:	0

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

C	urrent Nextel Re	port Headers			
	Record Order	Nextel Header Name	Post Status	Cross Ref	•
	31	ADJ_DECISION_REASON	1	29	
	32	NEXTEL_COMMENTS	0	0	
	33	ADJ_PAY	1	31	
	0		0	0	-

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 -
  - 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.

Record	l Number	Nextel Header Name	Post Status	Mandatory Status
	32	DISCONNECT_REASON	1	1
	33	ADJUSTMENT_DECISION_CODE	0	1
•	0		0	1

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.

Text File Selected Did Not Passed Header Check!!!! 1	Processing aborted.
Month 🗾 🗾 Year 🔄	Total No. Mandatory Headers: 28 No. Mandatory Headers Matched: 10
Continue Processing ====> Post Nextel Data	Process Status Code: 0

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:

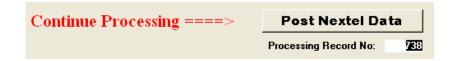
- a. Change the mandatory status from 1 to 0 right in the "Master Nextel Report Headers" scroll box field, and then double click on the TXT file name again to reparse and recheck the headers again.
- b. Edit/Change the Nextel Header Name right in the "Master Nextel Report Headers" scroll box field, and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

Microsoft Access	×
Data not processed ===> Process Status Code not equal to	5 1
ОК	

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.

Process NEXTEL M	onthly Data <mark>ग</mark> Exit		
🖌 Step 1	Download NEXTEL Monthly Data from Internet	Monthly Reports:	
🖌 Step 2	Convert Nextel Data	Multiple C Single M	
Select Sales Month to	be Processed Nov 2002 🗾		
Step 3	Print Preliminary Summary Reports	Client's DI	EACT/ACT not NEXTEL Report
Step 4	Process Activations Missing from Client's Data	0; Single D	of ACT_CNT = Deactivations
Step 5	Process ACT_Count = 0 & Deactivations		DEACT/ACT of Matching IS
Step 6	Process Final Reconciliations		
	Reset		

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:

	ACTED & DEC.	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			2/19/2002

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.

NDEX	IMEI	RPP	ACCID CUSTOMER NAME	PIN	BEG-SER DATE		DEACT DATE	NO. DAYS	
17391		U01R	SUMMIT TOWNSHIP		9/29/2002	11		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	
17821		U01R	SUMMIT TOWNSHIP	1	9/29/2002	1		0	

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":

Process NEXTEL M	onthly Data		
	Exit		
🖌 Step 1	Download NEXTEL Monthly Data from Internet	Monthly Rep	orts: 191
🖌 Step 2	Convert Nextel Data		Multiple Months     Single Month
Select Sales Month to	be Processed Nov 2002 💽		NEXTEL Reported DEACT/ACT not in Client's Sales DataBase
🖌 Step 3	Print Preliminary Summary Reports	<b>5</b>	Client's DEACT/ACT not in current NEXTEL Report
Step 4	Process Activations Missing from Client's Data		Summary of ACT_CNT = 0; Single Deactivations
Step 5	Process ACT_Count = 0 & Deactivations		and Dual DEACT/ACT Summary of Matching Activations
Step 6	Process Final Reconciliations		
	Reset		

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.

	IEL ACTIVA	TION DATA - Short Lis				
	IDEX	ACCOUNT ID	IMEI	PTN	STATUS 🔺	Marthly Nexts1 Astimution Date
	1550			1697	0	Monthly Nextel Activation Data with no matching IMEI & Customer
	1559				0	ID No. in Client's Nextel Sales
	1568				0	Data
	1569				0	
	1577				0 -	,
100	ord: 🛯 🖌 🚽				the second se	
su		1 <u> </u>	▶ <b>米</b> of 1366	4		
	EXTEL Date		▶**] of 1366	<u>.</u>		697 Repair
N		a	▶¥ of 1366	<u>.</u>		
N	EXTEL Data	a	▶* of 1366		-	
N	EXTEL Data		▶* of 1366	4	-	
N	EXTEL Data		▶**  of 1366	 PTN	-	697 Skip
N	EXTEL Data Client Data el Sales Da	a i		 PTN 1697	-	697 Skip Client's Nextel Sales Data records
N	EXTEL Data Client Data el Sales Da ID	a i		C		697 Skip

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 ().

