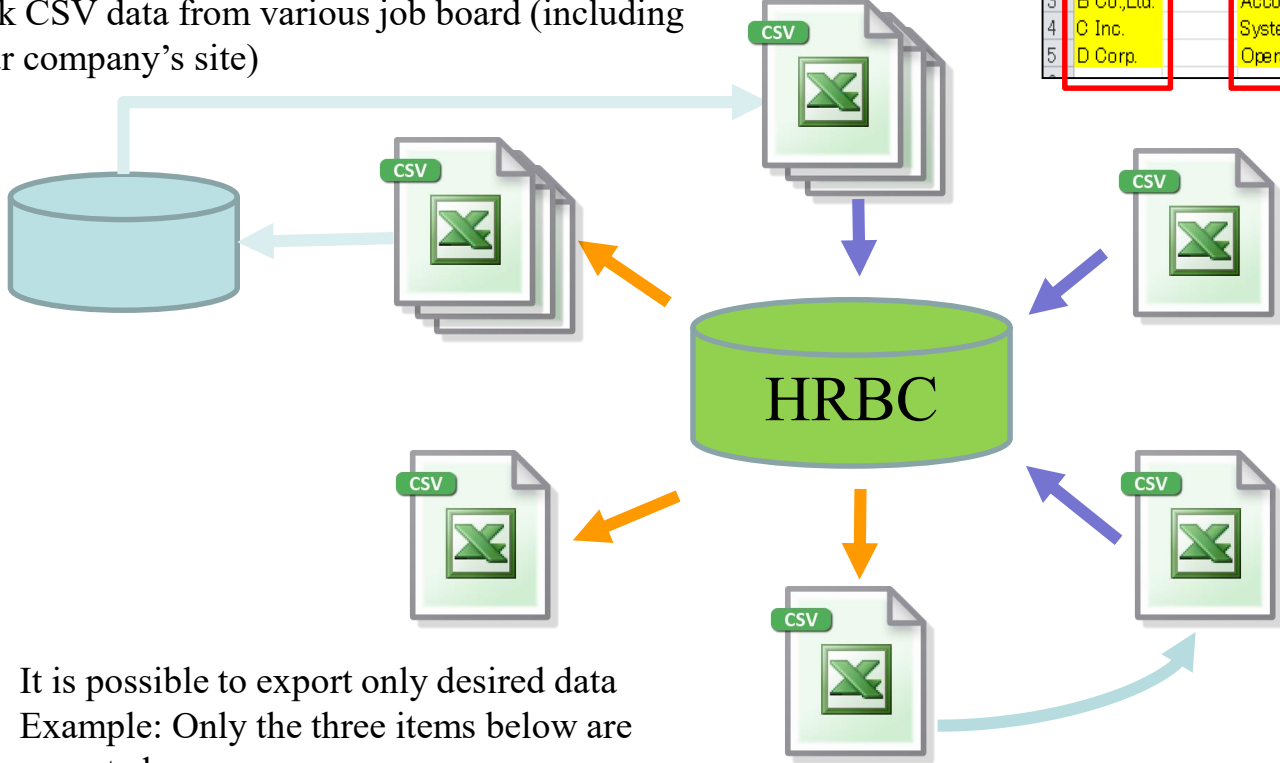




# Import & Export Summary ①

HRBC can connect with all kind of data by using CSV files

**【Case 1: Import/Export to and from a JOB board】**  
Link CSV data from various job board (including your company's site)



	A	B	C	D	E	F	G	H
1	Client	Remarks	Job	Industry	...	number of employees	Stock market	CEO
2	A Inc.		sales	Retail Trade		100	Nasdaq	Ken Saito
3	B Co.,Ltd.		Accounting Job	Trade		500		Jack Porters
4	C Inc.		System Engineer	Software		70		Harry Potter
5	D Corp.		Operator	Media		2000	JASDAQ	John Yamada

During data import, it is possible to select only the required data within a CSV file without needing to edit. Example: Only columns highlighted in yellow above.



It is possible to export only desired data  
Example: Only the three items below are exported

	A	B	C
1	Client	Job	number of employees
2	A Inc.	sales	100
3	B Co.,Ltd.	Accounting Job	500
4	C Inc.	System Engineer	70
5	D Corp.	Operator	2000

**【Case 2: Data Maintenance】**  
Exported Data can be edited in the CSV file then re-imported into HRBC



# Import & Export Summary ②

## Data can be converted during import/export

### 【Various conversion functions】

- ① It is possible to gather multiple imported field in to a single field for import/export
- ② It is possible to map code data into human readable data during import/export
- ③ It is possible to import/export numerical data that is subject to conversion by a calculation such as rounding, etc.

#### Case 1

	A	B	C
1	establishment(year)	establishment(month)	memo
2	1912	3	established a hundred years ago.
3	2011	4	Founded first year of venture companies
4	2000	11	
5	1984	9	
6	1985	4	



Join multiple items together and add units to numbers.  
Adding new lines or fixed text is also possible.

establishment: 1912年3月
memo: established a hundred years ago.

#### Case 2

	A	B	C
1	Job code	Location Code	Gender code
2	101	14	1
3	203	27	2
4	302	40	1
5	102	1	2



Code/IDS are mapped to their actual display values.  
(The reverse process is also possible).

Preferred Employment Type	Contractor
Preferred Work Area	Tōkyō
Gender	Female

#### Case 3

	A	B
1	Current annual income	Hope of annual income
2	560	600
3	420	550
4	1200	1000
5	670	800



Numerical values are rounded and transformed  
into range value

Minimum Salary	500~599\$
Maximum Salary	600~699\$

By using the data conversion function, it is possible to avoid the need to develop a data conversion system which would have been otherwise necessary carry out CSV linking and data migration.



