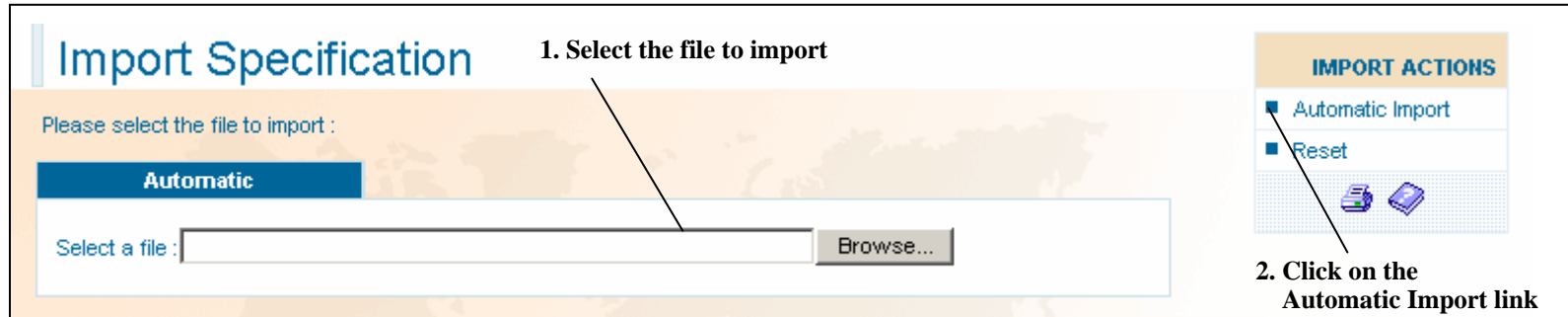


# Notepads Import File Specification

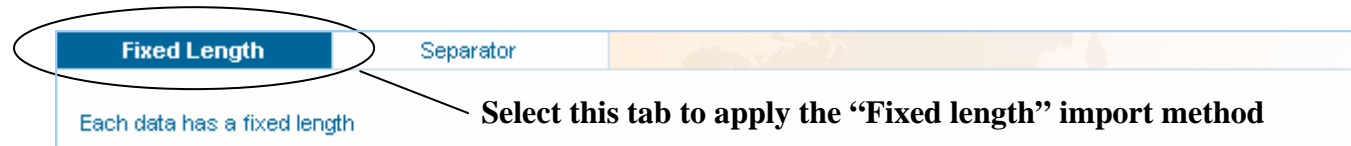
To import a notepad file, select the file using the “Browse...” button then click on the “Automatic import” link:



When the user clicks on the “Automatic Import” link, the notepad import screen is displayed (see below). The file selected can have two different structures depending on the import method used. Notepads can be imported using two different methods: “fixed length file” or “separator file”.

## 1. Fixed length file

When the user selects this method, the tab “Fixed length” is selected on the notepad import screen:

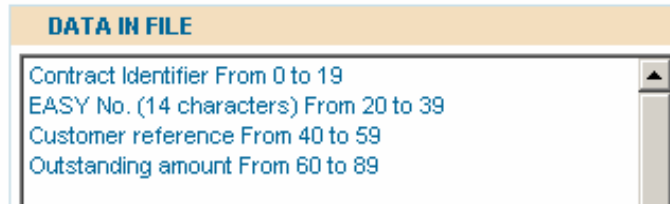


Each line represents the notepads for a company and each notepad is coded with a length of 20 characters. To enable an export **one field is mandatory**: the Easy number. The user has to select the notepads to export, including the Easy number. Each notepad must be padded to 20 chars with blanks to respect the import format.

## EXAMPLE 1

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For example, we have a contract with 4 notepads: the customer reference, the outstanding amount, a date of recovery debt and the contract identifier. The export of notepad has one mandatory field which is the Easy number. In this example, we are going to export the customer reference and the outstanding amount. The selected data are as follows:



We have the contract number, the Easy number, the customer reference and the outstanding amount, each data is padded on 20 chars.

