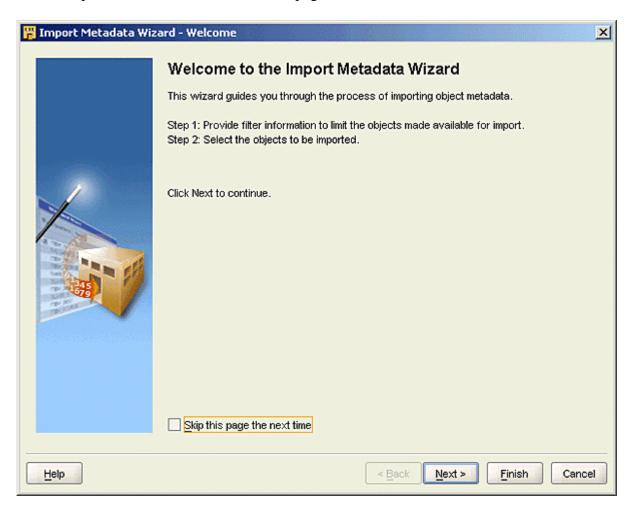
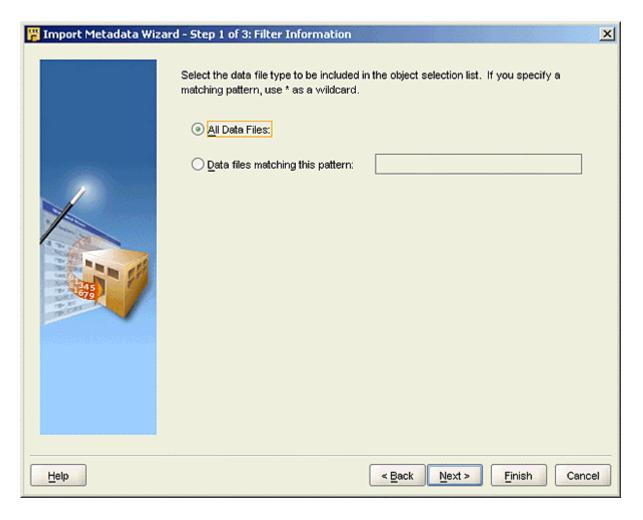
Using the Import Metadata Wizard

1. On the Import Metadata Wizard: Welcome page, click **Next**.



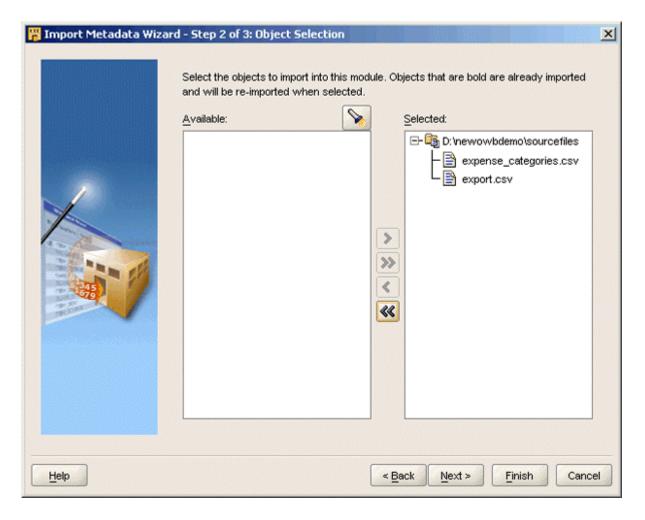
The Import Metadata Wizard: Filter Information page appears.

2. On the Import Metadata Wizard: Filter Information page, accept the default selection All Data Files and click Next.



The Import Metadata Wizard: Object Selection page appears.

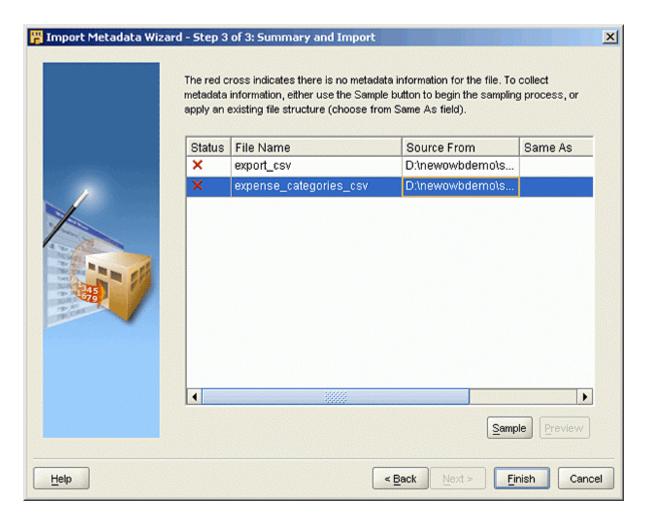
3. On the Import Metadata Wizard: Object Selection page, expand the D:\newowbdemo\sourcefiles node (the location where you have .csv files). A list of files is displayed. Use >> (Add All) to move all file definitions from the Available list to the Selected list. Click Next.



