

Easy Organizer Suite™
Threads Organizer™ Module Pack
easythreads™ Module

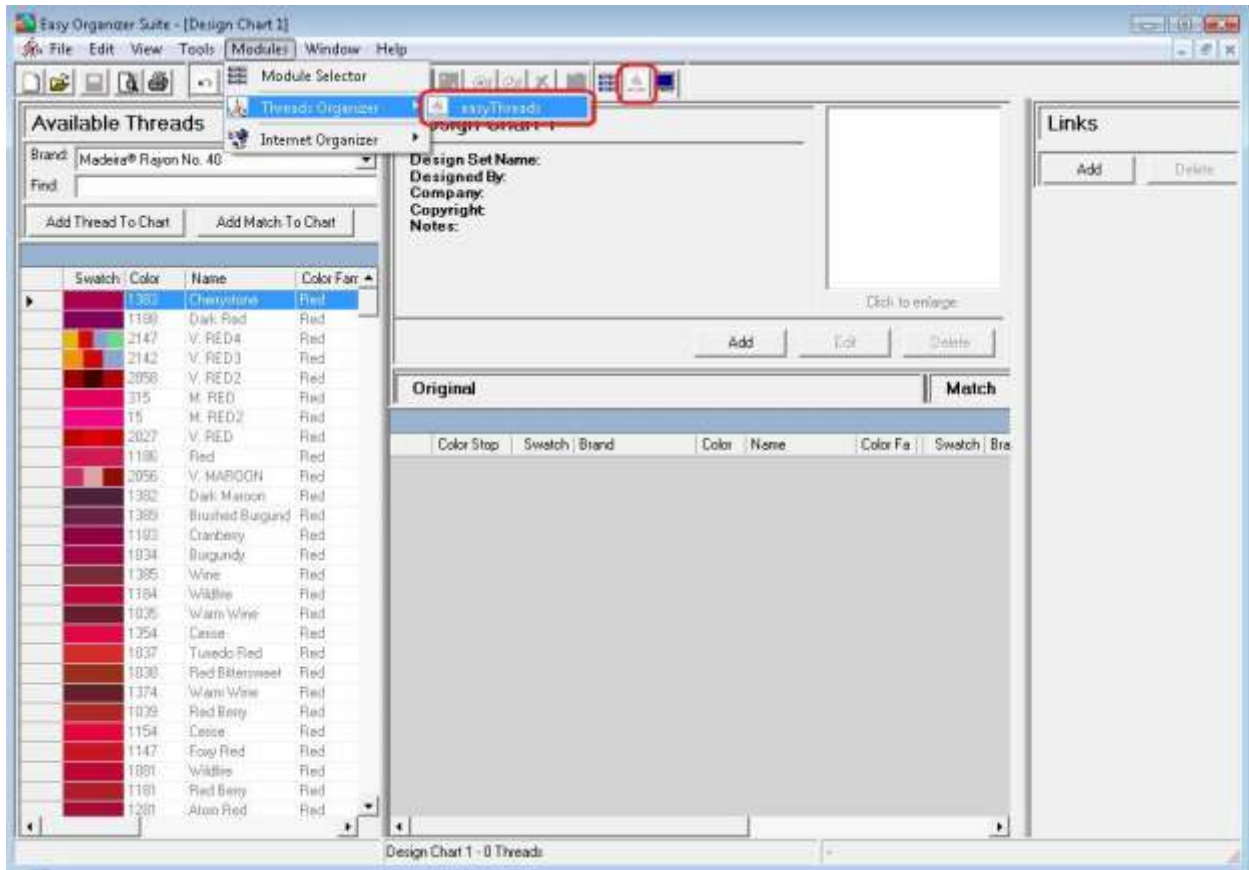
Lesson 21 - How to Import My Inventory

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our twentieth lesson will show you how to import an embroidery design.

