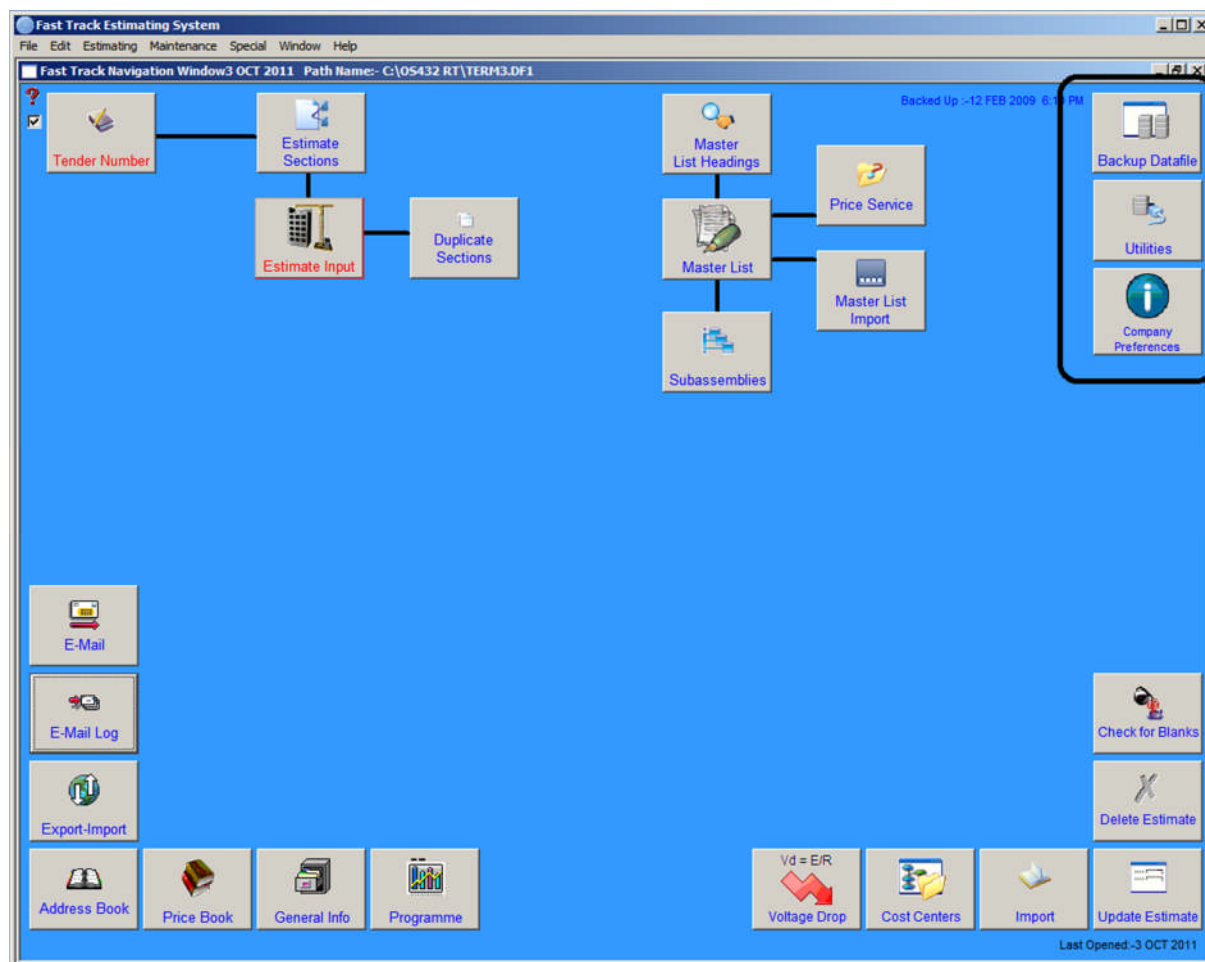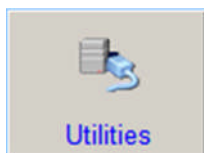# Section 11

Profile

11.1 Backup Data File

This function provides a quick and easy way to backup your "Term3.df1" data file to a remote location on a network, on a server or another computer on your local area network (LAN).

Establish a folder on the remote computers hard drive, preferably with a shallow name. Type in the path name of the remote folder, found under the "Special Menu > Company Details".

Note: Some networks can be large and to avoid problems check with the Network Administrator to map a drive into your computer operating system. If it is local area network, establish a folder on "Joes" computer, on the C: Drive, and call it "Estn1bkup".

The path name would be:- \\Joes\C\Estn1bkup\term3.df1 The data contained in your Term3.df1 is all your estimates and your Master List, Master List Headings and Subassemblies and is **irretrievable** if not backed up.

11.2 Utilities

The **"Utilities"** window is the area of the program that looks after your data. There are various reasons for this window as follows:-

- Export Data
- Import Data
- Repair Corrupt Data Files
- Change Data files
- Delete Data Files
- Check how many records you have

Note: Before you do any minor or major alterations make sure you have a backup.

