

## DataLoad for Dummies

This document is a simple guide to creating Macro loads to load data into Oracle Applications, although it is equally applicable to any other application. Dataload works very well but for new users it can be quite difficult to work where to start. What you are trying to do is get data into Oracle tables via the Applications forms and Dataload is a HUGE time saver.

Here's what you need to do step by step.

1. Open the Oracle Form you want to load data into. In this document we will use the Asset Fiscal Year form as an example.

From Date	To Date	Fiscal Year	
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

2. Begin by manually entering the data you want in the form.

Start with the Fiscal Year Name box. **Write down** your keystrokes on a piece of paper. For Example:

Fa Fiscal Year TAB Fa Fiscal Year TAB 01-Sep-50 TAB 31-Aug-51 TAB 1951 TAB

*Notice after that last tab it automatically fills in the next record*

3. Now you are ready to use the DataLoad program
4. Open the DataLoad program
5. Make sure the Oracle form you want you want to load data into is open.

6. In DataLoad, click the drop down box for Window Name and select the name of the window that contains the form you want to load data into. In Oracle Applications 10.7 and 11.0 this will be the name of the form but in 11i it will be the name of the main Oracle window containing all the forms. The window name will appear in the drop list as long as you have that window open on your PC.
7. In the Description box type a description. For example, FAXSURFYR 11.0.2 (form name & version)
8. Click the drop down box for Command Group and select the group that best represents the system you are loading data into. The Command Group ensures the correct versions of commands are used for the system you are loading into.
9. Click in the first cell of the Grid and type your first keystroke FA FISCAL YEAR.
10. Move to the next cell and type your next keystroke TAB. (TAB is a DataLoad command alias that send the Tab key)
11. Continue until you have typed all the keystrokes you wrote down from Step #2 above.
12. Click the Send Data to Form button, or select Send Data from the Tools menu
13. Click OK to "Load all cells"
14. Watch Dataload load your data into your form.
15. Save your form

### Notes

- a) If some of your data is in an Excel spreadsheet you can Copy (Ctrl C) and Paste (Ctrl V) from Excel to DataLoad. You can also use the Excel Import feature of DataLoad or import data into DataLoad from a text file.
- b) The TAB command referred to above is just one of many commands supplied with DataLoad. See the User Guide for an explanation of what commands are and what other commands are provided with DataLoad.
- c) To send text as keystrokes, as is sometimes necessary in navigation, etc, the text must be prefixed by a backslash. Where text is not prefixed with a backslash it is sent to the Oracle form using copy & paste. All keys can be sent as keystrokes and the User Guide provides an in depth description of sending keystrokes to forms.