The Import Metadata Wizard: Summary and Import page appears.

4. Note: On this page, you see two file definitions (expense_categories_csv and export_csv) prefixed with a red cross. The red cross indicates that there is no metadata information available for this file within the Warehouse Builder repository. Before importing, Warehouse Builder needs to know the structure of these files. Through the sampling process, information about the structure is gathered.

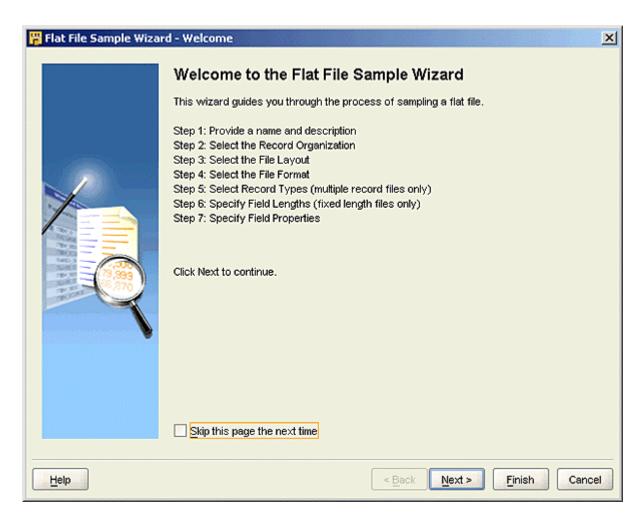
On the Import Metadata Wizard: Summary and Import page, select **expense_categories_csv** file , if it is not already selected. Click **Sample**.



The Flat File Sample Wizard appears.

Using the Flat File Sample Wizard

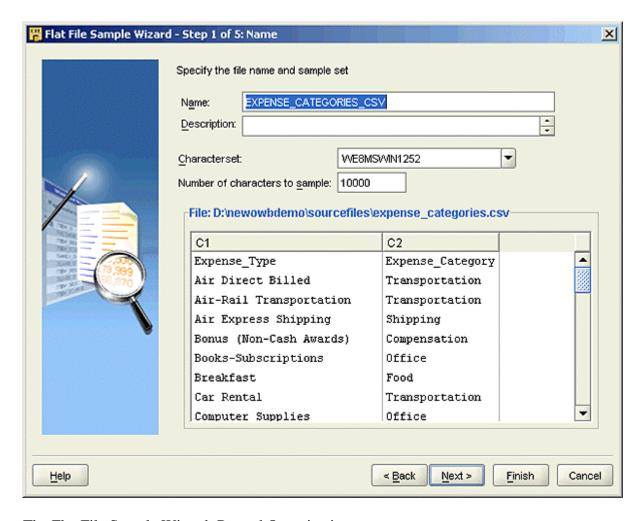
1. The Flat File Sample Wizard guides you through the definition of a flat file's structure. On the Flat File Sample Wizard: Welcome page, click **Next**.



The Flat File Sample Wizard: Name page appears.

2. On the Flat File Sample Wizard: Name page, accept EXPENSE_CATEGORIES_CSV as the default file's name. This is the name by which Warehouse Builder refers to the file after it is imported. Warehouse Builder offers a large number of character sets, which you could use to read the data.

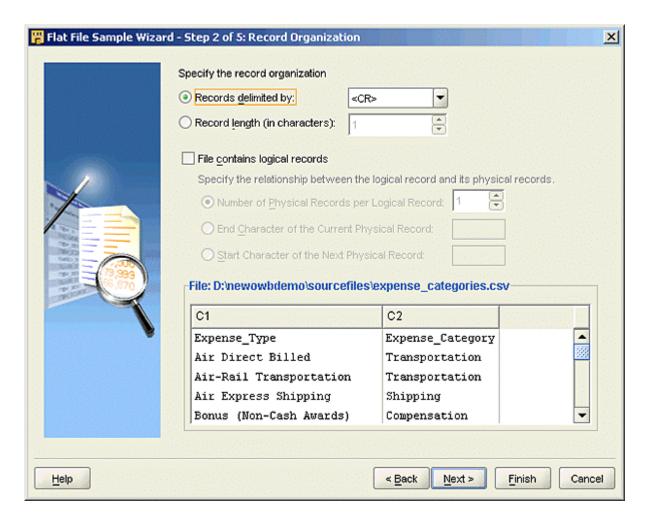
Accept the defaults on this page. This file has two columns: Expense Type and Expense Categories. The wizard makes assumptions about the structure of the flat file. The lower portion of the dialog box displays a sample of how OWB imports the rows of the flat file data into columns in a table. Click **Next**.



