

Risk Assessment Software Instructions

Part 4: Import/ Export

Export

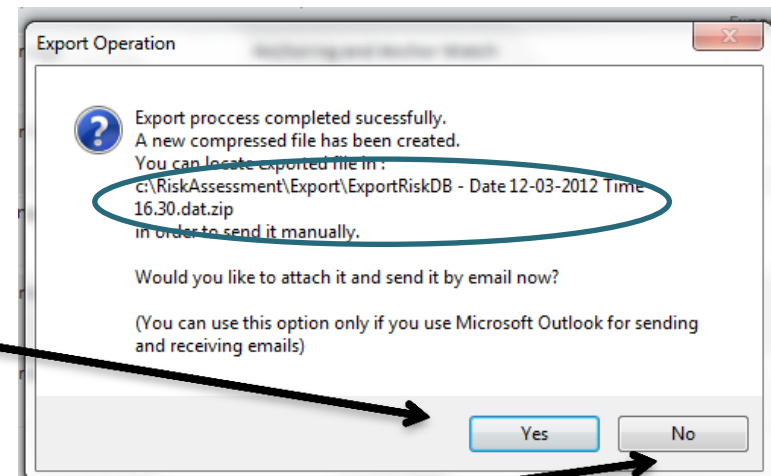
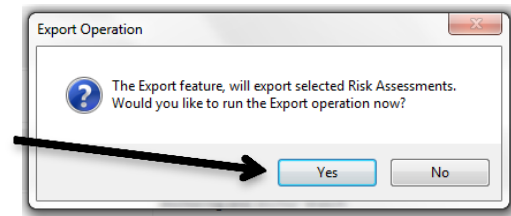
- To Export New Risk Assessments made into your Risk Assessment Database you need to click on the «Import/Export» button on the main menu and then click on «Export» on the right side vertical menu
- The Export Library will appear.
- Tick the New Risk Assessments to be exported by clicking on the boxes on the right hand side
- Press the «Export» button

The screenshot displays the 'Risk Assessment Database' interface. At the top, the 'Main Menu' is visible with the user logged in as 'Master'. The main menu includes 'Risk Assessment', 'Library', 'External Library', 'Sub-Operation Revision Status', and 'Import-Export'. A vertical menu on the left contains 'Import', 'Export', and 'License'. The 'Export Library' section shows a table of risk assessments with columns for 'Issued Date', 'AssessmentNo', 'Operation', 'Sub-Operation', 'Date Last Exported', and 'To be exported Y/N'. An 'Export' button is located at the top right of the table. Arrows indicate the sequence of actions: clicking 'Import-Export' on the main menu, then 'Export' on the vertical menu, then the 'Export' button, and finally the checkboxes in the 'To be exported' column.

Issued Date	AssessmentNo	Operation	Sub-Operation	Date Last Exported	To be exported Y/N
23/2/2012	PYTHAGORAS-BUL-BRI-1	Bridge	Anchoring and Anchor Watch		<input type="checkbox"/>
9/3/2012	PYTHAGORAS-BUL-BRI-2	Bridge			<input type="checkbox"/>
12/3/2012	PYTHAGORAS-BUL-ENG-1	Engine	Ballast Operations		<input type="checkbox"/>
12/3/2012	PYTHAGORAS-BUL-BRI-3	Bridge	Anchoring and Anchor Watch		<input type="checkbox"/>
12/3/2012	PYTHAGORAS-BUL-BRI-4	Bridge	Anchoring and Anchor Watch		<input type="checkbox"/>

Export

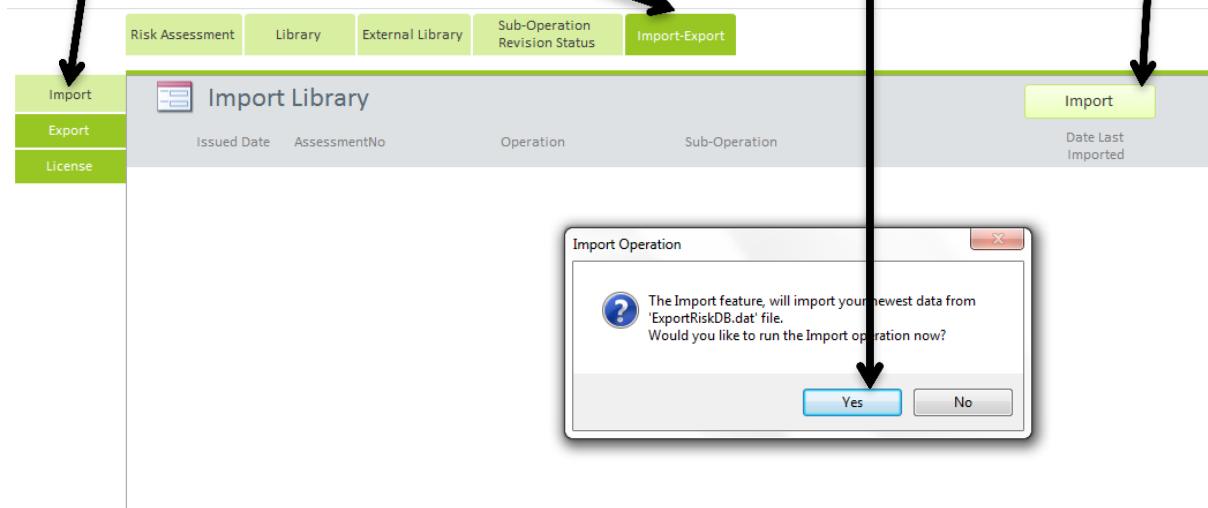
- A confirmation window will appear. Press «Yes» to create the export file.
- Another confirmation window then appears telling you that the export file can be attached to an email automatically.
- This only works if you are using MS Outlook or Outlook Express. In this case click YES to open Outlook and 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 a Risk Assessment click «Import/Export» in the Main Menu and select «Import» from the vertical side 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.