NEXTEL Data	ACCOUNT ID	IMEI	1697	Repair
Client Data	CUSTOMER ID	IMEI	1697	Skip

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:

Microsoft Access
Account ID in NEXTEL ACTIVATION DATA - Short List does not match Customer ID in Nextel Sales Data List.
It is recommended that you do not finish repairing IMEI numbers.
Repair IMEIs - (yes/no)???
Yes No

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".

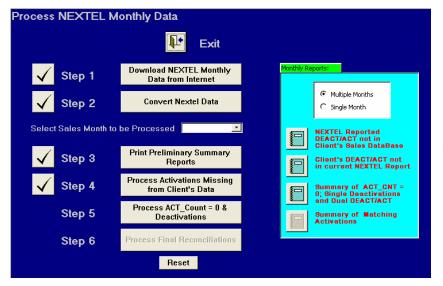
If the user Clicks on the "Skip" button, the program automatically scrolls down through the upper scroll box, one record at a time, until another match in telephone numbers is found. Again the search process stops, allowing the user to examine the data and make a decision to "Repair" or "Skip". NOTE: 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 ( $\square$ ) to close the form. The following message will be posted for your response:

Microsoft Acces	s 🛛 🖂				
Were all Repairs Completed (yes/no)					
Yes	No				

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.

X IMEI	RPP	ACC ID CUSTOMER NAME	PTN	BEG-SER DATE	ACT CNT	DEACT	NO. DAYS
15309	ST/SY	JERRY		12/31/2001	0	5/29/2002	149
14767	2/1/00	ISMAEL		12/20/2001	0	4/16/2002	117
1 3721	00.0	SHAWNEENE		2/8/2002	0.	5/10/2002	91
15219	COVA	DEBORAH		6/27/2002	0		0
15329	31.00	JESSIC		2/19/2002	0	5/28/2002	98
1 3080	67/68	COMT		5/22/2002	0		0
1 3082	67/68	COMT		5/22/2002	0		0
14761	67/68	COMT		6/10/2002	0		0
16521	D04QQA	KP H		8/14/2002	0		0
15768	54/78	WALTERS		5/14/2002	0		0
16364	D2120	COMT		8/28/2002	0		0
16445	D04QQA	SHANTEL		8/6/2002	0		0
15140	ST/SY	BR AIN		7/12/2002	0		0
15182	ST/SY	BRAIN		7/18/2002	0		0
14944	FZOK	BOLLIN		7/10/2002	0		0
16366	D2120	COMT		8/28/2002	0		0
15408	JIC/UOC	DANIEL		7/19/2002	0		0
Cnt = 0							

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.

VDEX IN	IEI RPP	ACC ID CUSTOMER NAME	PIN	BEG-SER DATE	ACT	DEACT DATE	NO. DAIS
17278	12301	GERALD		5/29/2002	14	9/20/2002	114
17206	12301	MARY		7/16/2002	-1	9/10/2002	56
14340	26/02	WILLIAM		5/28/2002	-4	6/26/2002	29
17006	12301	CHRISIT		6/4/2002	-1	9/26/2002	114
17201	12400	NATHAN		5/28/2002	-1	9/19/2002	114
17879	12400	DAVID		7/2/2002	-1	\$/6/2002	66
16461	COVA	CHERM		7/31/2002	-1	8/1/2002	1
15304	61/60	CATHERINE		6/12/2002	-1	7/9/2002	27
15760	61/60	CHARLOTTE		6/17/2002	-1	7/2/2002	15
15333	0 M/DL	JUDITH		6/28/2002	-1	7/30/2002	32
15305	61/60	GREAT		6/30/2002	-1	7/12/2002	12
15399	0 M/DL	DE VERL		7/10/2002	14		0
15004	61/60	RICHARD		7/13/2002	-1		0
15303	61,60	LORI		6/27/2002	- 4	7/16/2002	19
16868	0M/8L	HEINEMANN		7/8/2002	-1	8/6/2002	29
17271	U01R	PEGGY		8/16/2002	-4	8/22/2002	37
17275	12301	CORALYN		8/15/2002	-1	9/9/2002	25
17072	12400	NURSE		8/20/2002	-1	9/20/2002	31
17877	12301	NURSE		8/20/2002	-1	9/20/2002	31
ount = 619							

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.

