

- Proceed to the screen you wish to download. See FRS Screen M08 for a list of downloadable screens. If the screen you wish to download does not have Dload beneath the PF9 key, then the screen is not downloadable.
- The illustration below is a download of FFX screen 534. **Downloading works the same on any downloadable screen.** In this example, on FFX Screen 534, you would type in your department/subdepartment code and press <Enter>. The assets for your department will appear. Press the PF9 key to begin the download.

```

534 Asset Search By Department                                08/31/01 15:38
                                                            FY 2001 CC AM
Screen: ___ Dept: FISC_ S-Dept: _____ Status: A Asset: _____
Class
Sel  Asset      Description      CC-Bldg  Rm/Flr  Code      Total Cost
-----
  -  9400000002  COMPUTER 486SX W/16 MEG  AM-00461 100      843502      1,850.00
  -  9400000003  COMPUTER 486SX W/16 MEG  AM-00461 101      843502      1,850.00
  -  9400000004  COMPUTER 486SX W/16 MEG  AM-00461 100      843502      1,850.00
  -  9400000005  COMPUTER 486SX W/16 MEG  AM-00461 555      843502      1,850.00
  -  9400000006  COMPUTER 486SX W/16 MEG  AM-00461 102      843502      1,850.00
  -  9400000007  COMPUTER 486SX W/16 MEG  AM-00461 808      843502      1,850.00
  -  9400000008  COMPUTER 486SX W/16 MEG  AM-00461 008      843509      1,850.00
  -  9400000009  COMPUTER 486SX W/16 MEG  AM-00461 102      843502      1,850.00
  -  9400000010  COMPUTER 486SX W/16 MEG  AM-00461 102      843502      1,850.00
  -  9400000011  COMPUTER 486SX W/16 MEG  AM-STEVE 102      843502      1,850.00
  -  9400000012  COMPUTER 486SX W/16 MEG  AM-00461 102      843502      1,850.00
  -  9400000013  COMPUTER 486SX W/16 MEG  AM-00461 102      843502      1,850.00
-----
Sub Total: 22,200.00
** More Assets - Press ENTER To view **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help BHelp                               DLoad

```

6. The following screen will appear. Press <Enter> to continue.

```
534 Asset Search By Department                                08/31/01 15:38
                                                            FY 2001 CC AM
Screen: ___ Dept: FISC_ S-Dept: _____ Status: A Asset: _____
                                                            Class
Sel  As_ +-----+-----+-----+-----+-----+-----+
---  --- |-----|-----|-----|-----|-----|-----|
- 9400 ! This feature is only available with Entire | 1,850.00
- 9400 ! Connection. If you are not currently running | 1,850.00
- 9400 ! Entire Connection, press PF4 to cancel this | 1,850.00
- 9400 ! request or press (Enter) to continue. | 1,850.00
- 9400 ! | 1,850.00
- 9400 ! PF4 to Cancel | 1,850.00
- 9400 ! | 1,850.00
- 9400 ! Press (Enter) to continue | 1,850.00
- 9400 ! | 1,850.00
- 9400 +-----+-----+-----+-----+-----+-----+
- 9400000012 COMPUTER 486SX W/16 MEG AM-00461 102 843502 1,850.00
- 9400000013 COMPUTER 486SX W/16 MEG AM-00461 102 843502 1,850.00
-----+-----+-----+-----+-----+-----+-----+
Sub Total: 22,200.00
** More Assets - Press ENTER To View **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Hmenu Help EHelp DLoad
```