The Flat File Sample Wizard: Record Organization page appears.

3. Note: You use the Record Organization page to indicate how records are organized in the file you are sampling.

On the Flat File Sample Wizard: Record Organization page, accept the default option of Records delimited by carriage return (<CR>). Click **Next**.

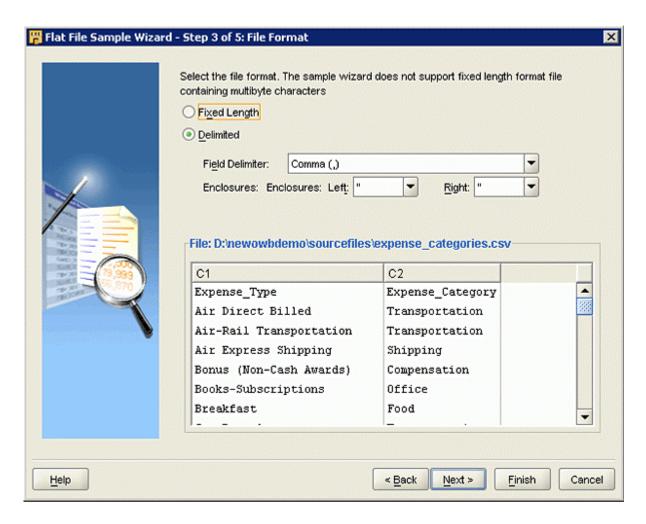


The Flat File Sample Wizard: File Format page appears.

4. Note: On this page, you specify the formatting for the file structure. Fixed length files, as well as character-delimited files, are supported.

Tip: If your files have a different delimiter, you can enter it in the Field Delimiter drop-down list. Warehouse Builder uses the delimiter that you entered.

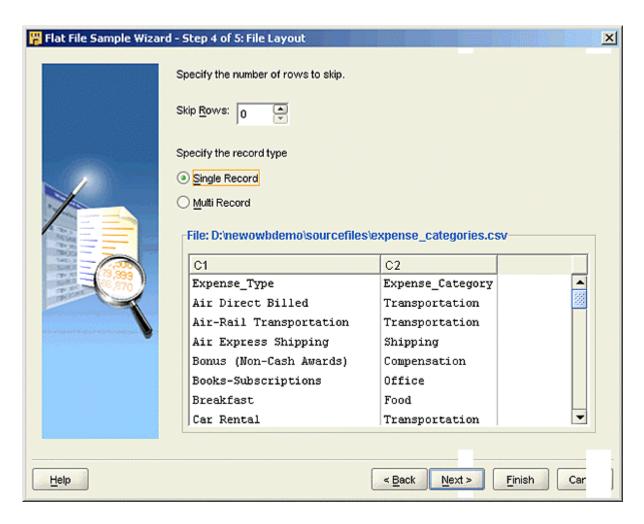
On the Flat File Sample Wizard: File Format page, accept the default option of **Delimited** for file format. Click **Next**.



The Flat File Sample Wizard: File Layout page appears.

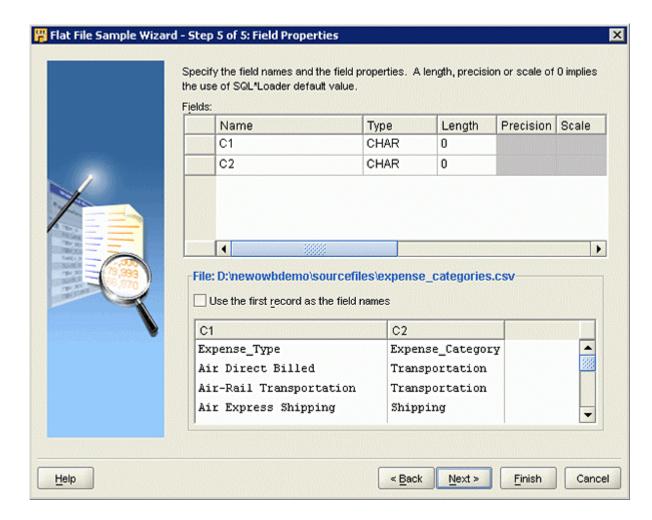
5. Note: On this page, you can specify the number of rows to skip. You can select between a single record type and multiple record types.