NDEX	IMEI R	PP .	ACC ID CUSTOMER NAME	PEN	BEG-SER DATE	ACT	DEACT	NO. DATS	
16481	JU	M0	CHELSEA		8/1/2002	-1		0	
1 5850	JE	MO	CHELSEA		8/1/2002	1		0	
16071		//78	DEBORAH		8/5/2002	- 4		0	
16570 Count = 3		//7B	DEBORAH		8/5/2002	1		0	

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:

IEXTEL DEACTIV			NEXTEL SHORT	LIST Control 0	
ID	IMEI			OM. STATUS	
oNumber)	IIVIE1			0	
Record: 🚺 🔳	1 🕨	▶* of 1	•	►	
Step - 1 Step - 2	Sten - 3				
. Inch a	Stop 0				

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:

XTE	EL DEACTIVA	TION DATA - Sho	ort List		NEXTEL SHOR	T LIST Control			
	ID	IMEI	RPP	ACT_COUNT	STATUS	COM. STATUS	-		
	1707		030/0F0	-1	0	0 -			
	1730		030/0F0	-1	0	0			
	1731		030/0F0	-1	0	0			
	8209		W4/Y4	-1	0	0	+		
	d: I∢   ∢   [	2010/05/01	▶I ▶* of 31		4	1	_		
ep -	- 1 Step - 2	5tep - 3   FION DATA - CU	RRENT	1		Post Single			
ep -	1 Step - 2	5tep - 3		ACT_COUN				activations	]
ep -	- 1 Step - 2	5tep - 3   FION DATA - CU	RRENT			COM. STATUS			
ep -	TEL ACTIVA	5tep - 3   FION DATA - CU	RRENT RPP	ACT_COUN	T STATUS	COM. STATUS	S	COM. AMT.	-
ep -	-1         Step - 2           XTEL ACTIVA           ID           1189	5tep - 3   FION DATA - CU	RRENT RPP 030/0F0		T STATUS 1 1	COM. STATUS	S	COM. AMT. \$0.00	
ep -	-1         Step - 2           XTEL ACTIVA           ID           1189           1830	5tep - 3   FION DATA - CU	RRENT RPP 030/0F0 030/0F0		T STATUS 1 1	COM. STATUS	S 0 0	COM. AMT. \$0.00 \$0.00	
ep -	I         Step - 2           ID         1189           1189         1830           1707         1707	5tep - 3   FION DATA - CU	RRENT RPP 030/0F0 030/0F0		T STATUS 1 1	COM. STATUS	S 0 0	COM. AMT. \$0.00 \$0.00	-

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

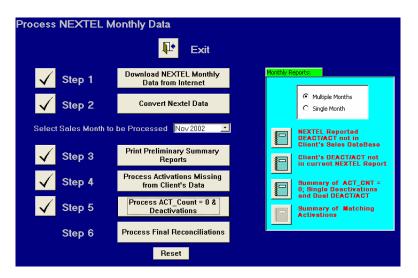
EXTE	L DEACTIVA	TION DATA - Sho	rt List		NEXTEL SHO	DRT LIST Control -1	S	
	ID	IMEI	RPP	ACT_COUNT	STATUS	COM. STATUS		
	1707		030/0F0	-1	0	)		
	1730		030/0F0	-1	0		D	
	1731		030/0F0	-1	0		0	
24	8209		W4/Y4	-1	0	5	0 -1	
Step -	d: _I◀   ◀   Ӷ • 1   Step - 2	Step - 3	▶ <b>   ▶米 </b> of 31	-1	<u>.</u>		licate DEA/AC	r
Step -	d: _I◀   ◀   Ӷ • 1   Step - 2		▶ <b>   ▶米 </b> of 31	1	<u> </u>			
Step -	d: I4 4 7	Step - 3	▶     ▶ ★   of 31	1	<u> </u>	Post Dup	licate DEA/AC	NO DAYS
Step -	d: <b>I∢   ↓   </b> - 1   Step - 2 <b>KTEL ACTIVA</b> ID	Step - 3	▶ ▶ ▶ ★ of 31	1	STATUS	Post Dup COM. STATUS	licate DEA/AC	NO DAYS
NE)	d: I4 4 7 1 Step - 2 <b>KTEL ACTIVA</b> ID 1189	Step - 3		1		Post Dup COM. STATUS	licate DEA/AC COM. AMT. \$0.00	

