## 7.6    Export and Import Fast Track

This function provides the ability to export and import estimates. If you set your system on the server, you sometimes may have the need to export your estimates to other parties. Also you may have the need to import your estimates into your system for review and safe keeping.

### Operation

Select **"Export"** or **"Import",** and follow the steps set out below:

### 7.6.1 Export Fast Track Tab

From this window you can Export (copy) an Estimate onto a Disc, CD or onto the Server.



Step 1
Select the Estimate to Export, from the drop down box "Export Estimate File".   Click on "EXPORT" icon at the bottom right of screen.
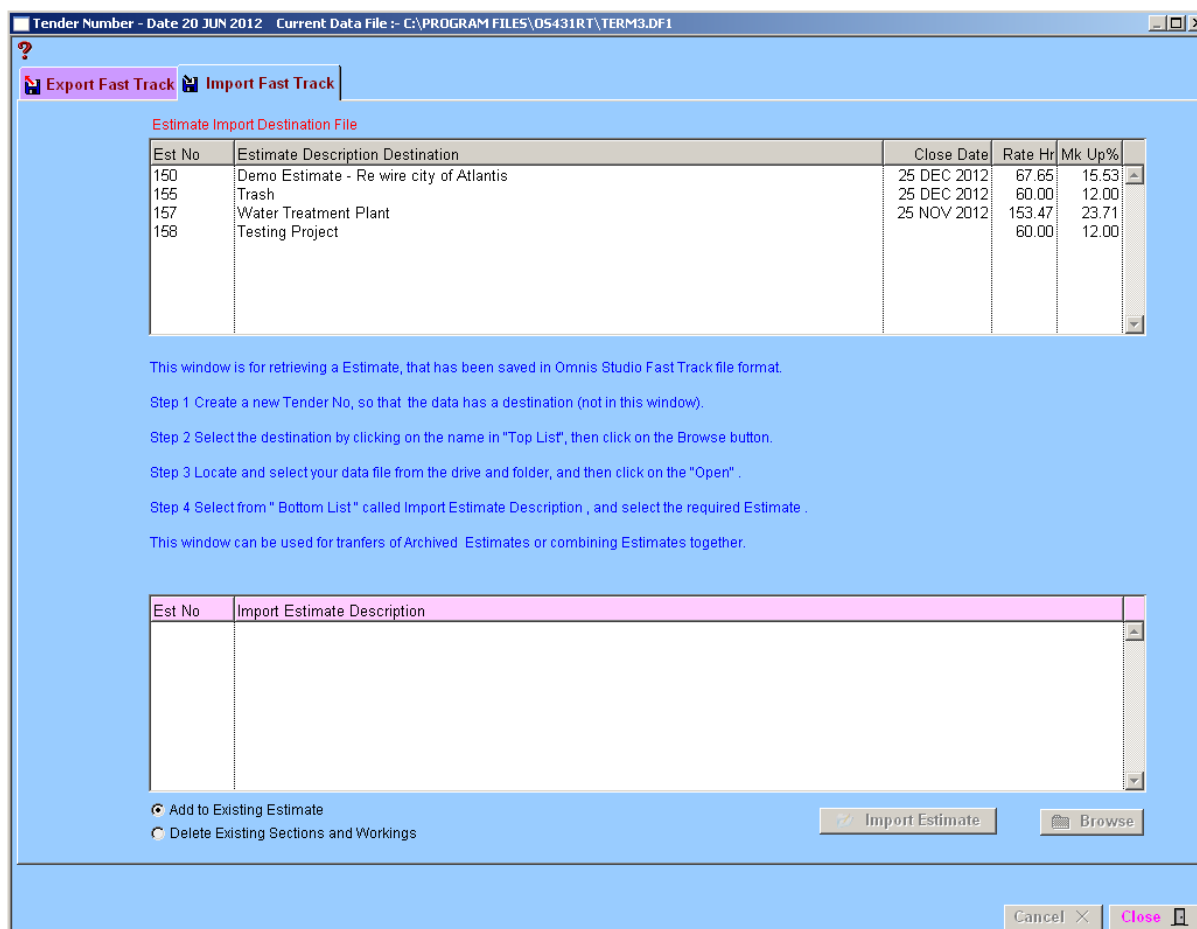
Step 2
A window will appear.  Select the backup file required or type in the new name of the file to be exported.

At the bottom of the window in 'RED' it will indicate that the file has been exported – "File Exported".

## 7.6.2 Import Fast Track Tab

From this window you can Import the copied Estimate from a Disc, CD or from the Server.



Step 1
Create a New Tender as the information must have a destination. (Estimating Menu – Tender Number : Refer Section 7.10).

Step 2
Select the New Estimate (information to be imported into) from the drop down box "Estimate Destination".  Click on "IMPORT" icon at the bottom right of screen.

Step 3
A window will appear.  Locate and select your data file from the Disk, CD, or Server and Click 'Open' or OK'.

Step 4
Select the Original Estimate from the drop down box "Import Estimate File".

At the bottom of the window in 'RED' it will indicate that the file has been imported – "File Imported".

## Notes

## Notes