SAP BusinessObjects Information Steward

**Import file metadata**

To navigate the tutorial, follow the onscreen instructions or use the controls at the bottom of the screen.
In this tutorial, you will define a file format and add flat file metadata to the project from connections that you have defined.
Click Workspace.
You want to import metadata for the sales file that contains customer information.

Click File Formats.
Click New.

To view a file format definition, select a format from the left.

To create a new file format click the New button from the toolbar.
For this tutorial, the file format name and description have been entered for you.

Click Browse.
Click Flat File Location.
Select Customer_List.csv.
Click Apply.
Select the **First row contains field names** check box.
<table>
<thead>
<tr>
<th>Field name</th>
<th>Type</th>
<th>Size</th>
<th>Precision</th>
<th>Scale</th>
<th>Format</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a row</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Propose Schema.
Change the Customer ID field type from Int (Integer) to Varchar.

Click Int.
In the File Format Editor, a table is shown with columns for Field name, Type, Size, Precision, Scale, Format, and Description. The fields include `CustomerID`, `FirstName`, `LastName`, `PrimaryCustAcct`, `Address1`, `Address2`, and `Timestamp`. The Type for `CustomerID` is `Int`, `FirstName` is `Varchar`, and `LastName` is `Numeric`. The table contains sample data for each field.

The screen shows a successful import schema.
Field format name: SalesVersionOfCustomer
Description: A sales rep's file with customer related information
Sample file: Flat File Location\Customer_List.csv

Field separator: Delimited By: Comma

<table>
<thead>
<tr>
<th>CustomerID</th>
<th>FirstName</th>
<th>LastName</th>
<th>PrimaryCustAcct</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JANE</td>
<td>HARTLEY</td>
<td>PLANVIEW INC</td>
<td>14 60TH STREET</td>
<td></td>
<td>SUITE 1003</td>
<td>NEW YORK</td>
<td>NY</td>
</tr>
<tr>
<td>2</td>
<td>BILL</td>
<td>RAMESH</td>
<td>SOUTHWEST DELIV</td>
<td>351 NEW ALBANY</td>
<td>PO BOX 125</td>
<td>NOORESTOWN</td>
<td>NJ</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BOB</td>
<td>SCHMIDT</td>
<td>BAYOR CORPORAT</td>
<td>1 MORAV AVENUE</td>
<td></td>
<td>PITTSTURGH</td>
<td>PA</td>
<td></td>
</tr>
</tbody>
</table>
Once you have created the file format, you're ready to import the metadata. Return to the Workspace Home tab page.

Click Workspace Home.
Ensure you have the Profile Result tab selected.

Click the Add list.
Reading SalesVersionOfCustomer complete.

Select Files....
Click Flat File Location.
Click the Format name list.
Select the **Customer_List.csv** check box.
Click Add to Project.
File connection configuration is saved successfully.

Click Yes.
You have successfully defined a file format and imported the metadata for a file that contains customer information from a sales perspective. At this point you have objects you can work with in Information Steward.

End of tutorial