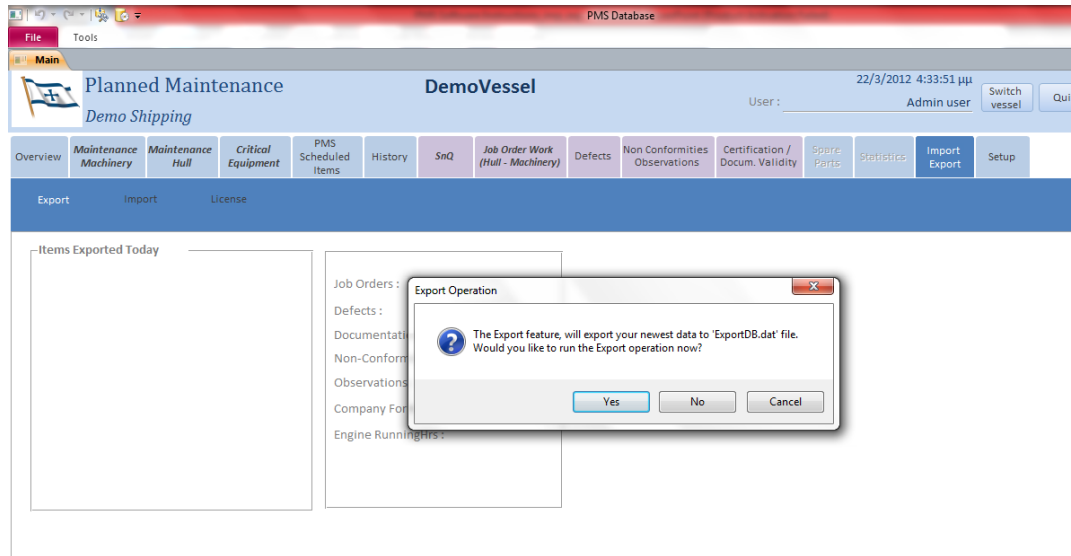


PMS Software Instructions

Import/ Export

Export

- To Export you need to click on the «Import/Export» button on the main menu and then click on «Export» on the right side of the Sub-Menu
- Press the «Yes» button to create the export file to be sent via email

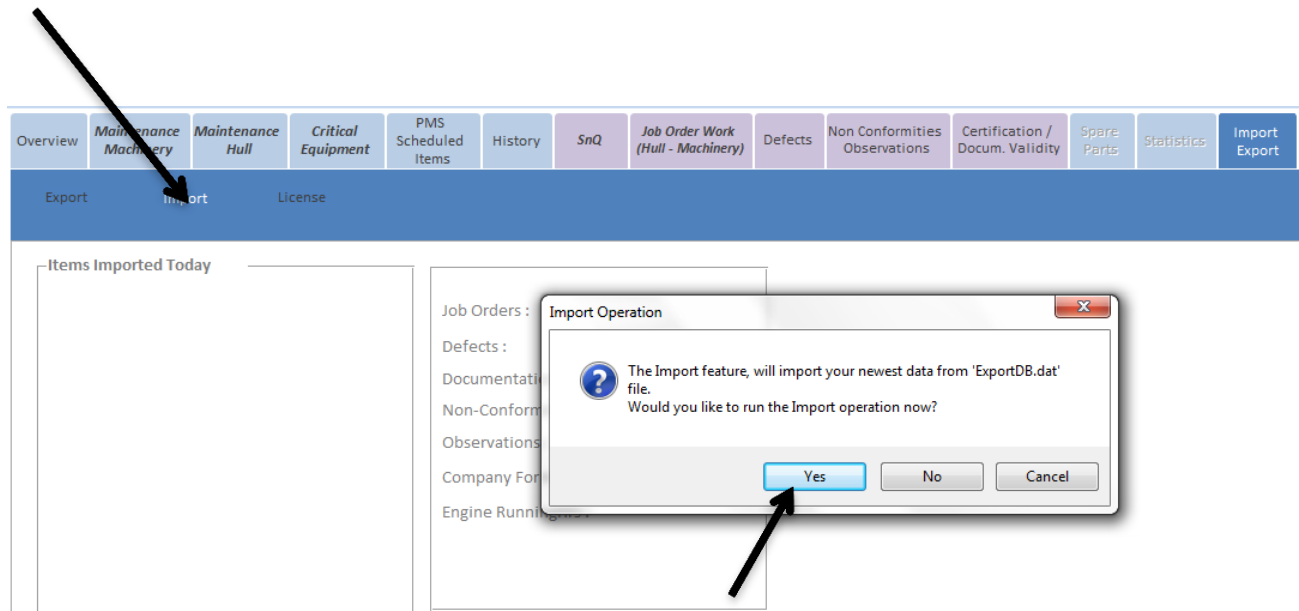


- This only works if you are using MS Outlook or Outlook Express. In this case click «Yes» to open Outlook and send it by e-mail.
- If not, you need to attach the export file manually to an email. In this case click «No» to open the folder containing the file in a new window

Note that you can find the file in the **RiskAssessment folder** in the **Export sub folder**.
The file name is described in the above Confirmation window so be careful to attach the correct file.

Import

- To import click «Import/Export» in the Main Menu and select «Import» from the Sub-Menu
- Then click «Import »
- A confirmation window will appear. Click «Yes» to proceed



Import

A new window will appear in which you need to select the Export File to be imported and click «Open».

Note that the file name will be something like the export file explained in the previous page starting with ExportDB(date and time).dat If the file is sent to you by email make sure to save it in an easy to find location like your desktop so that the file will be easier identified.

