

This session will provide you an in depth demonstration of the usage of the Data Exchange Utility to import Membership records from a third-party provided comma-separated (CSV) file.

Minimum Requirements	Description
VISTA Version	Version 6.02 or later
Security Access	Your user group must have rights under Executables ->Data Exchange
Database Backup	<u>This is a non-reversible process.</u> It is your responsibility to have made a valid backup of your data prior to running this utility.

I. Prerequisites:

1. Set VISTA ID Card Definition
2. Prep Source File for:
 - Formats and Commas
 - Additional Card Holders

II. Create a Routine:

1. Specify Name and Data Components
2. Map Source to Destination Fields
3. Specify Record Matching Rules

III. Test, Run and Validate:

1. Perform Test Import and Verify
2. Run The Routine
3. Validate Data using VISTA