# Import & Export Summary ③

When importing data, the system can detect the existence of already existing entries by setting up key item(s)  
By doing this, it is possible to either import the record as a new item or to overwrite the duplicate entry

Duplicate entry identification by using key item

Example: When performing data migration from another system, set up the key item as the ID allocated by the other system (Old System ID)

CSV File

	A	B	C	D
1	Client Name	Client Owner	Old System ID	Memo
2	PORTERS Corporation	consultant5	A1	
3				

Basic Information	
Client ID	10023
Client Name	PORTERS Corporation
Client Owner	AAA consultant5
Old System ID	

Basic Information	
Client ID	10023
Client Name	PORTERS Corporation
Client Owner	AAA consultant5
Old System ID	A1

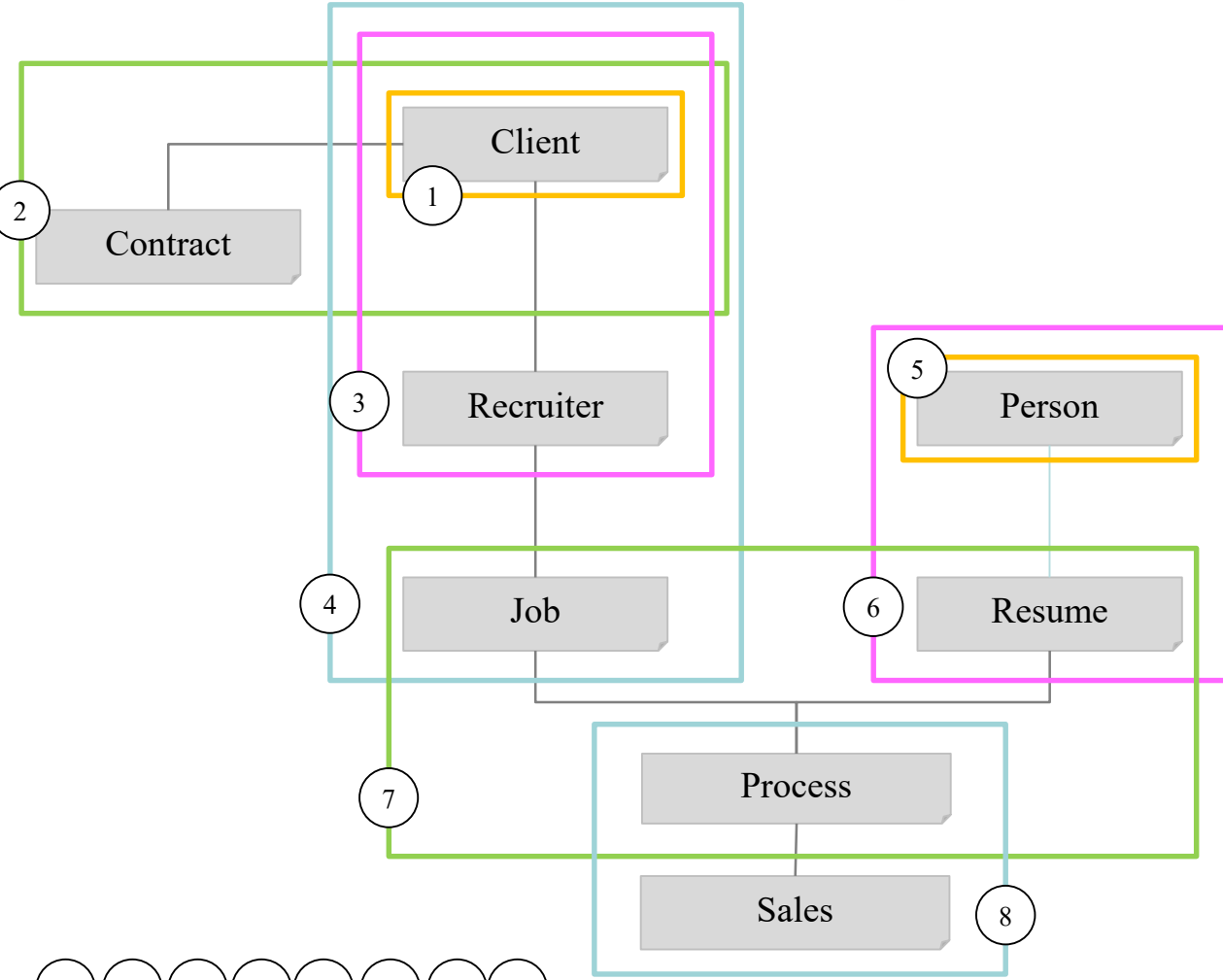
Case 1 No matching key item ⇒ Import as a new record

Case 2 Matching key item already exists ⇒ Overwrite existing data

※The case above is given as an example. Duplicate record handling must be setup with the import process



# Menu Overview (Data Organization)



### 【Import/Export Shared Menu】

- ① Client
- ② Client, Contract
- ③ Client, Recruiter
- ④ Client, Recruiter, Job
- ⑤ Person
- ⑥ Person, Resume
- ⑦ Job, Resume, Process
- ⑧ Process, Sales

### 【Import Only Menu】

- ⑨ Activity (Client), Client
- ⑩ Activity (Recruiter), Recruiter
- ⑪ Activity (Person), Person
- ⑫ Activity (Job), Job
- ⑬ Activity (Resume), Resume
- ⑭ Activity (Process), Process
- ⑮ Activity (Sales)

### 【Export Only Menu】

- ⑯ Activity (All Data Items)

⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯

**Activity** Import: Found in every menu item  
Export: Can collect and export all data items