Formatting Fields in Microsoft Excel Files for ListWare Processing

ListWare is a .dbf software program that converts a comma-delimited file to .dbf for processing. Once completed, the file can be exported out to your preferred file format. Your file needs to be in a .dbf format in order to add, change, and update fields in ListWare. Excel, Access and ASCII fixed-length text files do not allow fields to be added or changed once they are opened in ListWare. Therefore, it is necessary to add the update fields before opening your file in ListWare.

Following are two sets of instructions for easily managing the fields in your original file for efficient processing:

A - You **have already** submitted this file for processing using ListWare

B - You **have not** yet submitted this file to Melissa Data (See back side)

Note: We recommend always saving a backup copy of your file before making any changes.

You have already submitted this file for processing and it is ready to be updated.

Since ListWare has already identified the beginning and end fields in your file, it will not recognize any new fields added to the **end** of the file. The New Fields must be inserted between existing columns. Follow the steps below:
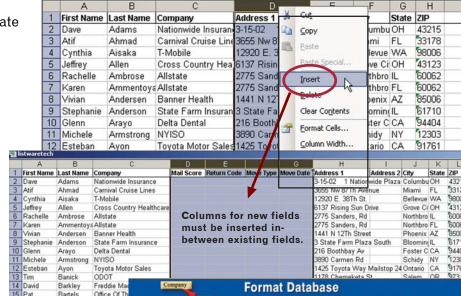
1. Open your file in Excel, not ListWare.

2. Insert the vertical fields between existing columns of information as shown below.
    a. Right click on any particular vertical field **in the middle of your file.** This column becomes highlighted and a pull-down menu appears.
    b. Click on **Insert**. A new vertical column will be inserted to the left of the highlighted column.
    c. Label this new field with one of the headers from the **Update Fields** box on the last page of these instructions specific to your processing.
    d. Repeat the insertion step as many times as necessary to include all the update fields required for your processing.
    e. Be sure the new column cells are formatted as text.

Example: NCOA^Link 48 month processing demands 8 update fields. You will need to insert 8 new vertical columns into your Excel file and identify them with the appropriate headers as indicated:

- Mail Score
- Return Code
- Move Type
- Move Date
- Address Error
- Delivery Point
- CRRT
- PMB

Columns for new fields must be inserted in-between existing fields.

3. Save these changes to your file without changing the name of your original Excel file, and close.

4. Open ListWare and click **Update**.

5. Advance to the **Format Database** section and you will now see the update fields you just inserted from Excel. Check the boxes to match the field names between your file and ListWare. If you do not see all the required update fields (headers), click on **Advanced** and more update fields will appear.

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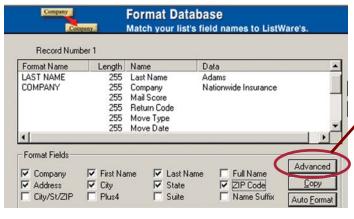**Note: We recommend always saving a backup copy of your file before making any changes.**

B - You have not yet submitted your file.
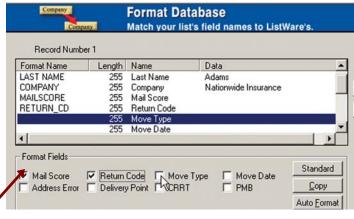Please see the attached sheet for the **Update Fields** required for your processing. Then proceed as follows:

1. Insert these fields into your Excel file. The placement does not matter, you may insert them *anyplace*.
2. Enter the appropriate headers so you can easily identify them to format in ListWare.
3. Be sure the new column cells are formatted as text.
4. Save and close your Excel file.

Add columns for new fields to your Excel spreadsheet to format next in ListWare.

For help inserting columns, please see instructions on front side, Step #2.

5. Now that you have these update fields in place, open your file in ListWare. Advance to **Format Database** and format the new fields manually by checking the boxes with the matching field name.

Now that all the appropriate fields are formatted, it will be easy to update your file.

6. In the **Format Database** section, you will now see the update fields you just inserted from Excel. Check the boxes to match the field names between your file and ListWare. If you don't see all the required update fields click on **Advanced** and more field names will appear.

For additional assistance with your files for ListWare processing, please call 1-800-800-6245, Option #5

Formatting Additional Fields

Select the ListWare Service below for the *additional field names* required for processing and updating your file. Many of these fields are listed in the Format Database *Advanced screens* in ListWare.

CHANGE OF ADDRESS SERVICES

NCOA 24, 48 & Adanced..

Mailscore	Return Code	MoveType	MoveDate
Address Error	Delivery Point	CRRT	PMB

Premium NCOA..

Mail Score	Return Code	MoveType	MoveDate
Address Error	Delivery Point	CRRT	PMB
Del Type	DSF Type	Seasonal	Del Drop

ADDRESS CORRECTION SERVICES

Basic...

Address Error	Delivery Point	CRRT	PMB

Advanced..

Address Error	Delivery Point	CRRT	PMB
Del Type	DSF Type	Seasonal	Del Drop

Premium...

Mail Score	Return Code	MoveType	MoveDate
Address Error	Delivery Point	CRRT	PMB
Del Type	DSF Type	Seasonal	Del Drop

Include Walk Sequence -Any Above Service.............

Walk Seq

DUPLICATE CHECK SERVICES

Dup Error	Dup Group

CONSUMER ENHANCEMENT SERVICE

Name Age	Person in HH	Own Rent	HOH Age
Mari Stat	Len Res	Dwell Type	No Adults
Pres Child	Income	Income Ind	Bank Card
SR Card	SS Card	UR Card	US Card
OilGas Card	FC Card	TE Card	

PHONE & FAX APPEND SERVICES

Residential Phone ....

New Phone*	DNC Exempt

Business Phone...

New Phone*

Business Fax..

New Fax*

Business Phone & Fax..

New Fax*	New Phone*

NCOA & Residential Phone ....

Mailscore	Return Code	MoveType	MoveDate
Address Error	Delivery Point	CRRT	PMB
New Phone*	DNC Exempt		

*Please add a field for New Phone or New Fax in case you already have a phone field and want to be able to distinguish any new numbers that are appended in processing.

AREA CODE UPDATE SERVICE

Phone Error

RESIDENTIAL ADDRESS APPEND SERVICE

Address	City	State	ZIP Code
Suite	Full Name	Plus 4	PMB

BUSINESS APPEND SERVICES

Emp Size	Emp Range	Sales Range	Sales Volume
Contact	Title	Gender	DUNS No.
Comp Status			

For assistance with your file, please call DES Tech support at 1-800-800-6245, option # 5 or visit MelissaData.com/tech/listware.htm