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:

Microsoft Access	$\times$
Were all Deactivations	Processed Properly (yes/no)
Yes	No
	<b></b>

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:

	Set Reconciliation S	talus Nexts	al Salas Da	ita 📘	Pos	t Data				
•	ID	8413								
	DATE	6/4/2002								
	IME	00080273250580	0 [List Dup	icates						
	CUSTOMER ID	10838246								
	RATE PLAN	RQ/Y9								
		517-605-4628	-							
	CUSTOMER NAME	Jill LeAnn Brenner		I						
	MEMBER NAME	: Jill		Ī						
	STATUS	; [O								
	SATELLITE UPLOAD STATUS	i [1				No. Records Pos	sted 0			
	IMEI_CUSTOMER_ID	00080273250580	0-10838246	[		o. Records Skip	,			
						Manual Process				
	NEXTEL ACTIVATIONS DATA	IMEI	PTN	RPP	STATUS	ACT_COUNT	NO DAYS	DATE	NAME	
	▶ lumber)						0			
	Record: I 1	▶ ▶ ★ of 1		•						F

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:

Index	IMEI	EIs in Client's 1 CUSTOMER NAME	Code	Rate Plan	PTN	Status	Date
11382		Lisa Lisa		U2342 U2342		1	8/26/2002 8/26/2002
16275		LISA		U2342		1	8/26/2002
11518		Doreen Doreen		11 500 11 580	a de la construcción de la constru	1	9/30/2002 9/30/2002
17179		DOREEN		11 500		1	9/90/2002

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.

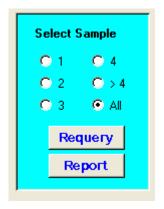
After resolving the duplicate records in the Client's Point of Sale data click on the "POST DATA" button to continue:

	Set Reconciliation Status Nextel	Sales Data	Post	Data		
•	ID [AutoNume DATE DATE DATE DATE DATE DATE DATE DATE	List Duplicates	No.	Select Sample C 1 C 4 C 2 C > 4 C 3 C All Requery Report D. Records Posted 547 . Records Skipped 603 Manual Processing 27		
	ID CUSTOMER ID IMEI	PTN R_P_	P STATUS /	ACT_COUNT NO_DAY	S DATE	NAME
	▶ lumber) Record: 1 ▶ ▶ ▶ ▶★ of 1	4			U	L

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:

•			D 12191 E 9/13/2002 EI D D U01R N U01R N Charlie E Charlie E 5 -1 S 1	List D	Data	 	No. Records Pos	C 4 C >4 C All very port		
	NEXTEL ID	CUSTOMER ID	IMEI	PTN	l   RPP	NO. HEQ	Manual Process	NO_DAYS	DATE	NAME
	▶ 1773 ★ lumbe	30			UD1R	0		0		CHARLIE
	Record		▶ ▶1 ▶* of 1		4					

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:

	12191
DATE	9/13/2002
IMEI	List Duplicates
CUSTOMER ID	
RATE PLAN	U01R
PTN	
CUSTOMER NAME	Charlie
MEMBER NAME	
STATUS	-1
SATELLITE UPLOAD STATUS	1
IMEI_CUSTOMER_ID	

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

NE	XTELAC	TIVATIONS DATA No. Heq Manual Processing U								
	ID	CUSTOMER ID	IMEI	PTN	R_P_P	STATUS	ACT_COUNT	NO_DAYS	DATE	NAME
•	17730		in a second second second		U01R	0	1	0	9/13/2002	CHARLIE
*	lumber)							0		
Der	ord: 14		▶ ▶ ▶ ▶ ★ of 1		4					1
	.010. 11		- FILE AL OF I							

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:

