
 **DATAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

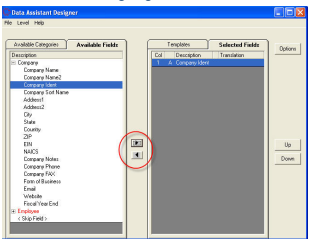
DC/Win DIA Basic Census


- Assigning Fields
 - Assigning Fields
 - Arranging Fields
 - Deleting Fields
 - The Skip Field

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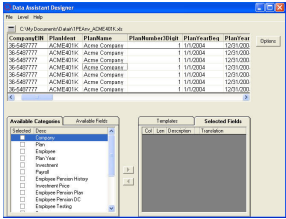
Assigning Fields




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Open Sample Data File Option



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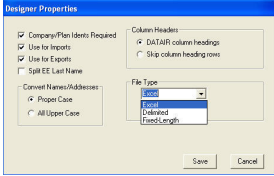
DC/Win DIA Basic Census


- Special Options
 - Company /Plan Idents Required
 - Use for Imports/Exports
 - Split EE Last Name
 - Cases
 - Column Headings
 - File Type
 - Excel
 - Delimited
 - Fixed Length

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Special Options




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Sample DIA Files provided with System


- Employee Census Files with DATAIR Headings
 - Sample Anniversary Notification with Column Headings.DIA
 - Sample Census With Column Headings.DIA
- Employee Census Files without DATAIR Headings
 - Sample Anniversary Notification Without Column Headings.DIA
 - Sample Census Without Column Headings.DIA

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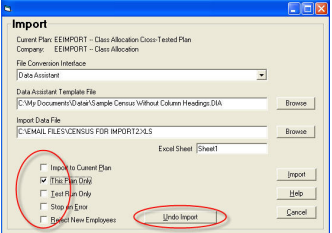
Steps for Importing Census Data


- Export to Excel from Existing Plan
 - Choose Data Assistant from Export Task dropdown
 - Specify DIA directory and path or choose from Browse
- Send Excel file to Sponsor for updating census
 - Instruct Sponsor not to Delete any columns
 - If DATAIR Column Headings are not used, instruct Plan Sponsor not to rearrange columns
- Review updated Excel file or import using Test Run Only option
- Import using Current Plan or This Plan Only option
- Review Import Log

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Import Options




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Helpful Hints


- Backup Plan File with a Copy Out before importing
- First try a Test Run Only
- Review the Import Log for Warnings or Errors
- Transactional Data can be deleted using the Undo Import option
- On Periodic Plans, use one Excel File with Multiple Worksheets
- Standardize the Census Request format to fit your typical plans



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Common Problems

- Data File missing Required Identifiers or Identifier Incorrect
- DATAIR Column Headings Setting used or not used
- Excel Worksheet Name other than Sheet1
- Column(s) deleted or added in Worksheet without Changing the Mapping to DIA
