

BERT Savedlist Upload

MAPPING A DRIVE:

START> My Network Places > Add a Network Place

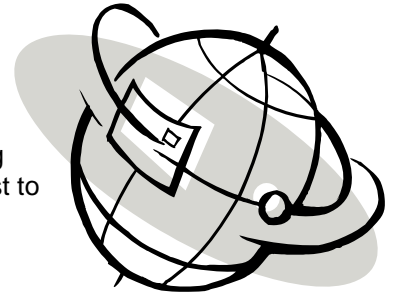
When the Network Place Wizard opens:

1. Click **Next**
2. Click on **Choose another network Location > Next**
3. In the Internet or network address box type:
\\herry\BERT_Savedlist_Upload
4. Click **Next**
5. Leave Name as it is and Click **Next**
6. Click **Finish**

Part 1: The ID List

This new process will allow you to use an existing Excel list of Benefactor ID's and create a savedlist to use in BERT.

1. Copy your list of ID's
2. Paste the ID's into Note Pad. (Start > All Programs > Accessories > Note Pad)
 - Make sure that there is a blank line at the end of list! Otherwise the last number in your list will not be included in the upload.
 - When naming your file DO NOT use spaces, or special symbols.
3. Save the new text document on to your desktop.
4. Open up the folder BERT_Savedlist_Upload from your Network places. (see side bar)
5. Drag and drop your text document into the folder.



Part 2: Creating the Savedlist

1. Log into BERT
2. Click Explore
3. Open Savedlist Utilities > Person >
4. Double Click on UTL_0016 – Create Person Savedlist from Data File
5. Type in your file name EXACTLY how you saved and make sure you put the .txt ! (It is case sensitive)
I.E. file name = 1994Class.txt
6. Select your name or whoever wants this savedlist from the drop down list.
7. Type a new name for this savedlist
8. Type in a description for the savedlist
9. Click Run Process
10. The savedlist will now appear in your Person Savedlist drop down menu, just as it normally would.