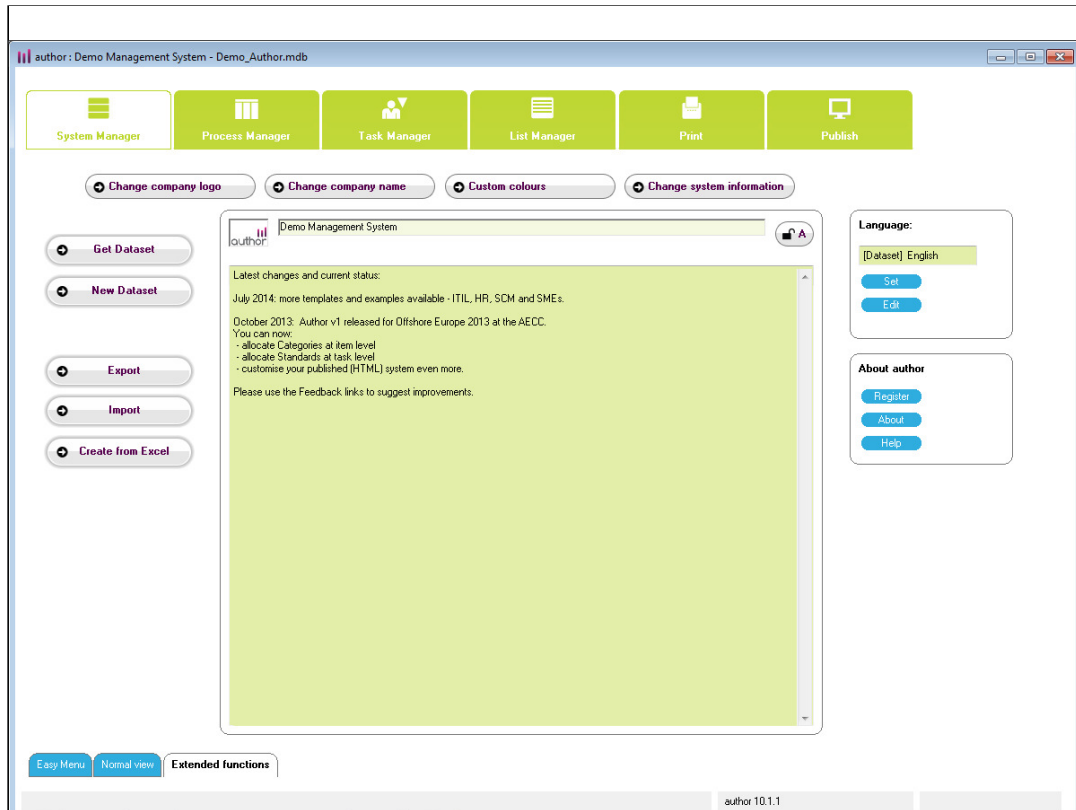




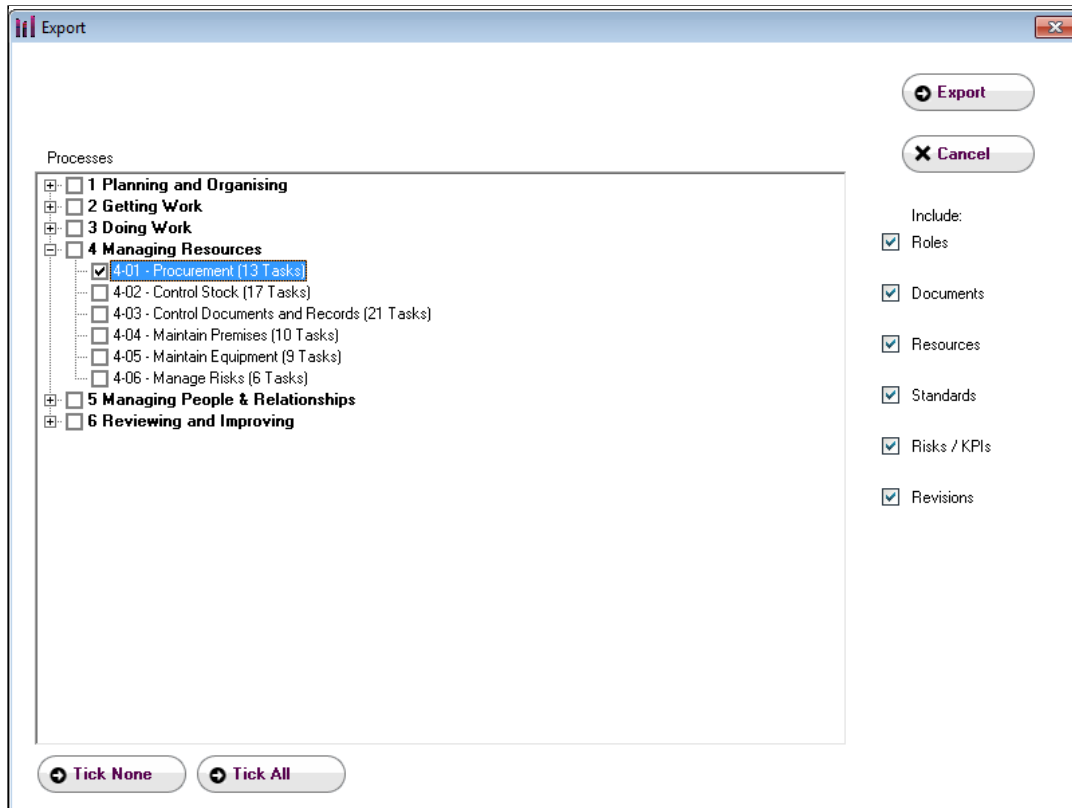
“Exporting Data from /
Importing Data into a
Dataset”