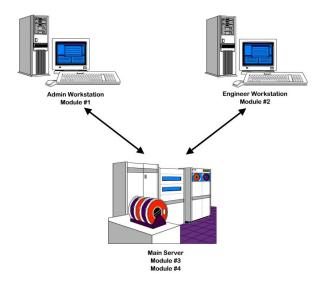
## Appendix A

## **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.

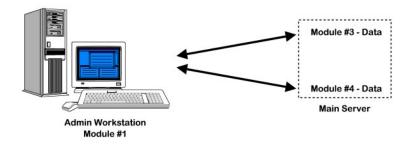
As shown in the figure to the left, Modules #1 & #2 are installed on the Administrator's and



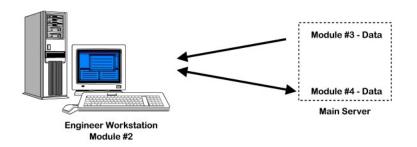
Engineer's workstation respectively. The Data Modules #3 & #4 are installed together on the company's Main Server or a Department Dedicated Server. Regardless, it is very important that the data on the server is backed up regularly to protect data integrity.

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.

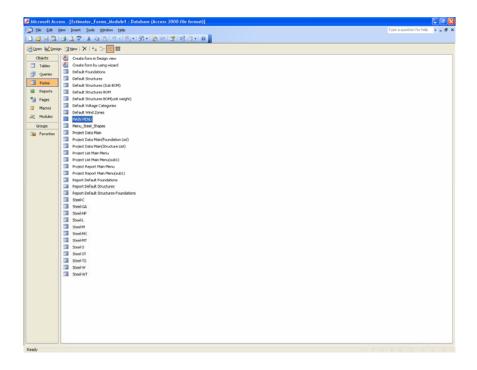
To setup the Estimator Program the Administrator must complete the following steps:

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:

	soft Access - [MAIN MENU - Substation				- C 🛛			
E B	Type a question for help 🔹 🖬 🗙							
	K·변화명명소) ? 22221이양(학위) 2.22419) > 2221 8 8							
MAID	MENU - Substation Stru	reinte E	Silmalor 🚺 Exit Dat	abase				
L	JPDATE DATA FILES		REPORTS					
	Edit Default Design Voltages	ø	Default Structures					
10 10 10 10 10 10	Edit Default Wind Zones	必	Default Foundations					
I	Edit Default Structures	ø	Default Structures & Fdn's					
I	Edit Default Foundations	ø	Project Data					
ļ	Edit Project Data							
J	Edit Steel Shape Data							
Form View	,				CAP5			

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).

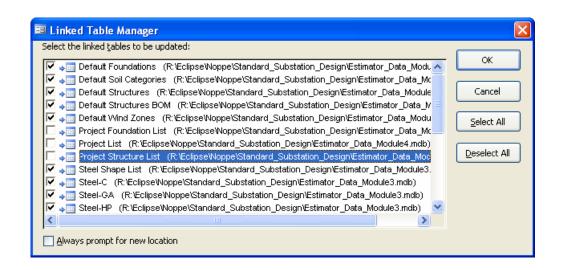


From the "Tools" menu select "Database Utilities" and then "Linked Table Manager:

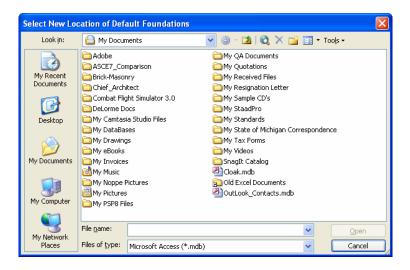
Microsoft Access - [Esti	nator	_Forms_Module1 :	: Datab	oase (Access 2000 file format)]
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Queries 📑 Defa	ul 躇	<u>R</u> elationships		
Defa	ul	Anal <u>y</u> ze	•	
E Forms E Defa	ul	<u>D</u> atabase Utilities	+	Conver <u>t</u> Database
🗐 Reports 📑 Defa	ul	Securi <u>t</u> y	•	<u>Compact and Repair Database</u>
Pages 📑 Defa		Replication	•	Back Up Database
📃 🔁 Macros 📃 🗔 Defa		Startup		Linked Table Manager
🔜 Defa	ul	-		
		<u>M</u> acro		Database Splitter
Groups 📴 Men	<u>,                                    </u>	Active <u>X</u> Controls		Switchboard Manager
🛛 🗟 Favorites 🛛 🖼 Proj		Add- <u>I</u> ns	•	Upsizing Wizard
📑 Proj	et 🍞	AutoCorrect Options.		Make MDE File
📑 Proj	ct	Customize		
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Dura Dura d	-L n			

