A 2ic Pallets data file can contain one account for each supplier. If you have, for example, two CHEP accounts, you need to data files in 2ic Pallets.

The Data File Setup Wizard helps you to create a data file easily by giving you quick access to the most common data file options. Once you have set up a data file, you can still use the wizard to make changes, or access more detailed options through specific 2ic Pallets forms.

	Step	**Comments**
Create a data file	**1** . Open 2ic Pallets.	
	2. From the File menu, select New Data File.	To use the Data File Setup Wizard form to modify an existing data file, click on the Wizard button on the 2ic Pallets Main Form.
	3. Enter a file name of up to 8 characters for your data file and save it to a known folder which is regularly backed up. The Data File Setup Wizard displays.	
Create business details	**4.** Select the Business Details tab. Enter the Business name, Country and contact details for your business. In the Locations grid on the right, enter the names of depots or sites and an optional TP Code.	Location trading partners are your own depots or sites that send or receive pallets and that use your account number.
		The TP Code is used to identify these partners in master/slave data transfers.
	5. Select the International Settings tab. Select a Date Conversion option, specify a date format and paper size for your reports.	Select 'mmdd' for US/Canada and 'ddmm' for other countries.
	6. Select the additional modules you need in the Installed Modules checkboxes.	
Create suppliers	**7.** Select the Supplier tab. Select a type of supplier to add a new row to the Supplier List below by ticking the corresponding checkbox, then enter any required details for that supplier in the Supplier List.	
	8. Repeat Step 7 for any further suppliers.	
Create equipment items and initial bills	**9.** Select the Equipment & Initial Bills tab. Click on the button labelled "Add 'pallets' equipment for each supplier".	Rows are added to the equipment list below, based on the suppliers you added on the Suppliers tab.
	10. To reconcile the initial bill for an equipment item, enter the Bill Date and Closing Balance for the equipment item, select the row for that item, and click on the button labelled 'Reconcile the selected initial bill'.	For example, this may be 'CHEP pallets' or 'Loscam pallets'.
	11. Repeat Step 10 for any other equipment items.	To add non-pallet records, enter them directly into the grid.

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	Step	Comments
Create initial stocktakes	**12.** Select the Initial Stocktakes tab. Enter the date of the stocktake then click the button labelled 'Add stocktakes for each location/equipment combination'.	It is preferable to conduct a stocktake on the same date as or soon after your opening bill.
	13. In the Stocktakes grid, update the Physical Stock field for each stocktake record.	
Create a list of users and specify login preferences	**14.** Select the User Login tab. In the User list to the right, type in the name of each person who will be using this 2ic Pallets date file, and press Enter.	2ic pallets requires users to log in as a default setting. This allows the program to track changes to records.
Specify docket format	**15.** If you print pallet movement dockets (bills of lading) then select the Docket Format tab and specify your options and contact email address.	
Specify options for exporting movements to suppliers	**16.** Select the Supplier Exporting tab. For each supplier you use, specify a location on your hard drive in which to save the export files. If these are emailed, tick the Email checkbox and specify an email address.	Text files are used to export transfer movements to suppliers. Depending on the supplier, these may be emailed or saved to your hard disk for sending via file transfer protocol (FTP). Contact your supplier for details.
Specify CPC exporting options (Canada only)	**17.** If you are creating month-end reports in Canadian Pallet Council format, select the CPC Exporting tab and specify your export options.	
Set up a slave data file	**18.** If this data file is to be a slave data file, select the Master/Slave tab, then select the Slave data file radio button. If you want to specify a password to protect your slave or master data file, click on the Set Master/Slave Password button to display the Set Password dialogue box and enter the password.	Setting a password prevents unauthorised changing of the data file between master and slave formats.
	19. Specify the Export Transactions to be included in your files and the location on your hard drive in which to save the files. If files are to be emailed, tick the Email checkbox and specify an email address.	
Finish	**20.** Click the Finish button at the bottom right of the Setup Wizard to save your changes and return to the 2ic Pallets Main Form.	If you are using the wizard to modify an existing data file, click on the OK button to accept the changes and return to the 2ic Pallets Main Form.