On the Flat File Sample Wizard: File Layout page, accept the default values of **0** for Skip Rows. The expense_categories.csv file is an example of a single record type file. Select **Single Record** for record type and click **Next**.



The Flat File Sample Wizard: Field Properties page appears.

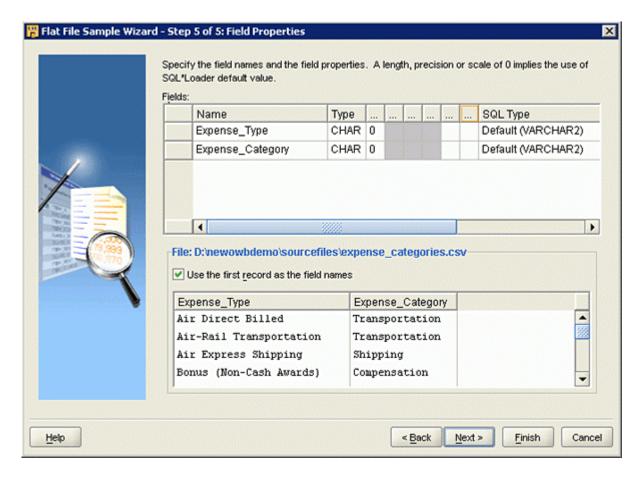
6. You can use the values in the first record for the field names, when the flat file's first record is a header. On the Flat File Sample Wizard: Field Properties page, select **Use the first record as the field names**.



In the following screenshot, notice that the field names have changed.

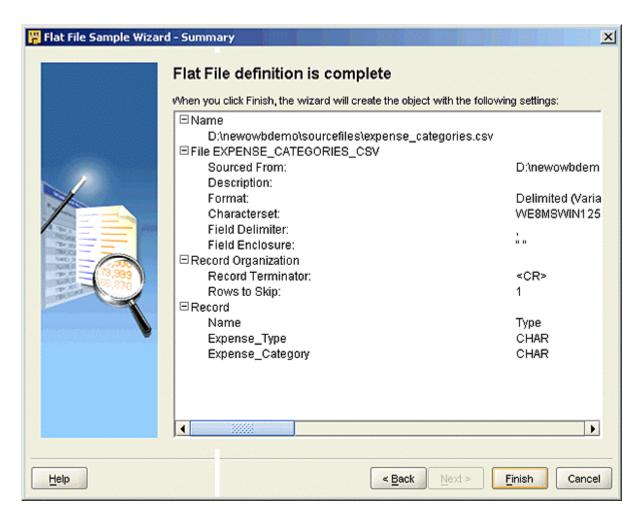
Tip: Notice the SQL data types to the right; these allow you to control, for example, the external table data types based on this file.

Click Next.



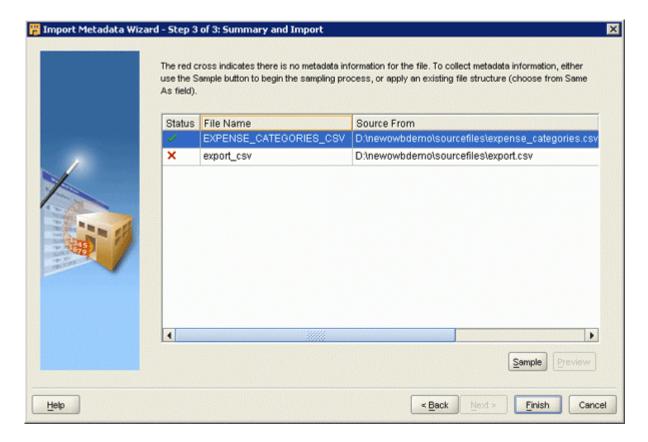
The Flat File Sample Wizard: Summary page appears.

7. Review the summary specifications that you have defined for the expense_categories_csv file. On the Flat File Sample Wizard: **Summary** page, click **Finish**.



The wizard creates the flat file. The Flat File Sample Wizard returns you to the Import Metadata Wizard.

