

User Manual – Import Data to Expiry Alert Biz (EAB) App

Step 1: Prepare ExpiryBusiness.csv file

- Create a new file using Excel, select all the columns and change them to Text as below

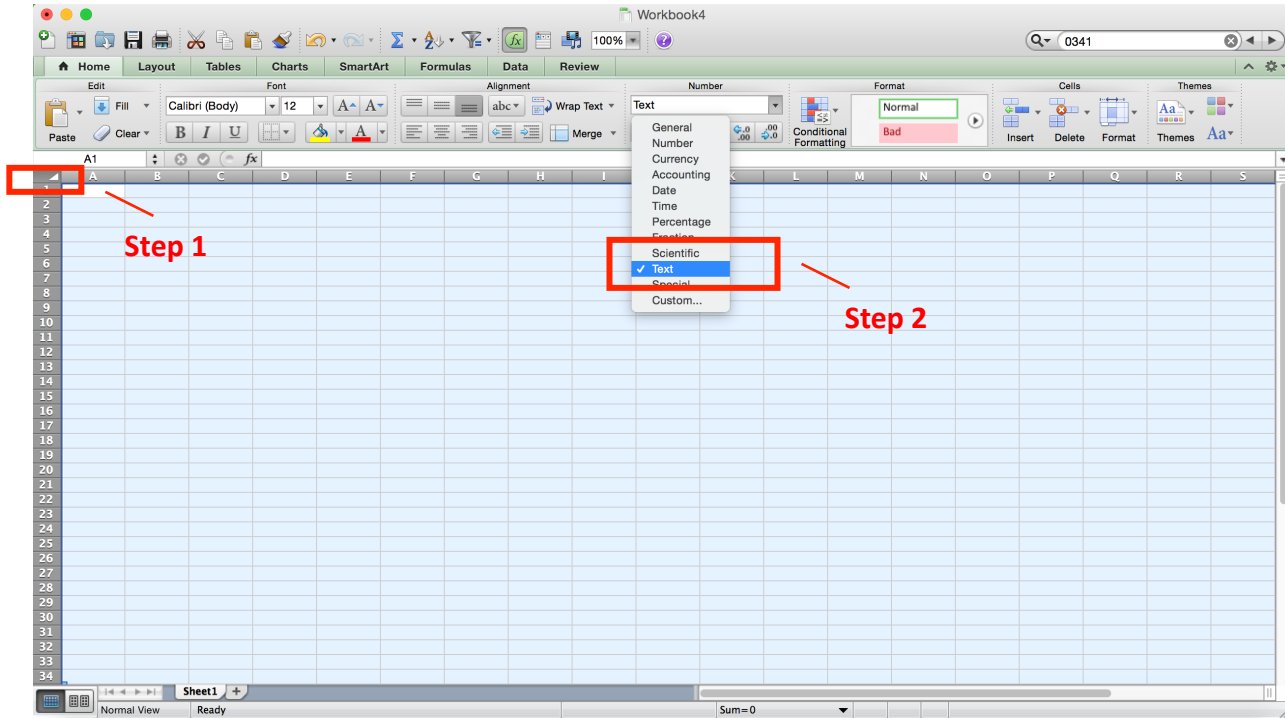
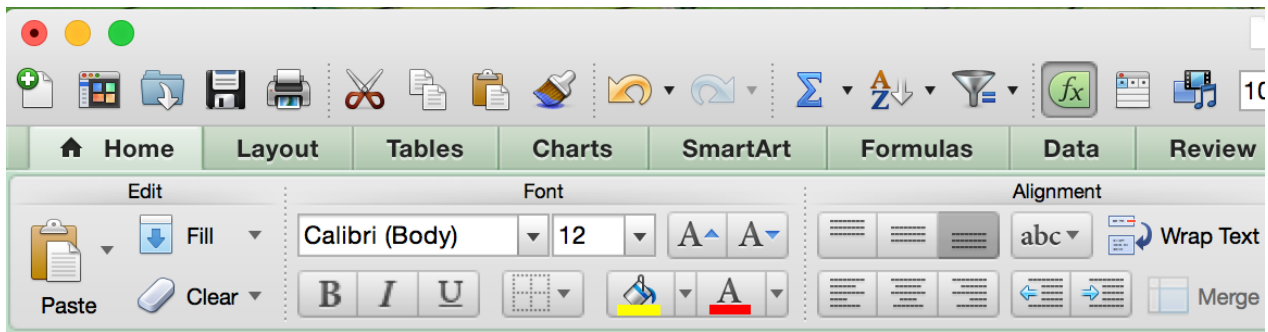


Figure 1.1

- Key in the expiry data as following format
Name,Barcode,Expiry date,Quantity,Place/notes