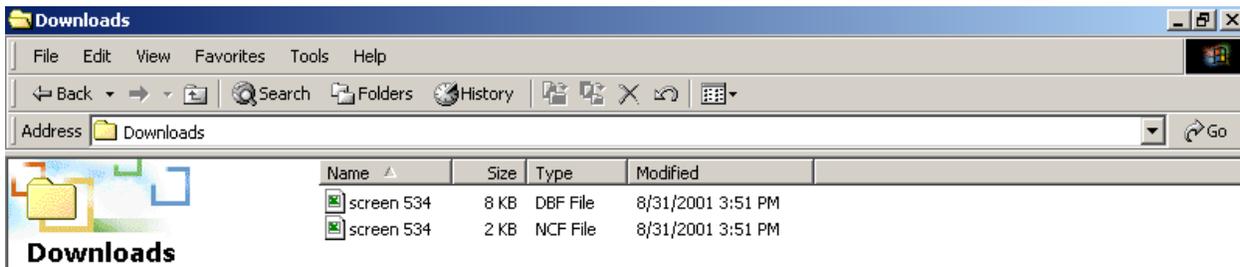

- When the download is complete, you will get the message shown in the figure below. Press <Enter> to continue.

```

534 Asset Search By Department                                08/31/01 15:38
                                                            FY 2001 CC AM
Screen: ___ Dept: FISC_ S-Dept: _____ Status: A Asset: _____
                                                            Class
Sel  As +-----+-----+-----+-----+-----+-----+-----+
-----+-----+-----+-----+-----+-----+-----+-----+
 9400 ! ! With the current parameters you have set you          ! 1,850.00
 9400 ! ! downloaded                22 records. Press (Enter) ! 1,850.00
 9400 ! ! to continue.                                           ! 1,850.00
 9400 ! !                                                         ! 1,850.00
 9400 ! !                                                         ! 1,850.00
 9400 ! !               Press (Enter) to continue                ! 1,850.00
 9400 ! !                                                         ! 1,850.00
 9400 ! +-----+-----+-----+-----+-----+-----+-----+
 9400 !                                                         ! 1,850.00
 9400 +-----+-----+-----+-----+-----+-----+-----+
 9400000012 COMPUTER 486SX W/16 MEG AM-00461 102      843502    1,850.00
 9400000013 COMPUTER 486SX W/16 MEG AM-00461 102      843502    1,850.00
-----+-----+-----+-----+-----+-----+-----+-----+
Sub Total:                22,200.00
** More Assets - Press ENTER To View **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  BHelp                                DLoad

```

- After you press <Enter>, the pop up screen will disappear. You will be back on Screen 534.
- Next, go to the place where you saved your file. In the figure below, I have chosen to access my files by going through Windows Explorer. You will see two files. One will be the DBF or database file. The other will be the NCF or the file that contains information about the download that you really do not need.



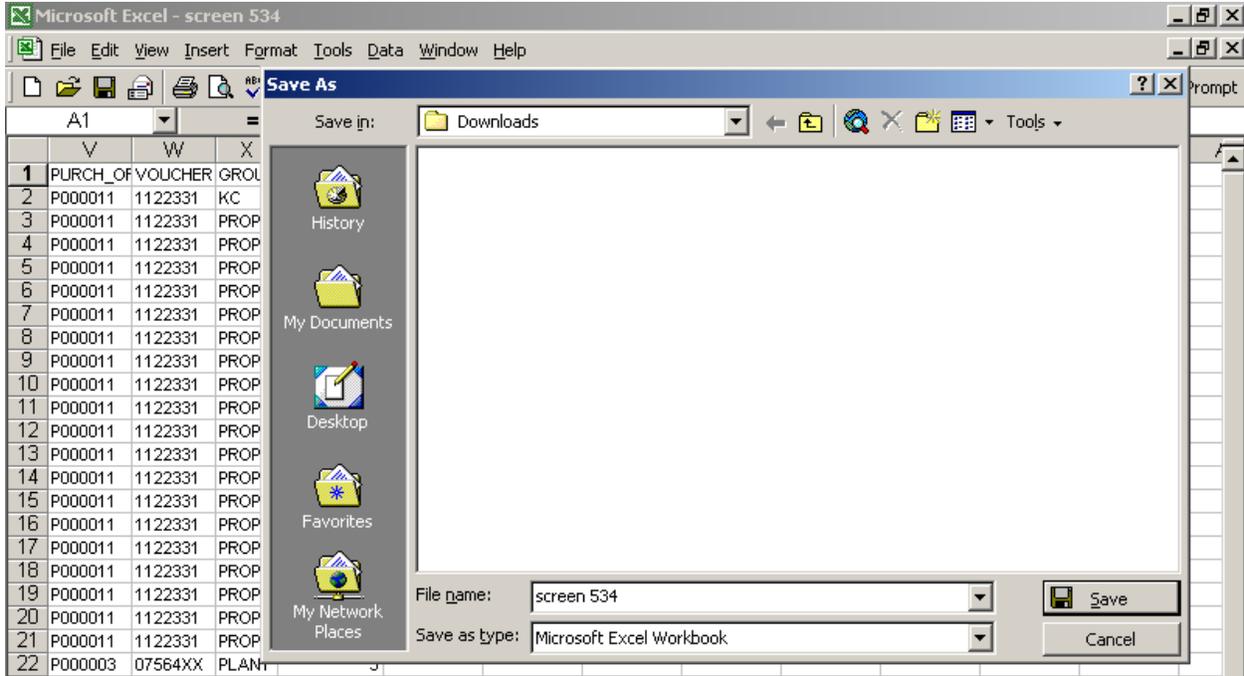
- Double click on the DBF file to open it. It may open into Excel even though you saved it as a dBaseIII file. If it does not open into Excel automatically, it may ask you how you want to open the file. Scroll through the list of programs and choose Excel.