“Exporting Data from a Dataset”



Go to the **System Manager** tab / “**Extended functions**” and select the “**Export**” button.



Select the required **process(es)**.

On the right hand side of the screen, tick the required **elements** which are to be exported along with the processes. Only those which are associated with the selected processes will be exported.

(This is also a good way to remove redundant data from a dataset).

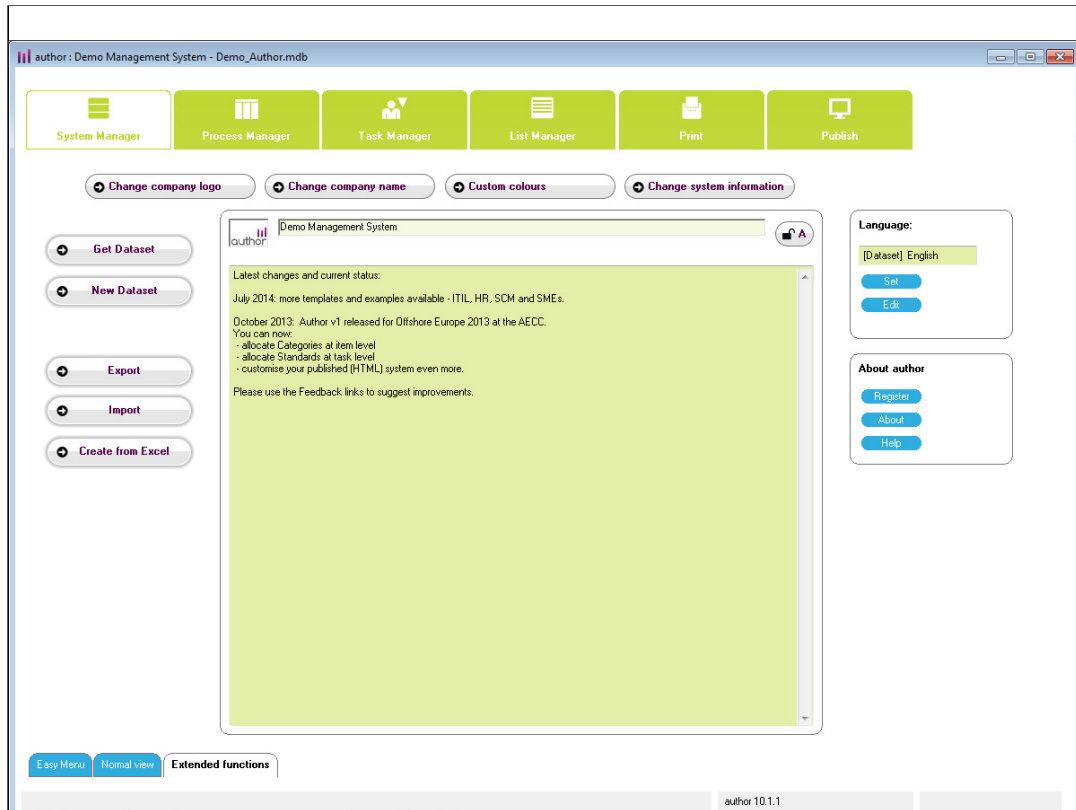
If a selected process has **sub-processes**, you will be asked if you want to export the sub-processes as well.

NB if you want to export (for example) all the **document entries** in the Document Register, but you do not want to export any processes, tick the **Documents** box only.

Click "**Export**" to create a new dataset.