The linked table manager opens:

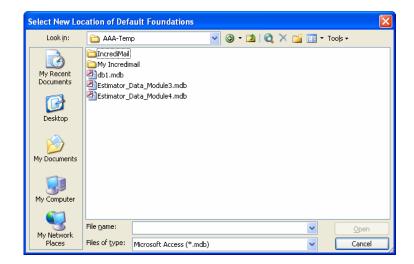
Because the data tables are stored in two separate files the following steps will have to be completed twice, one for Module #3 and the other for Module #4. To properly link the forms module #1 to data modules #3 click on the "Select All" button and then check off all of the files that begin with the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



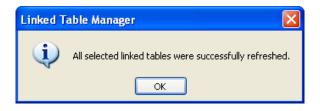
Click the "OK" button and the Windows Standard file locator dialogue box opens:



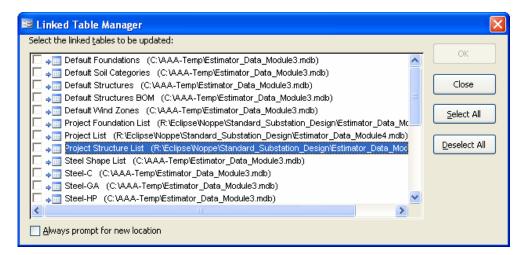
Navigate to the drive and folder where Modules #3 & #4 have been saved. (Note: For demonstration purposes I have located them on C:\AAA-Temp)



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:

elect the linked tables to be updated:	ОК
🛛 🚚 Default Foundations (C:\AAA-Temp\Estimator_Data_Module3.mdb)	
application of the state of the	
application ====================================	Close
application and the structures BOM (C:\AAA-Temp\Estimator_Data_Module3.mdb)	
application of the second seco	Select All
🛛 🚚 Project Foundation List 🛛 (R:\Eclipse\Noppe\Standard_Substation_Design\Estimator_Data_Mc	
🛛 🚚 Project List 🛛 (R:\Eclipse\Noppe\Standard_Substation_Design\Estimator_Data_Module4.mdb)	
🛿 🖕 🖬 Project Structure List - (R:\Eclipse\Noppe\Standard_Substation_Design\Estimator_Data_Moc	Deselect All
aligned Steel Shape List (C:\AAA-Temp\Estimator_Data_Module3.mdb)	
api Steel-C (C:\AAA-Temp\Estimator_Data_Module3.mdb)	
steel-GA (C:\AAA-Temp\Estimator_Data_Module3.mdb)	
🛛 🚚 Steel-HP (C:\AAA-Temp\Estimator_Data_Module3.mdb)	

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:

🖻 Linked Table Manager		X
Select the linked tables to be updated:		
□ → Default Foundations (C:\AAA-Temp\Estimator_Data_Module3.mdb)	~	OK
🔲 🖕 🛅 Default Soil Categories (C:\AAA-Temp\Estimator_Data_Module3.mdb)		
□ 🚛 Default Structures (C:\AAA-Temp\Estimator_Data_Module3.mdb)		Close
🔲 🚛 Default Structures BOM (C:\AAA-Temp\Estimator_Data_Module3.mdb)		
🔲 💵 Default Wind Zones (C:\AAA-Temp\Estimator_Data_Module3.mdb)		Select All
🔲 🚚 Project Foundation List (C:\AAA-Temp\Estimator_Data_Module4.mdb)		
□ 🖕 📰 Project List (C:\AAA-Temp\Estimator_Data_Module4.mdb)		
		Deselect All
🔲 🎝 🔟 Steel Shape List (C:\AAA-Temp\Estimator_Data_Module3.mdb)		
□ 🚛 Steel-C (C:\AAA-Temp\Estimator_Data_Module3.mdb)		
🔲 🖕 📰 Steel-GA (C:\AAA-Temp\Estimator_Data_Module3.mdb)		
□ 🚛 Steel-HP (C:\AAA-Temp\Estimator_Data_Module3.mdb)	~	
	>	
Always prompt for new location		

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.