	A	B	C	D	E	F	G
1	Phyto Age-defying Serum	618059169250	25-06-2016	20	Shelf 2 R1 & Store 1 R3		
2	TBS SHEA Body Whip	5028197906931	15-08-2016	80	Shelf 1 R1 & Store 2 R2		
3	NIVEA Anti-perspirant Extra Whitening	42131946	23-02-2017	50	Shelf 1 R1 & Store 3 R4		
4	TBS Tea Tree Oil	5028197283506	04-08-2016	100	Shelf 1 R1 & Store 2 R2		
5	Etude House Eye Brow 02	8806382623149	02-10-2016	45	Shelf 2 R2 & Store 2 R1		
6	TBS Vitamin E Eye Cream	96040195	30-05-2016	30	Shelf 2 R2 & Store 1 R1		
7	TBS Elderflower Eye Gel	50089772	21-10-2016	60	Shelf 2 R2 & Store 3 R3		
8	Colgate Plax Mint Mouthwash	8850006306048	23-06-2016	20	Shelf 3 R3 & Store 1 R4		
9	Fruit of the Earth Cocoa Butter Lotion	71661216109	30-10-2016	75	Shelf 1 R1 & Store 2 R3		

Figure 1.2



	A	B	C	D	E
1	Adobe Acrobat DC Pro	1118-3142-4464-9003-1360-3945	21-04-2016		1 Peter K.T.
2	Office 365 Business Premium	H7BTJ-NF3TZ-DM24T-CG3G0-XI8F2	17-06-2016	51	All
3	Survey Monkey Platinum		17-06-2017	1	Alice A.
4	Dropbox Business		21-08-2016	23	20 Assigned
5	Adobe Acrobat DC Pro	2435-5544-3005-7612-3683-2097	21-02-2017	1	John P.
6	Adobe Photoshop	4678-0021-4589-8753-9154-2456	23-09-2016	1	Steven J.S.
7	Prezi Team		31-01-2017	5	4 Assigned

Figure 1.3

- Save the file as ExpiryBusiness.csv as in Figure 1.4

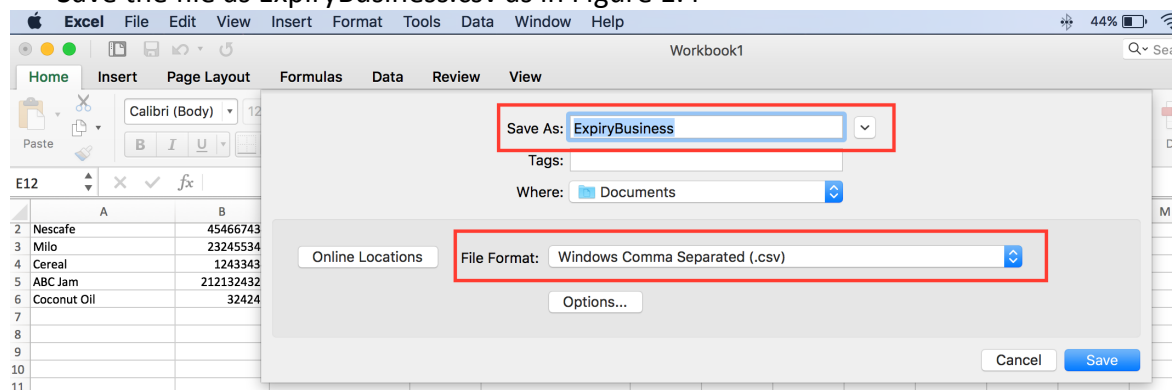


Figure 1.4

Step 2: Attach ExpiryBusiness.csv to an Email

Create a new email and add ExpiryBusiness.csv as attachment, and send it to the person in charge of Expiry Alert Biz.

Step 3: Import Data from Email Attachment

- Open mail from your device [iPhone /iPad/iPod] as shown in Figure 3.1.

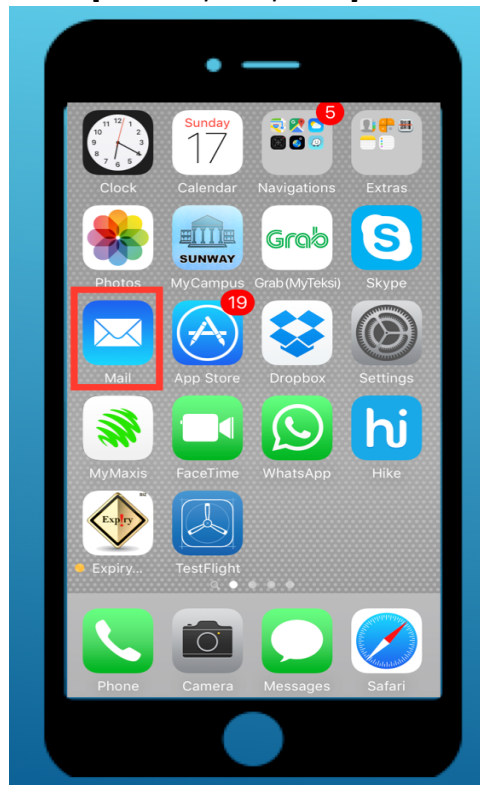


Figure 3.1

- Open the email with ExpiryBusiness.csv attachment, press and hold the attachment as below

