

```
1 AMICO Members sometimes send files in the AMICOLite tab delimited format.
2
3 These need to be converted to the full AMICO Export format before they can be
... loaded.
4
5 There is a program that converts the files.
6
7
8 1. verify the format of the AMICO lite file
9     in the CMS
10
11     on the Main Menu
12
13     --> Submit Files
14
15     on the File Submission Menu
16
17         View
18         - Text Files
19
20             [choose the member]
21
22     A list of the files for that member will be displayed
23
24         Choose View / Download for the AMICO lite file
25
26         Review the format of the file. Watch for
27             - quotes around data
28             - spaces around data
29             - improper character sets
30
31 2. Open a Secure Shell connection to update.amico.org
32
33 3. CD to the directory where the members file is
34
35     cd /amico/work-space/incoming/MEMB
36
37
38 4. Run the script to convert the AMICOLite file to the full format
39
40     perl /amico/bin/parseAMICOLight.pl MEMB.AMICOLite####.txt >
... MEMB.AMICO####.cat.txt
41
42
43
44 e.g. perl /amico/bin/parseAMICOLight.pl CAI_.AMICOLite1985.txt >
... CAI_.AMICO1985.cat.txt
45
46
47 --> this will produce a file to validate with the online tools
48
49 Check the output of the program
50
51     more MEMB.AMICO####.cat.txt
52
53 [this should look like a well formatted input file. If it doesn't return to the
... Members file and check its format.]
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54
55
56
57 5. Move the AMICO Lite file into the /saved directory
58
59
60     mv MEMB.AMICOLite###.txt /amico/work-space/saved/MEMB/MEMB.AMICOLite###.txt
61
62     mv CAI_.AMICOLite1985.txt /amico/work-space/saved/CAI_/
63
64
65
66 6. Log out of the secure shell
67
68
69 7. Validate the file using the CMS tools.
70
71
72
73
74
75 bash$ ls -l
76 total 1988
77 -rw-rw-r--    1 jtrant    jtrant    1123284 Feb 14 19:18 CAI_.AMICO1985.cat.txt
78 -rw-rw-r--    1 nobody    nobody    885184 Nov 12 16:41 CAI_.AMICOLite1985.txt
79 drwxrwxr-x    2 root      root      4096 May 25 2001 audio
80 drwxrwxr-x    2 amicola   amicola   4096 Apr 24 2002 images
81 drwxrwxr-x    2 amicola   amicola   4096 Nov 15 2000 outgoing
82 bash$ mv CAI_.AMICOLite1985.txt /amico/work-space/saved/CAI_/
83
```