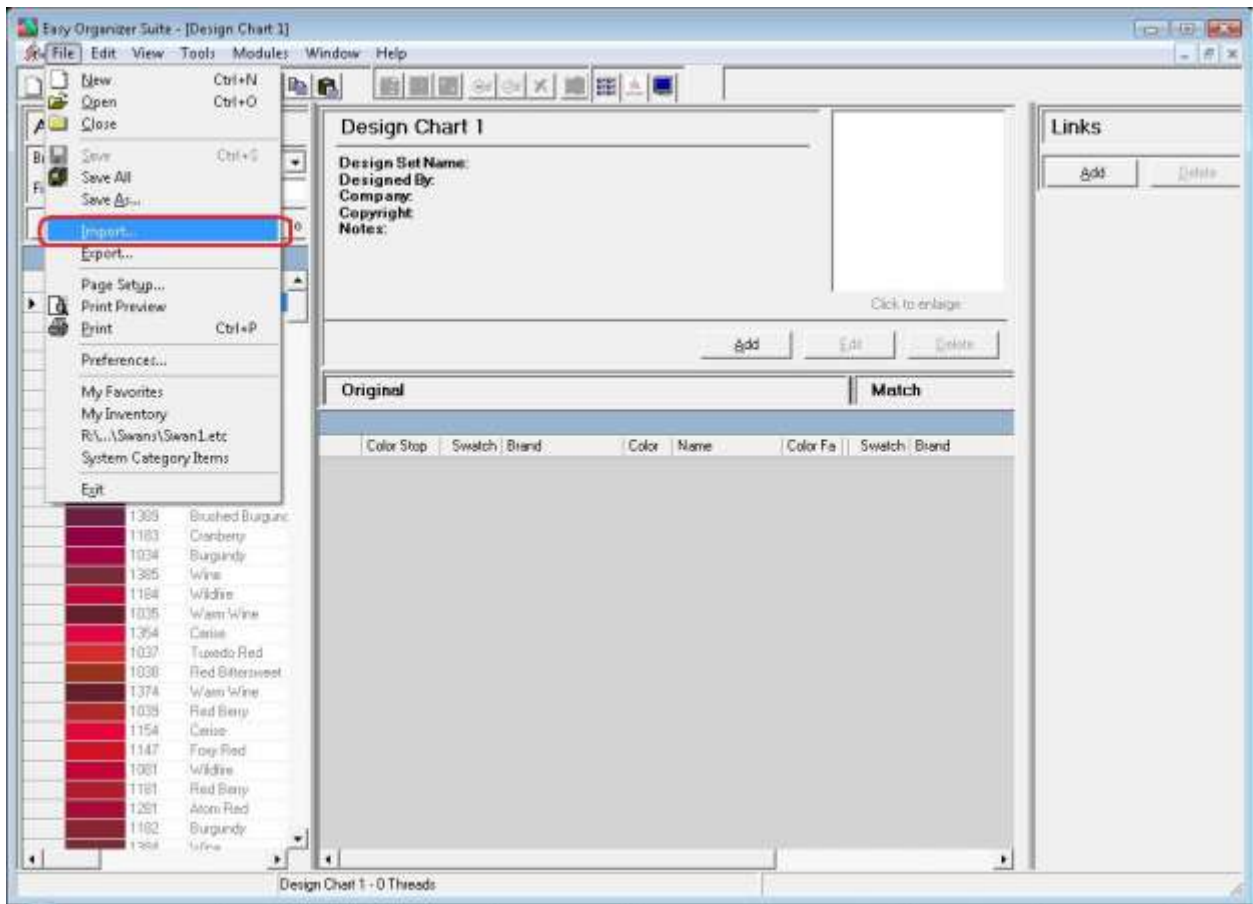
In the Pro Edition of the **easythreads™** program, you can import a file containing threads into My Inventory. This feature is only available in the Pro Edition.