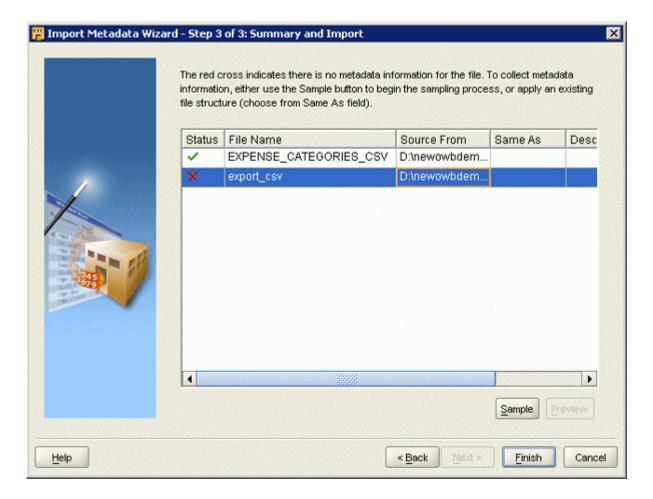
8. On the Import Metadata Wizard: Summary and Import page, in the Status field for expense_categories_csv, the green check mark indicates that expense_categories_csv has been sampled.



You now proceed to sample the second flat file.

9. Select the export_csv file if not already selected. Click **Sample**.

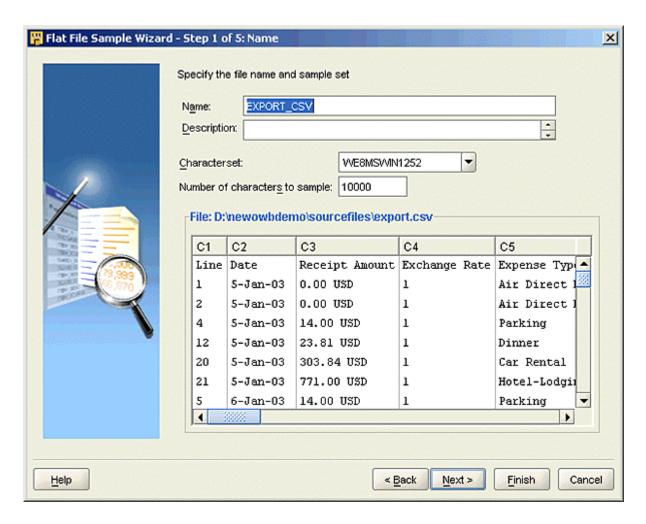
Tip: To save time, you can select **Same As <FileName >** from the Same As drop-down list. (You must use the Same As option when the file to be sampled is similar in structure to any of the previously sampled files.) In this example, the structures of the two files to be sampled are not similar.



The Flat File Wizard: Welcome page appears. Click Next.

10. On the Flat File Sample Wizard: Name page, accept EXPORT_CSV as the default file's name. This is the name by which Warehouse Builder refers to the file after it is imported.

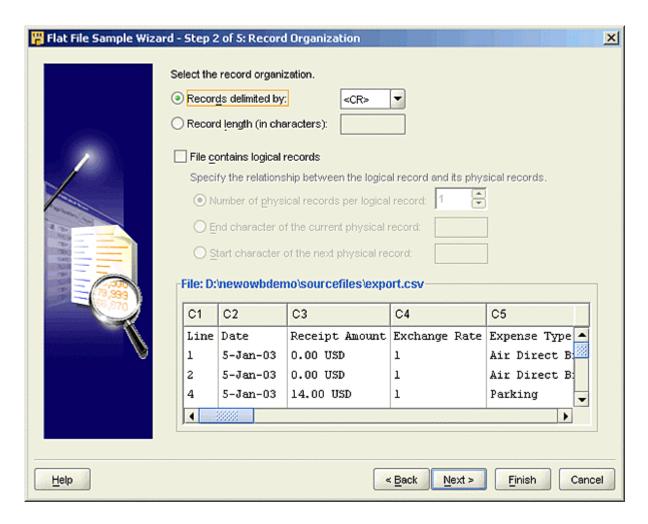
Accept the defaults on this page. This file has 14 columns. Click Next.



The Flat File Sample Wizard: Record Organization page appears.