13. Once you have opened the DBF file, make the necessary changes that you would like to make. You may delete columns, sort, etc. However, you must know how to use Excel to do this. If you do not know how to use Excel, then Computing and Information Services provides training. <http://traincenter.tamu.edu/> The figures below show what the download for FFX Screen 534 will look like.

	A	B	C	D	E	F	G	H	I	J	K
1	ASSET_NBR	STATUS	CAPITAL_FG	CLASS	REL_ASSET	CONDITION	CUSTODIAN	RCH_AC	RCH_A	MFR_NAME	MFR_MODEL
2	9400000002	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
3	9400000003	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
4	9400000004	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
5	9400000005	A	Y	843502		E3	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
6	9400000006	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
7	9400000007	A	Y	843502		DE	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
8	9400000008	A	Y	843509		R1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
9	9400000009	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
10	9400000010	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
11	9400000011	A	Y	843502	555123	O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
12	9400000012	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
13	9400000013	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
14	9400000014	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
15	9400000015	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
16	9400000016	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
17	9400000017	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
18	9400000018	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
19	9400000019	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
20	9400000020	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
21	9400000021	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
22	95005547XX	A	Y	843502		O1	MAYNARD, MARILYN	270150	00000	PACKARD BELL	PB486
23	9920000500	A	Y	811010		N1	MAYNARD, MARILYN				

	L	M	N	O	P	Q	R	S	T	U
1	SERIAL_NBR	BLDG	ROOM_FI/OTHER_LOC	DEPT	SUB_C	TOTAL_COST	DESC		DESC_LN_2	ACQ_DATE
2	555R778D	00461	100	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
3	555R778D	00461	101	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
4	555R778D	00461	100	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
5	555R778D	00461	555	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
6	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
7	555R778D	00461	808	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
8	555R778D	00461	008	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
9	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
10	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
11	555R778D	STEVE	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
12	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
13	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
14	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
15	555R778D	00461	101	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
16	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
17	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
18	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
19	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
20	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
21	555R778D	00461	102	FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND		MONITOR	199404
22	154CG-200688	00461	007	FISC		2953.50	COMPUTER, PB 486 W/5VGA MONITOR			199602
23		00500		FISC		473050.00	TEST BUILDING			199908

14. To save your file, click on File, then Save As. In the Save As box, click on the down arrow next to "Save as type" and choose Microsoft Excel Workbook. Then click on "Save." Now, your file will be an Excel document, so it will be easy for you to open next time you need it.



If you have any questions on how to download, contact FAMIS Security and Training at famis-aid@tamu.edu, 979-847-8833 or 458-1147.