Importing My Inventory

1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



2. To open the Import Wizard, select File → Import.



3. The Import Wizard will open. Click on the Browse... button to find the file of threads you want to import.

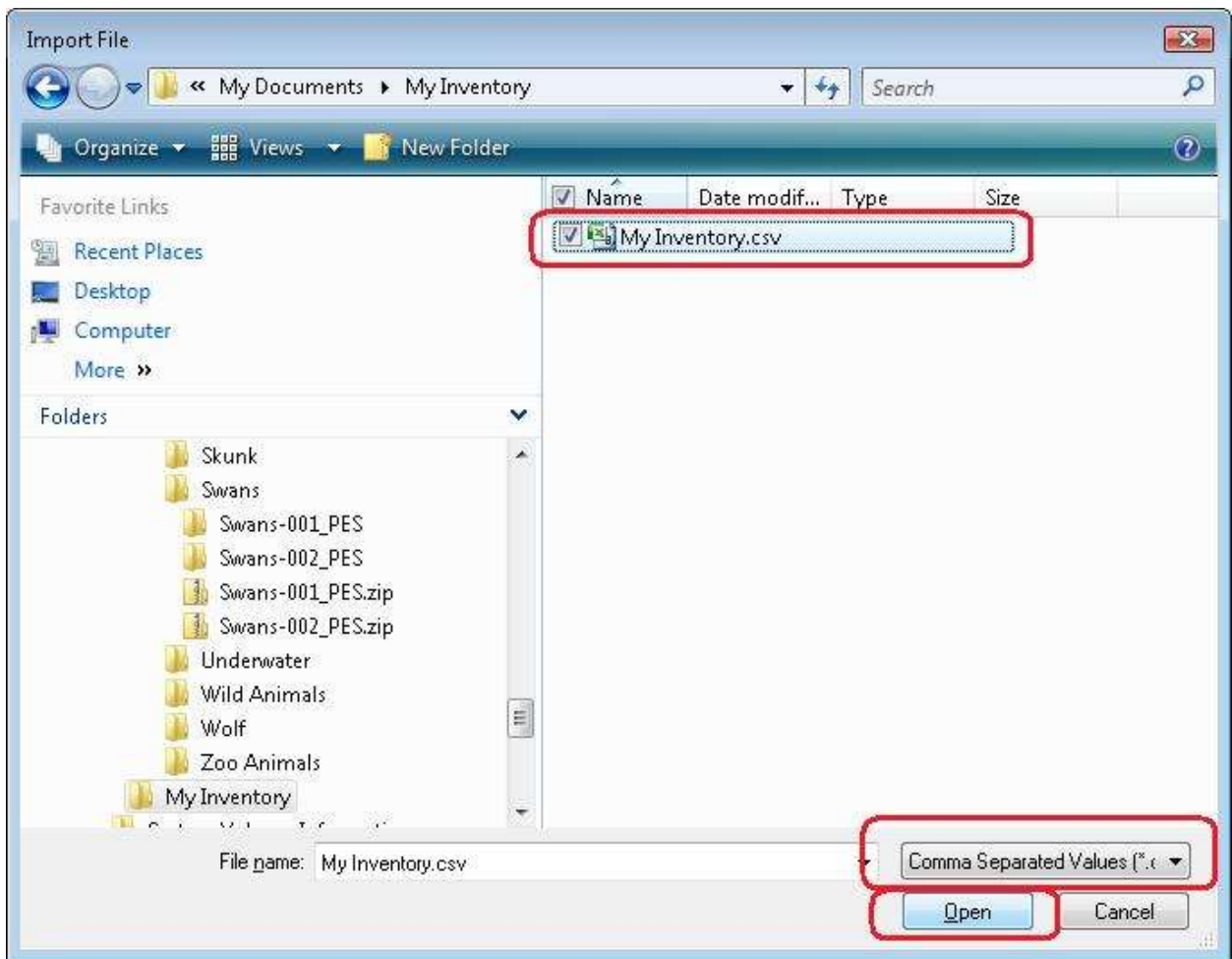


4. The Import File dialog will open. Find the file of threads you want to import and click on the Open button.

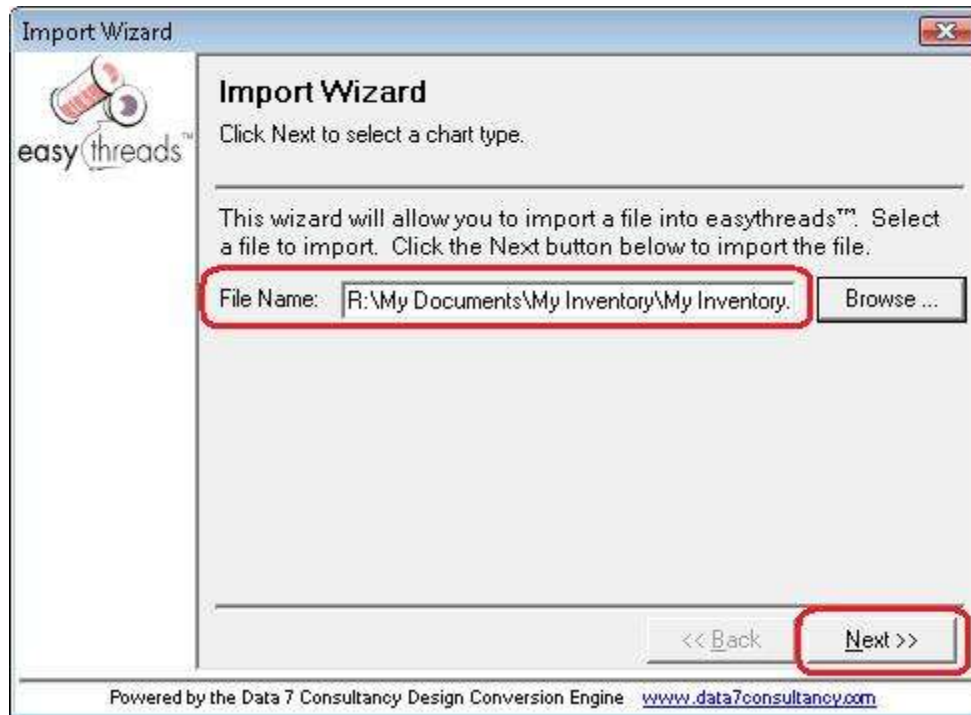
You can import a My Inventory file that you exported to copy your inventory from one computer to another, or you can import a My Thread Box exported stash file, or you can import a thread file with the following fields in it:

