

# MSExcel Import Utility Documentation

## Intro:

This document is being provided to you in order to help you import questions into your database from an MSExcel spreadsheet. Please follow these instructions carefully. Please do not change the layout of the worksheet. Please do not add additional worksheets. Please do not change the format of any of the cells in the worksheet.

## Minimum Requirements:

Windows 2000 with SP4

Office 2000 – Better results will be obtained when running Office 2003 with SP2 or later version

## Installation and Setup:

Please download and Save this self extracting zip file to your Desktop. From your Desktop, run the file, “MSExcelImportUtility.exe”. This will install files in [C:\Program Files\Bible Bowl\Import Folder](#)

## Overview:

Questions written in this Microsoft Excel spreadsheet can be imported into the **QuizMaster Console** database with the help of this MSExcelImportUtility V3. The utility examines each record / question to ensure the presence of required fields. When the files being checked are free from errors, the utility will then import all the records into the **QuizMaster Console** database.

## Procedure:

First, an Excel spreadsheet must be completed in the required format; a “Sample” spreadsheet is being sent with this utility with questions that can actually be imported into you database. The Sample spreadsheet can be found in [C:\Program Files\Bible Bowl\Import Folder](#). Feel free to add these sample questions to your current database as a first pass so you can get a feel for how this MSExcelImportUtility V3 works. Whenever you are ready to begin entering data, you will need to copy this “Sample” spreadsheet and give it the name of the book that you are writing questions for. Please name the spreadsheet exactly as the book of the Bible, e.g. 2 Samuel. Please do not change the names of the first row of the spreadsheet as these are required fields for the MSExcelImportUtility V3.

You will need to enter data in each of the required field and there should be only one question in each row of the spreadsheet. Please do not skip any rows. You do not need to enter data in any particular chapter / verse order. You are only required to provide a chapter and verse reference for each record.

Once the file / data entry portion has been completed, it must be saved in the folder – [C:\Program Files\Bible Bowl\Import Folder](#). The name of the file(s) must be the actual name of a book of the Bible. You need only one file for each book. You can have as many files/books in the Import folder as you are working on. The utility will import them all.

Before running the MSExcelImportUtility V3, you will need to close the **QuizMaster Console**. Run the MSExcelImportUtility V3. This will take the records that are in the Excel file(s) and import them into the **QuizMaster Console** database. If there are any incorrect records the utility will identify them, and produce an error log. Once you have corrected the incorrect record, you would need to start the utility again. You will need to continue this process until you have corrected all questions. The records are then imported into the database at which time you are given the option of actually updating the **QuizMaster Console** database itself.

Once all the records have been entered you will be able to access them from the **QuizMaster Console**.

If you have any questions, please do not hesitate to contact me.