



IBM / PC file transfers using Client Access Express

Client Access Express allows you to transfer data from a host system to your PC and vice versa. You can then display the data, store it on a PC diskette or hard disk, or print the data.

Import a Spool file into EXCEL

1. Click on: **Start > Programs > IBM AS/400 Client Access Express > Operations Navigator** > the plus sign to the left of the computer where the spool file is located (for example 192.100.100.1) > the plus sign to the left of Basic Operations > **Printer Output**

You should then see your spool files on the right side of the display.

2. Drag to copy the spool file to the desktop, and make note of the file name.
3. Open MS Excel, then click on: **File > Open**
4. Point the **Look in:** box to your Desktop, then click on **All Files (*.*)** in the **Files of type:** box.
5. Double-click the file name you noted in step 2 to display the Text Import Wizard.
6. Follow the prompts to define your Rows and Columns.

Create an AS/400 data file from an AS/400 spool file

All **ORDER POWER!** reports go to a spool file and there is no automated way to send them directly to a data file, however, any spool file can easily be turned into a data file using the IBM command **CPYSPLF**.

1. To create the data file on the AS/400 (where the spool file will be copied), on the command line type:

CRTPF FILE(QGPL/SPOOLFILE) RCDLEN(198)

then press **Enter**.

2. To copy the spool file to the data file, on the command line type:

WRKSPLF

then press **Enter**.

Press **F11** twice to see this view of the spool file.

Opt	File	File Nbr	Job	User	Number	Queue	Library
	AR01005P	3	DSP103S1	MARV	062946	QMARVOUTQ	QGPL



3. On the command line, type **CPYSPLF**, then press **F4**.

Using **CPYSPLF**, the entries corresponding to the above would be:

Spooled file	AR01005P
To data base file	spool file
Library	qgpl
Job name	DSP103S1
User	MARV
Number	062946
Spooled file number	3
To member	*fi rst
Repl ace or add records	*repl ace

Copy an AS/400 data file to a PC data file

Before transferring data, you must create or open a transfer request that contains information about the data that you want to transfer.

1. On your Client Access toolbar, click on the **Receive files from host** button (pictured right) to display the **Data Transfer from AS/400** panel. 
- 1a. If you have saved a similar transfer in the past, you can retrieve the Transfer Request file to save time. To retrieve the Transfer Request file, click on **File > Open**. Point the **Look in:** box and the file name to your previously saved Transfer Request file. Then continue with step 5. (For more information about Transfer Request files, see “Saving the settings” on page 4.)
2. Make sure your host AS/400 is listed in the **System name** box.
3. Click on **Properties** button (pictured right), then the **Conversion** tab, and check **Convert CCSID to 65535**. 
4. Click on the **Library List** tab. If the AS/400 file is in a library other than what is displayed, add the correct library, then click **Apply**, then **OK** to redisplay the **Data Transfer from AS/400** panel.
5. In the AS/400 box, click the **Browse** button to display the **Browse Files and Members** panel.
6. Click the + sign to the left of the library where the file is, then the file you want to transfer, then click **OK** to redisplay the **Data Transfer from AS/400** panel.
7. In the PC box, click the **Browse** button to display the Browse PC File panel.
8. Point the **Look in:** box to the folder where you want to save the data file, then type a file name (with extension) in the **File name:** box.
9. Click **Transfer data from AS/400** to download the file.

Saving the settings (Transfer Request)

If you will be using a similar transfer again in the future, you can save these settings in a Transfer Request file to save time.

To save the Transfer Request file

1. After you have downloaded a file to your PC, click on **File > Save as**. Point the **Look in:** box to the folder you want to save the file in.
2. Type a descriptive name in the File name box, then click **Save** to save the file for future use. (See step 1a of “Copy an AS/400 data file to a PC data file” on page 3 for instructions on reusing a Transfer Request file.)