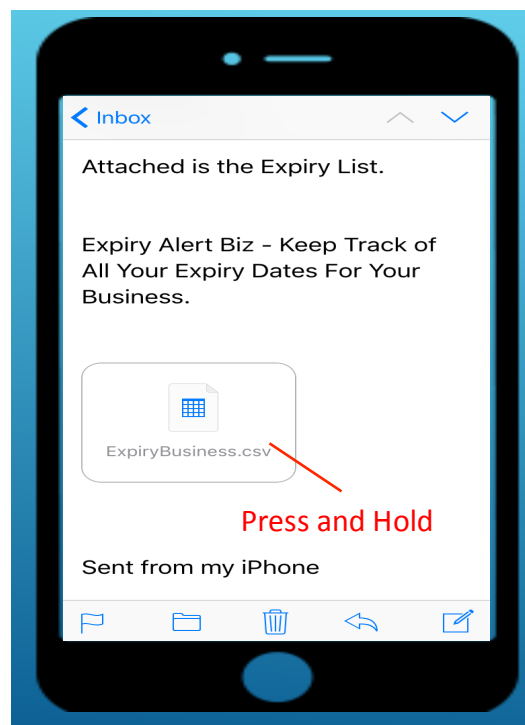


Figure 3.2

- While holding the attachment, it will open the action sheet as in Figure 3.3, choose 'Copy to ExpiryAlertBiz' to import data.

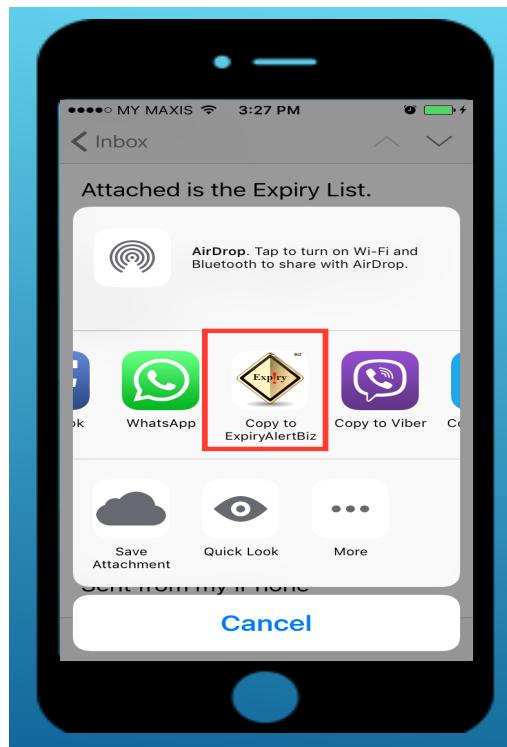


Figure 3.3

- The data will be imported to Expiry Alert Biz

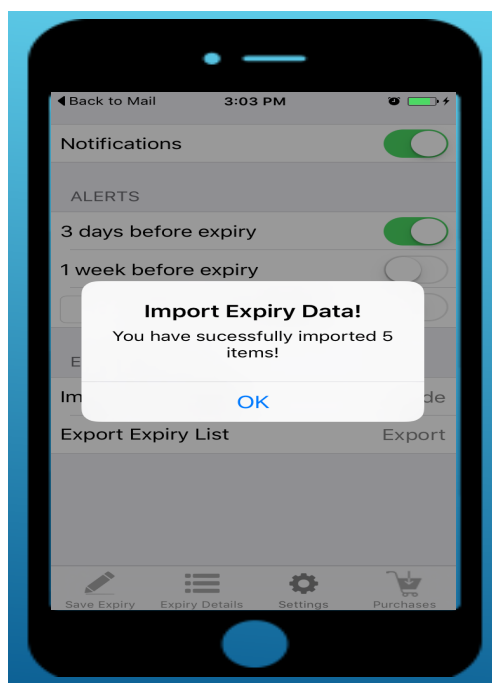


Figure 3.4

- User can navigate to 'Expiry Details' page to view the details

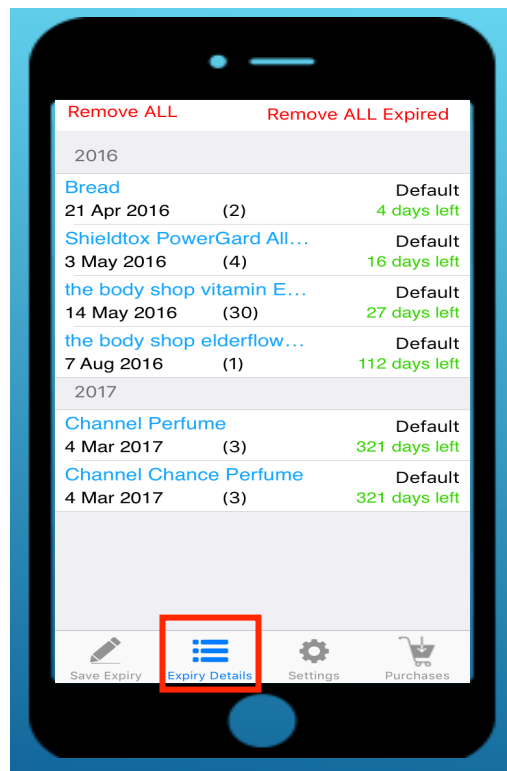


Figure 3.5