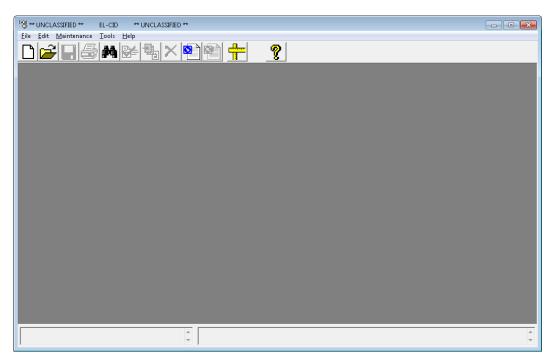
Importing a Backup EL-CID Database

This is an example showing how to import an EL-CID database that had been previously backed up by exporting it into a file **Certification_AR_09102015.cid** in the **C:\ElcidData\User** folder. The following steps will illustrate how to perform this import into EL-CID Version 6.1.

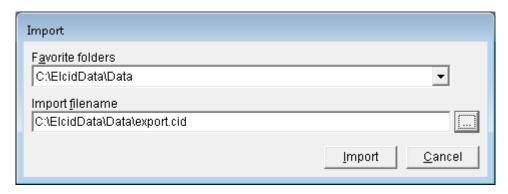
Step 1. Start the EL-CID program. If the Startup EL-CID Wizard window is displayed, click **Cancel** to dismiss this screen.



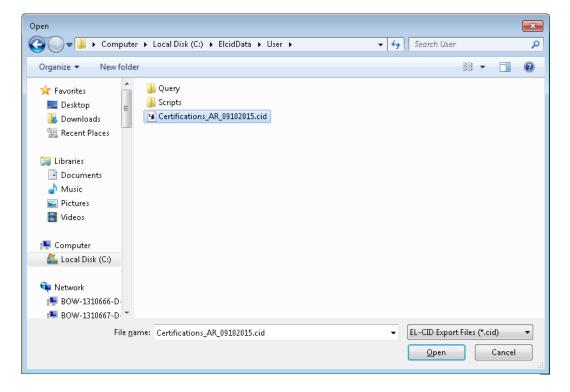
Step 2. The main screen appears.



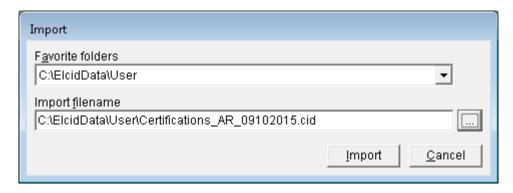
Step 3. Click the Import button on the tool bar. The Import window is displayed.



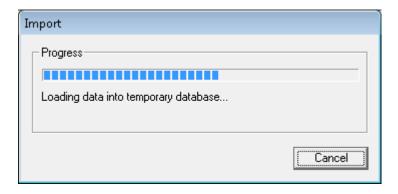
Step 4. Click the **browse** button to select the file to import. Navigate to the **User** folder in the **ElcidData** folder. (For this example, this will be the **C:\ElcidData\User**.) Highlight the filename **Certification_AR_09102015.cid** and then click **Open**.



The **Import** window displays the selection.



Step 5. Click **Import**. A Progress window is briefly displayed.

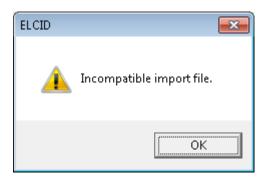


Note: If the database was backed up using EL-CID Version 6.0, a message is displayed "Transforming import file from version 6.0 to 6.1".

If the following message is displayed, a database that was exported from version 6.1 is being imported into version 6.0, which cannot be done. Otherwise, Skip to **Step 6**.

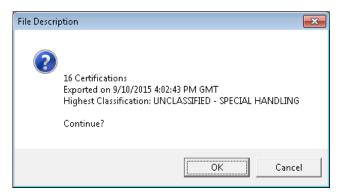


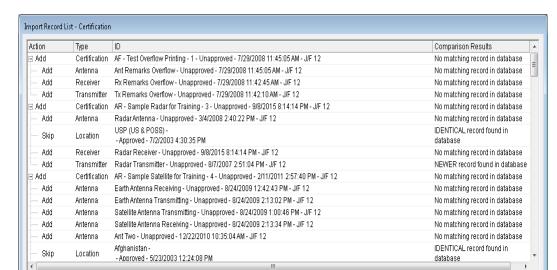
Click **OK**. The following screen appears.



Click **OK** to return to the Import window. Make sure you are running EL-CID Version 6.1.

Step 6. The **File Description** window is displayed. It shows how many Certifications are to be imported and the date they were exported.



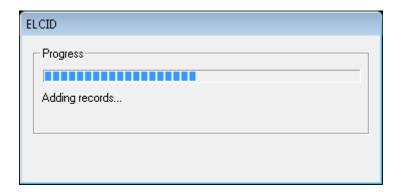


Step 7. Click OK. The Import Record List - Certification window is displayed.