11. Note: You use the Record Organization page to indicate how records are organized in the file that you are sampling.

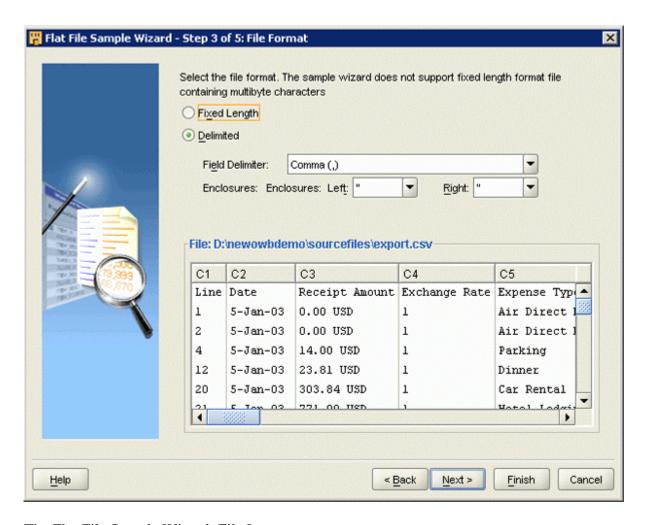
On the Flat File Sample Wizard: Record Organization page, accept the default option of Records delimited by carriage return (<CR>). Click **Next**.



The Flat File Sample Wizard: File Format page appears.

12. Note: On this page, you specify the formatting for the file structure. Fixed length files, as well as character-separated files, are supported.

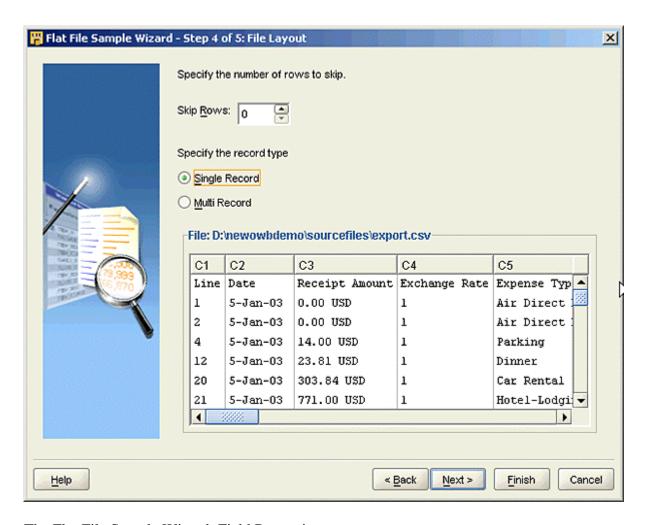
On the Flat File Sample Wizard: File Format page, accept the default option of **Delimited** for file format. Click **Next**.



The Flat File Sample Wizard: File Layout page appears.

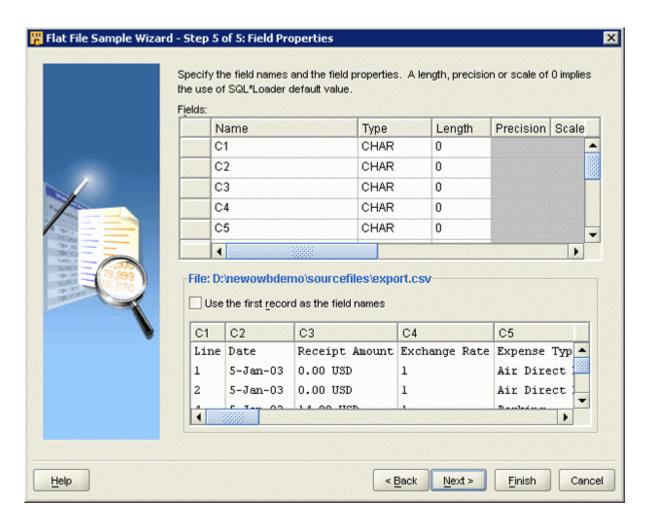
13. Note: On this page, you can specify the number of rows to skip. You can select between a single record type and multiple record types.

On the Flat File Sample Wizard: File Layout page, accept the default value of **0** for Skip Rows. The expense_categories.csv file is an example of a single record type file. Select **Single Record** for Record Type and click **Next**.