ROW,BRAND NAME,THREAD COLOR,THREAD NAME,AMOUNT,LOCATION,NOTES

For this lesson, we'll import a My Inventory file that was exported. You will need to select either Comma Separated Values or All Files in the File Type dropdown to see the file in the Import File Dialog. Select the file and click the Open button to continue.

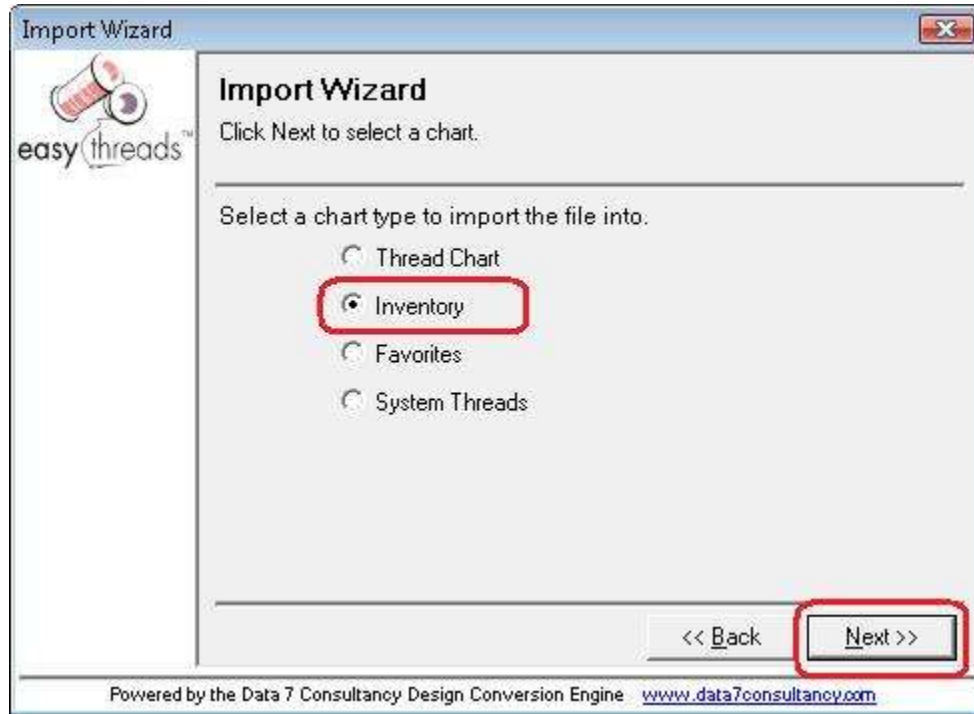


5. The system will put the file path and name in the File Name textbox. Click the Next >> button to continue.



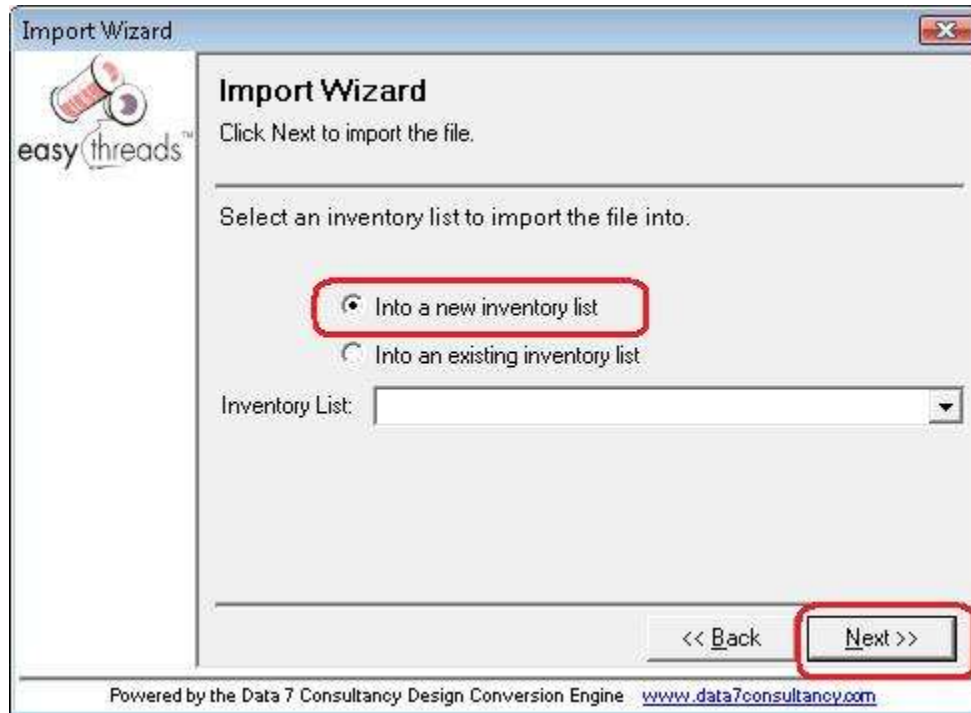