Open Data Browser

If you need to **"Open Data Browser"** button, this may mean that you may have been instructed to do so by the program or you have encountered corrupted data. When this happens a window will appear with an icon similar to the following:

DataFile.df1

By double clicking the icon another two similar icons will appear:

Data slots   System slots
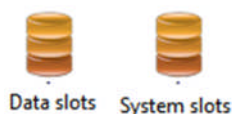
Double click on Data Slots and the window should look similar to the following:
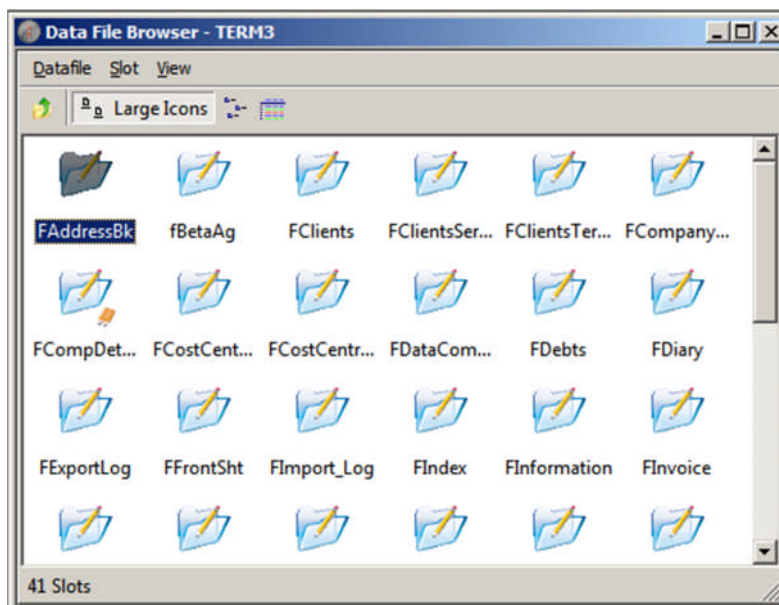
Omnis Studio groups all the sub files into one common data file with a suffix, if visible, called "Datafile.df1". All these sub files now appear as individual files and they can be diagnosed for repairs and alterations etc.

FCompDet... This icon with extra little red pen represents the file needs reorganizing.

FRecPriceI... The icon with extra little yellow pen represents the file needs the data dictionary updated.

Run File Utilities 🖊🖊

When you 'Run File Utilities' the program will update your Data Directory automatically by optimising and reorganising all of the data. The reason you may be instructed to 'Run File Utilities' is that field columns may have changed to accommodate more data or new indexes may have been added. An index may be added to find fields quicker.

New Data File ✍

Should you need to establish a 'New Data File', see Section 2 – System Information, for more detailed information.

Toggle Locking 𝓧

This button is not to be used unless directed by Atad Data.

Delete Data 🗑

The **"Delete Data"** button should be used with extreme caution as this deletes the data permanently from the file and is irreversible. To use, highlight the file in the middle list at the top of the page, the names of the fields will appear in the "Field Names" list, then press "Delete Data" and your data will be deleted.

Change Data File 📁

This allows for the data file to be changed.

For example, when two (2) Estimators want to work on the same estimate simultaneously, the user clicks on the button and a screen will appear prompting for a data file. Locate the Term3.df1 through the network and logon to the other estimators Term3.df1 data file.

Note: Hard drives or folders will have to be set to the share mode before this can happen. The estimator that logs on remotely must bear in mind that they will have to use the same Master List. The remote user will have to log on each day as the system defaults back to the local data file.

Import 📳 | Export 📳

Import and Export

Omnis Studio allows for Importing and Exporting of data contained within the files, this can be done in the following different formats:-

1. Delimited commas (CSV) and comes with suffix ".txt".
2. Delimited tabs (tabs) and comes with suffix ".txt".
3. One field per line (.prn)
4. Omnis data transfer (.odt)
5. Delimited (User Delimiter) (.prn)

The most frequently used, if you to want export into a spreadsheet program, would be firstly Delimited tabs and secondly the Delimited commas.

Omnis data transfer is used to export between other systems with the same data structure and is very quick.

Import 📳

To import a file that some one else has created in another Omnis Studio application, so all columns numbers and field lengths and positions should match.

The first step is to select the type of import file from the five (5) types mentioned above by a single click on the line from the top left list field.

Then select the file that you want to import into from the centre list field "File to Export or Import".

Make sure that you select via the radio buttons the form of import being "Update" or "Insert".

⦿ Insert Record
◯ Update Record

These radio buttons are for nominating the type of import required.

Then click on the **"Import"** button, you will prompted to select a file, when located and selected click on the **"OK"** button. The number of records should change and be displayed in the Centre list field.

Tip

If you want to import information, for example, in the Delimited tabs format, it can be easier to export some data as a sample, then read it in another application such as a spreadsheet. This will give you the column layout.

Information

The "Update" can be tricky if the information is not perfectly coordinated from the start, as it uses the RSN (Record Sequence Number) to do its updates and can cause trouble if records are deleted or added.

Most users delete the existing file and do a complete "Insert" for best results.

Export 📄

To export data in the five (5) types mentioned above. This is generally used for keeping other users up to date with coordinated information. To export select the file type to be used in the left top list field.

Select the file to be exported by clicking on the name in the top Centre list field "File to Export or Import", if all fields are not required for exporting, then select the fields that are, by using the "Ctrl" key and select method in the top right list field.

You will be prompted to name the file to be exported, so make sure the name is meaningful and the destination is where you want to go to.

Then press the **"OK"** button, you will receive a number of records exported.

11.3 Company Details

Enter Company Details as they are used in some reports, such as phone and fax numbers. The program version number is stored in this window, as new releases are made available the numbers are upgraded.

Outgoing and Incoming E-Mail

For E-mail accounts, you need to know the type of E-mail server you use (POP3, IMAP, or HTTP), your account name and password, the name of the incoming E-mail server and, for POP3 and IMAP, the name of an outgoing e-mail server.

E-Mail Regisration

Once **ALL** E-mail information is entered, you have the option of emailing your registration details direct to Atad Data. This allows any alterations to be tracked and data information kept up to date.

Location of Address Book

This is where you enter the path name for the location of the AddressBk.df1 file. For more detailed information on the Address Book, refer to Section 7.12.

Location of Master List Information HTML Files

This is where you enter the path name for the location of the Master List Information HTML files. See Section 8 for more detailed information.

Notes