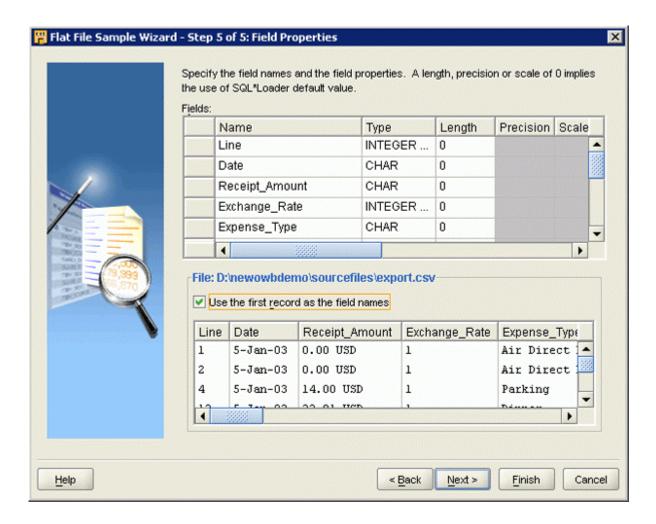


The Flat File Sample Wizard: Field Properties page appears.

14. On the Flat File Sample Wizard: Field Properties page, select **Use the first record as the field names**. You can choose to use the values in the first record for the field names, when the flat files first record is a header.



Notice that the field names have changed.

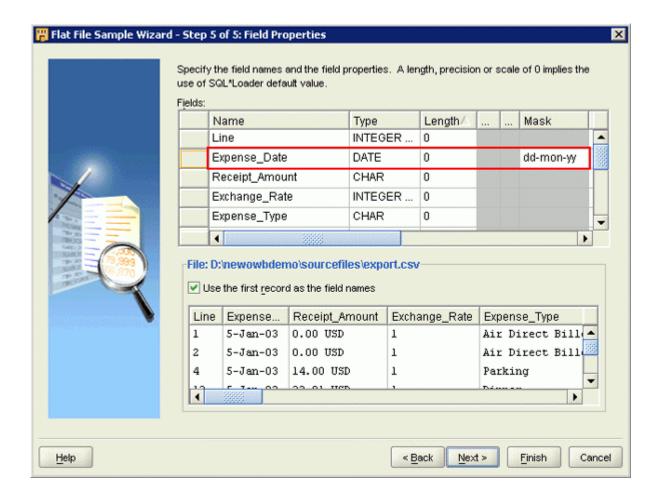


15. Note: Do not click the Back button on the wizard page unless you have finished step 15. This might result in an error because date is a reserved word and you have not yet renamed the date field.

On the Flat File Sample Wizard: Field Properties page, select Date.

Rename Date to **Expense_Date** because Date is a reserved word.

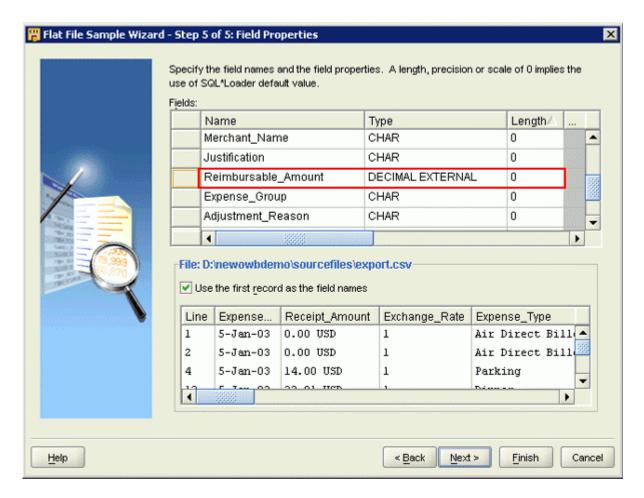
From the Type drop-down list, select **Date**. In the Mask column, enter **dd-mon-yy** (without single quotation marks).



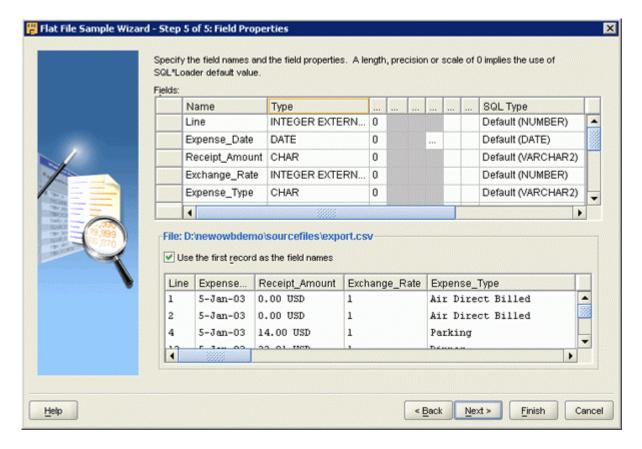
16. On the Flat File Sample Wizard: Field Properties page, select Reimbursable_Amount_(USD).