6. The Import Wizard will allow you to import the file into either a Thread Chart, Inventory, Favorites, or System Threads.

For this lesson, let's select Inventory. Then click the Next >> button to continue.

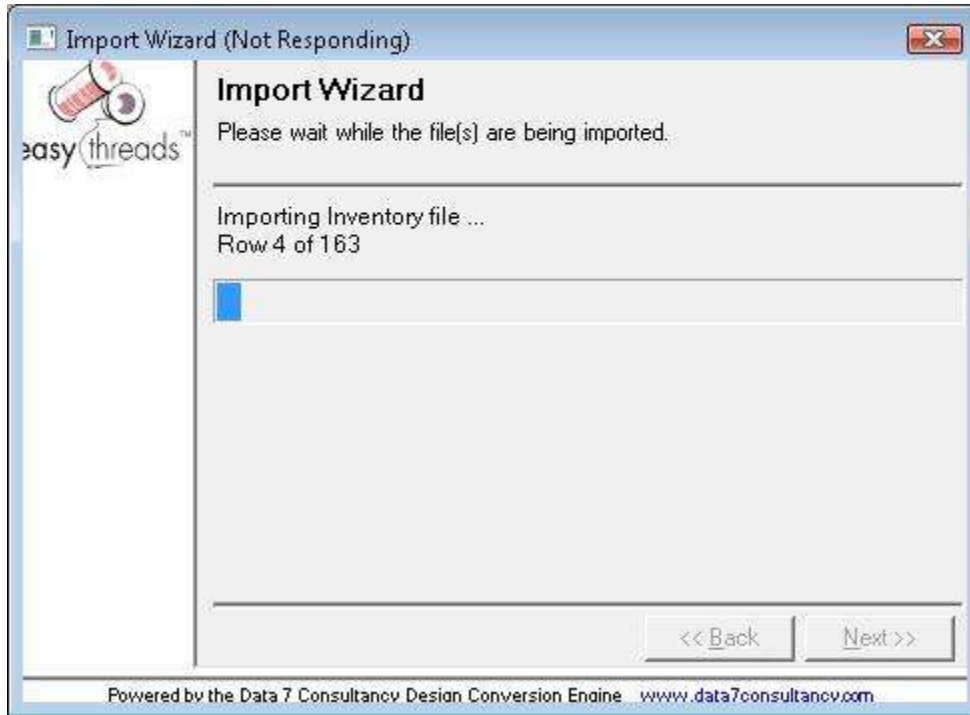


7. The Import Wizard will allow you to select whether you want to import the data from the file into a new Inventory List or an existing Inventory List. If you choose an existing Inventory List, you can select which Inventory List in the dropdown.