Notice the locations that are marked **Skip**. This is because identical **Location** records already exist in the database. There is no point in importing such records and creating duplicates. Instead, when the a certification is imported, it will be associated with the existing **Location** records already in the database.

Depending upon the **Comparison Results**, it is possible to override some of these actions. For example, to override adding a Certification record, click on **Add** in the **Action** column in the Certification row. In the list that drops down, select **Skip**. If a record is marked **Skip** because there is a **NEWER** record in the database, you can override it to **Add**. Notice that you cannot override **Skip** if the there is an **IDENTICAL** record in the database. Also, you cannot override an equipment or Location from **Add** to **Skip** if the Certification containing the equipment is **Add**, because doing so would modify the Certification record.

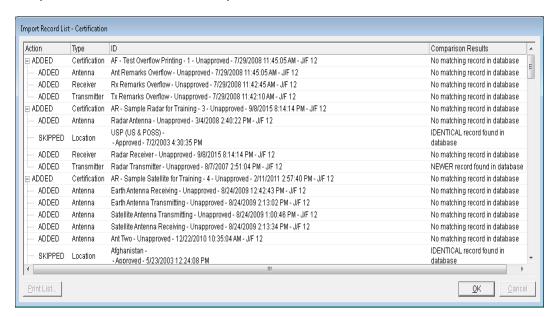




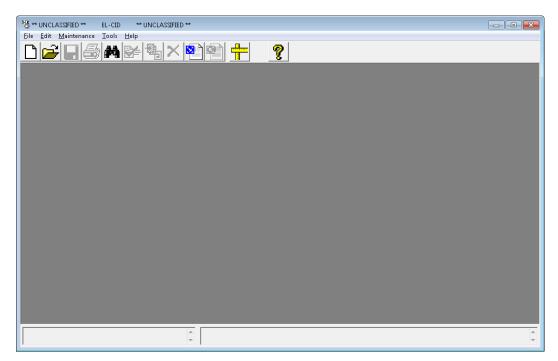
Print List...

<u>C</u>ancel

The **Import Record List - Certification** window reappears. The rows marked **Add** have changed to **ADDED** and the rows marked **Skip** have changed to **SKIPPED**. At this point, the records have been imported into the database.

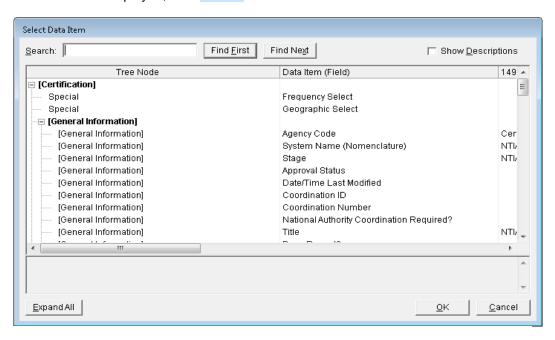


Step 9. Click **OK** to close the window and return to the main screen.

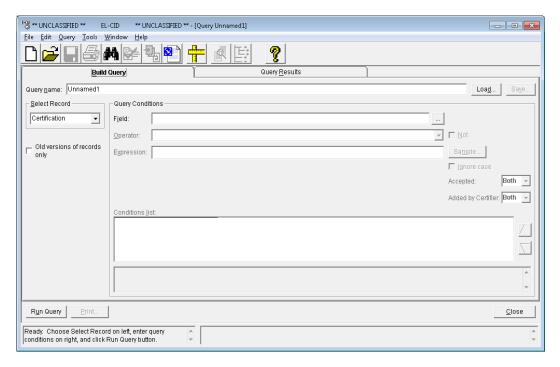


Step 10. The database may now be examined. Click the New Query button on the tool bar.

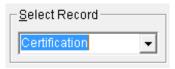
The **Build Query** window appears and (assuming that you have not disabled it in the Preferences) the **Select Data Item** window automatically appears. If the **Select Data Item** window is displayed, click **Cancel**.



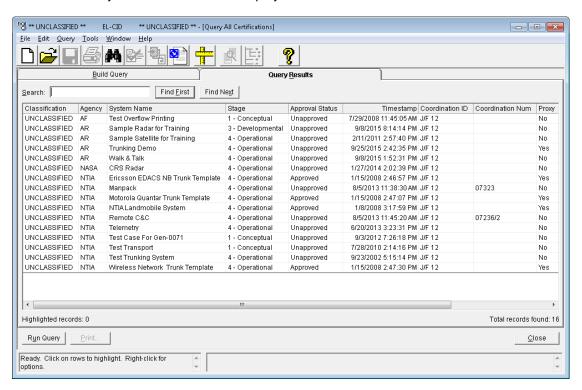
Step 11. The Build Query window appears.



Step 12. Select Certification using the dropdown list button for the Select Record box.



Step 13. Click the **Run Query** button, or click the **Query Results** tab to execute the query. All Certifications in your Database will be displayed.



Step 14. Click **Close** to close the window and return to the main screen.