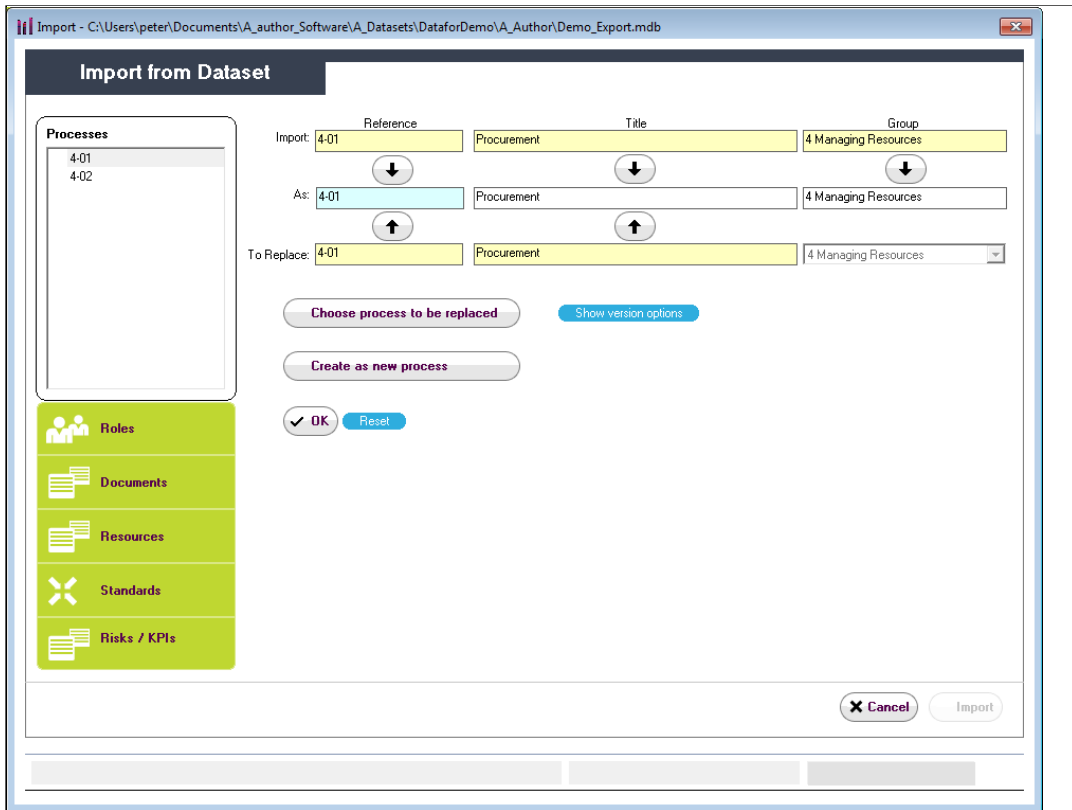


“Importing Data into a Dataset”



Go to the **System Manager** tab / “**Extended functions**” and select the “**Import**” button.

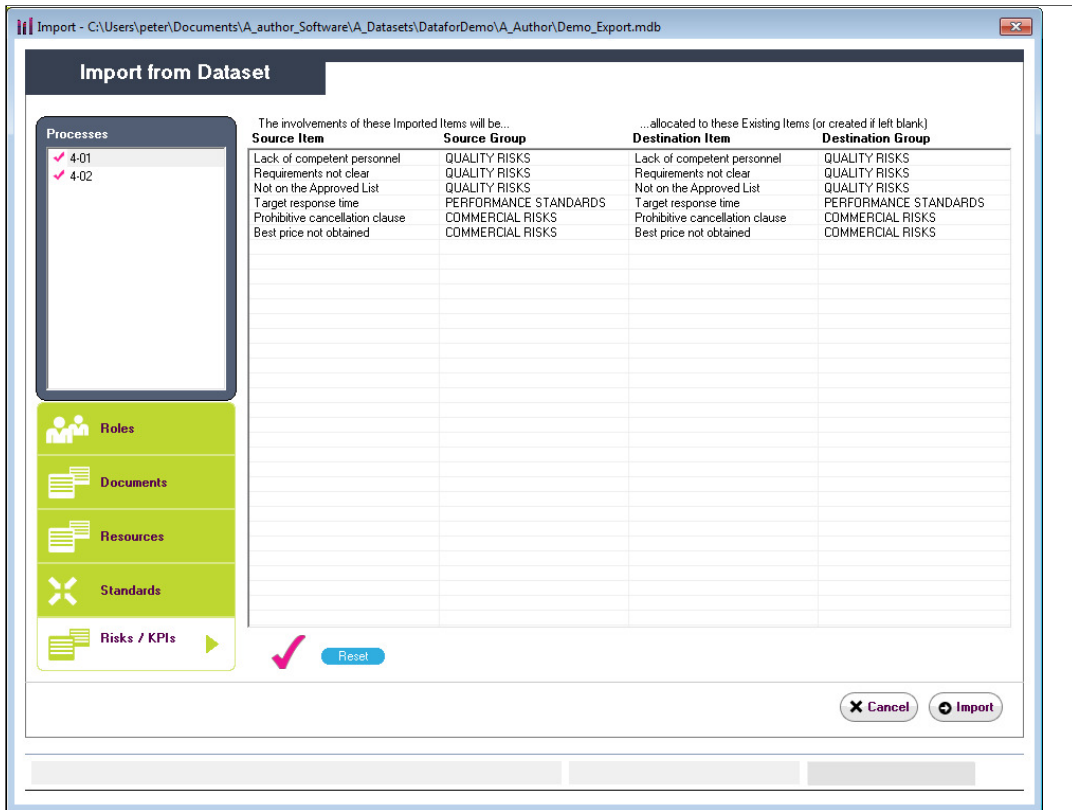
Browse to the required dataset.



(Processes)

If you click "**Customise**":

For each process you select, the system checks the "destination" dataset for a matching Process Reference. To see the full range of options, see the screen instructions and/or refer to the User Guide (in **System Manager** / "**Help**")



When all screens have been “OK”ed, you can click the **Import** button.



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