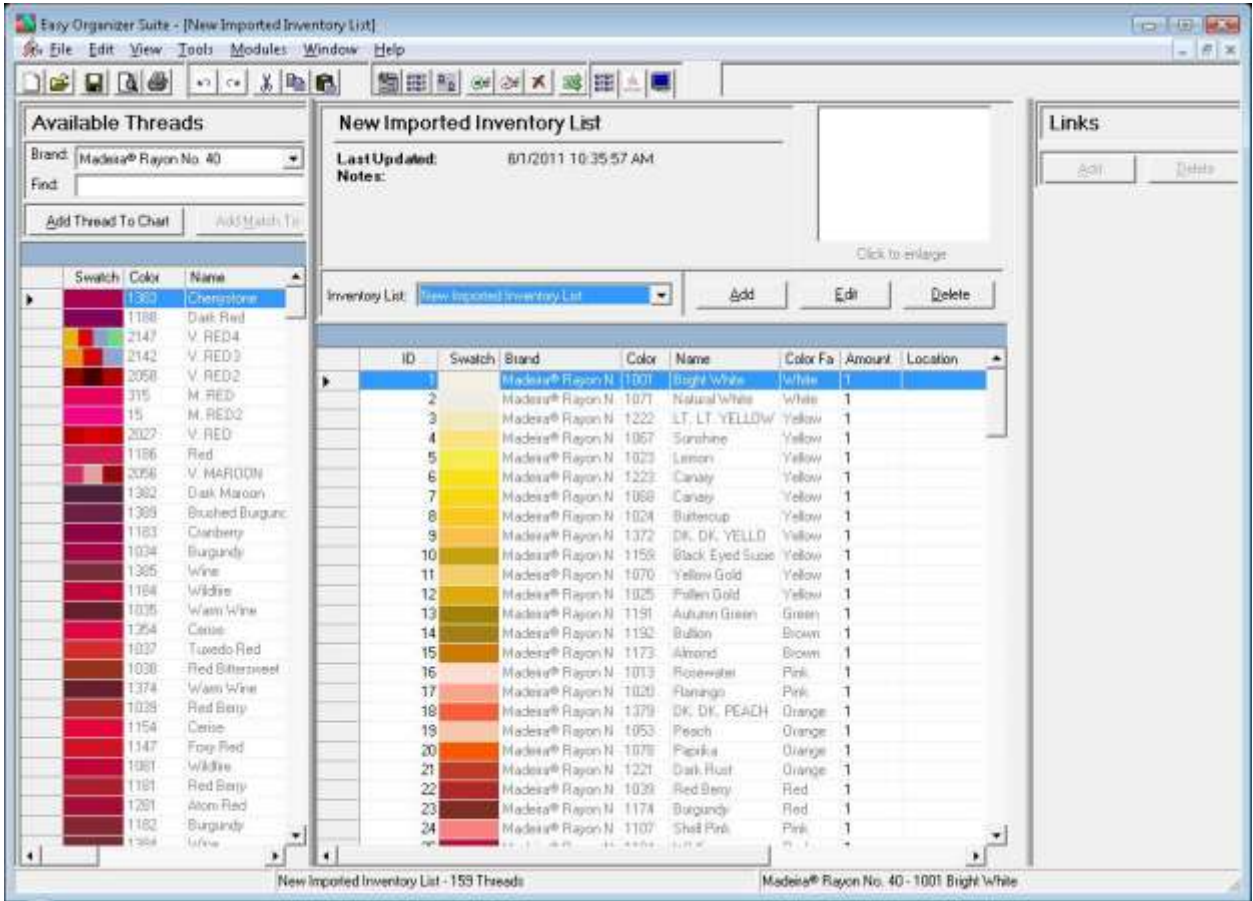
For this lesson, let's select a new Inventory List. Click the Next >> button to continue.



8. The system will now import the Inventory file. It will let you know as it is importing each row.



- When the Import Wizard has completed, it will close. You can now open My Inventory to see the new Inventory List, by selecting View → My Inventory. Click on the Inventory List drop down to select the new Inventory List called “New Imported Inventory List”.



Congratulations! You have finished Lesson 21. You are now ready to move on to Lesson 22 – How to Import My Favorites.