Rename Reimbursable_Amount_(USD) to Reimbursable_Amount, because '(' ')' are both reserved characters.

From the Type drop-down list, select **Decimal External**.

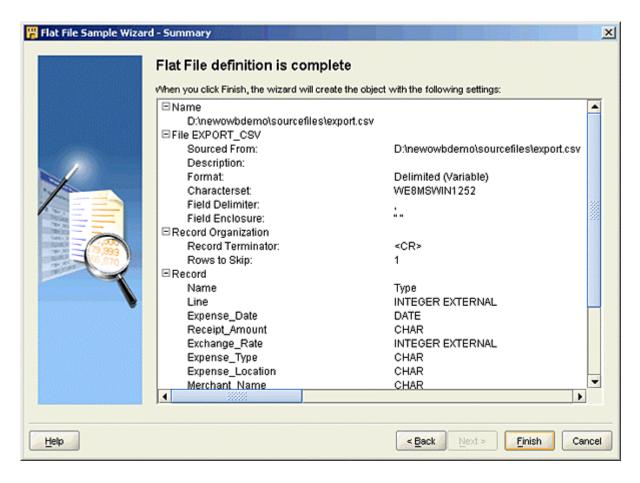


Note: Scroll to the right in this dialog box to view SQL Properties. The wizard creates default SQL Properties on the basis of your selection in the Type column.



Click **Next**. The Flat File Sample Wizard: Summary page appears.

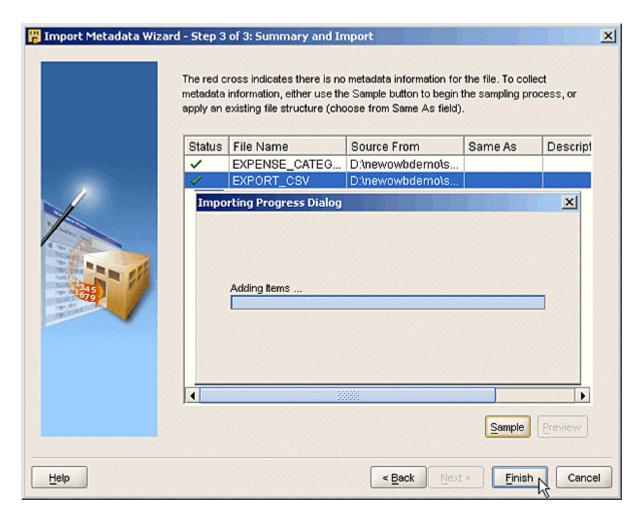
17. Review the summary specifications that you defined for the EXPORT_CSV file. On the Flat File Sample Wizard: **Summary** page, click **Finish**.



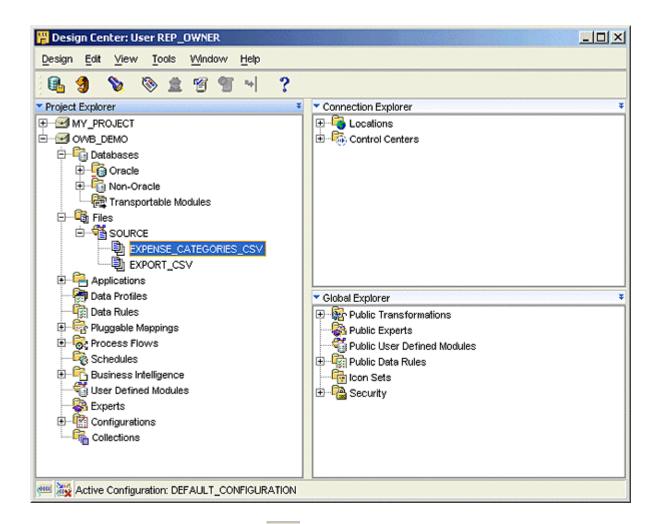
The wizard creates the flat file. The Flat File Sample Wizard returns you to the Import Metadata Wizard.

18. On the Import Metadata Wizard Summary and Import page, the green check mark in the Status field for both EXPENSE_CATEGORIES_CSV and EXPORT_CSV indicates that both the files have been sampled. On the Import Metadata Wizard: Summary and Import page, click **Finish**.

The import begins. Importing Progress Dialog shows the import progress.



In Project Explorer, expand **Files > SOURCE**. You see the two tables (EXPENSE_CATEGORIES_CSV and EXPORT_CSV) you just sampled and imported.



In the Design Center, click **Save All** on the toolbar. In the Warehouse Builder Warning window, click **Yes** to commit your work.