

KNOWLEDGE BASE Article #14

Making Custom Labels in CSV and Importing into TestPro or Network Service Assistant (NSA)

Should you wish to create custom labels on a PC and import them into the TestPro Labelling Schemes, the list can be created in Excel and other spreadsheet programs and imported. The instructions which follow are for Excel. Please refer to instructions of other spreadsheet programs for file creation details, the import process would be the same.

 Launch Microsoft Excel and add the labels you wish to create in column A. Click File > Save As > File Name: (enter desired file name) and Save As type: CSV (MS-DOS) (*.csv) and choose save location.



2. Insert a USB drive into the PC. Open the TestDataPro PC software and select "Tools" tab. Click on "Import Custom Label".

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3. Navigate to the folder where the .csv file is saved; select it then click "Open".

4. Click the dropdown arrow and select the USB drive letter, then click "OK". In the confirmation notice that the custom label was created, click "OK". This will create a folder on the USB drive named "CustomLabel" and the .csv file will be in this folder. Note: multiple .csv files may be imported simultaneously by selecting the files you wish to import.

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5. Remove USB drive from PC and insert into the side of powered up TestPro Main unit, or NSA. When the USB menu appears, select "Import Label List". Next, select the label list or lists you which to import into your TestPro or NSA and click "Yes". When the notification appears indicating label list successfully imported, click "Close". The USB drive may be removed, then hit the "Back" button or the "Home" button to return to the main menu.



6. Next, we'll add the custom label scheme we just imported to our project profile. From the Home screen, select "Project", if you are already in the correct project, select "Edit test profile". (To change projects, select "Project Manager" and choose the correct project before editing test profile.) Select "Label Scheme".



7. The current label scheme will be shown, select "Edit" to change label scheme. Select the new label scheme from the list and click "Save". The selected label scheme will appear, the scroll bar can be used to review the list if desired. Click the "x" to close the notification. The selected label list is now shown in the project profile and will be used during testing.



Note: This same .csv label file may also be used with many popular label printing tools available on the market, the only requirement is that the label tool has the capability to use a .csv file for label creation.

For additional information on project profile settings, please refer to the TestPro or NSA User Guide, quick start videos or contact technical support at <u>customercare@aem-test.com</u>.