The file content will look like as follows:

```
65857          00004598745984      R4598          10000
65857          00009894654546      R8975          200000
```

If we replace, on each line, the blanks with “.”, we have the following result:

```
65857.....00004598745984.....R4598.....10000.....
65857.....00009894654546.....R8975.....200000.....
```



We see that each line is padded with blanks to complete each field to 20 characters:

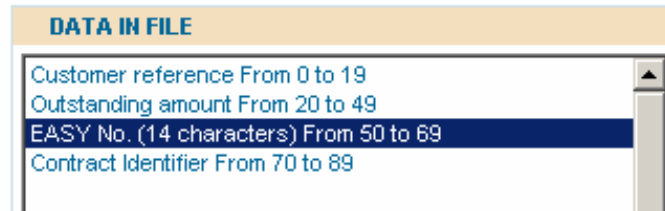
```
65857.....00004598745984.....R4598.....10000.....
65857.....00009894654546.....R8975.....200000.....
```

└──────────┬──────────┬──────────┬──────────┘  
20 chars      20 chars      20 chars      20 chars

If one line is not padded to 20, the result can be false or the line can be rejected.

## EXAMPLE 2

In the example above, the user has selected the EASY number, the customer reference and the outstanding amount (in this order). But the user can change the columns order and define another order using the buttons  and . For example:



In this selection, the customer reference is the first notepad to import, the outstanding amount is the second one, the Easy number is the third one and the contract number is the last one.

The import file must reflect this order and becomes:

```
R4598          10000          00004598745984          65857
R8975          200000         00009894654546          65857
```

With the padding visible:

```
R4598.....10000.....00004598745984.....65857.....
R8975.....200000.....00009894654546.....65857.....
```

We see again that each line is padded with blanks to complete each field to 20 characters:

```
R4598.....10000.....00004598745984.....65857.....
R8975.....200000.....00009894654546.....65857.....
```

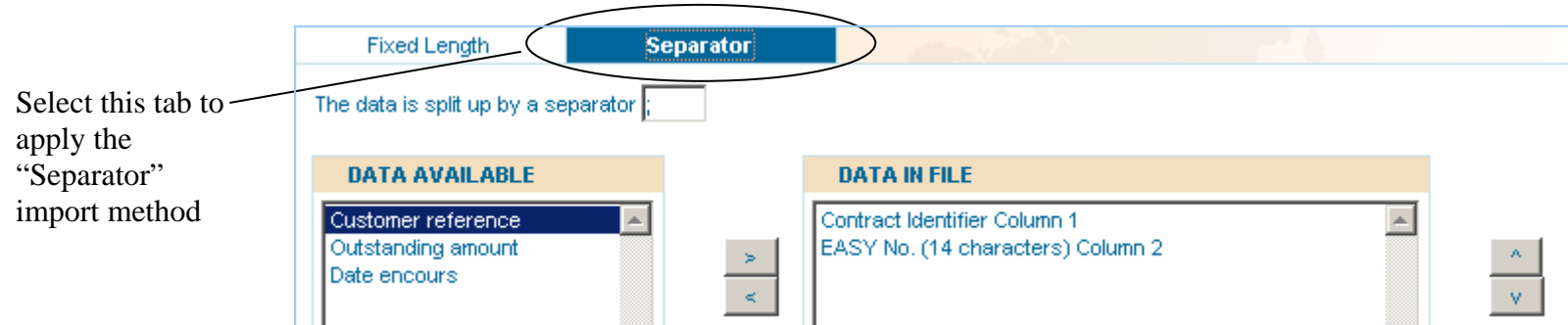
└──────────┬──────────┬──────────┬──────────┘

20 chars            20 chars            20 chars            20 chars

## 2. Separator file

With this method, each line represents still the notepads for a company, but this time each notepad is separated with a separator char. This separator can be chosen by the user (for example the “;”).

When this method is selected, the tab “Separator” is this time selected:



Each line represents the notepads for a company and each notepad is separated by a separator.

To be able to import a file, **2 fields are mandatory**: the contract number and the Easy number. The user has to select the notepads to import, including the Easy number.

A notepad must have a length of 20 chars maximum. The line will be rejected if the notepad exceeds this size.

### EXAMPLE 3

We have a file with our 4 fields: the contract identifier (mandatory), the Easy number (mandatory), the customer reference, the outstanding amount.

In the file, each field is separated with a “;”.

In this example, we are going to import the customer reference and the outstanding amount. The selected data are as follows:

