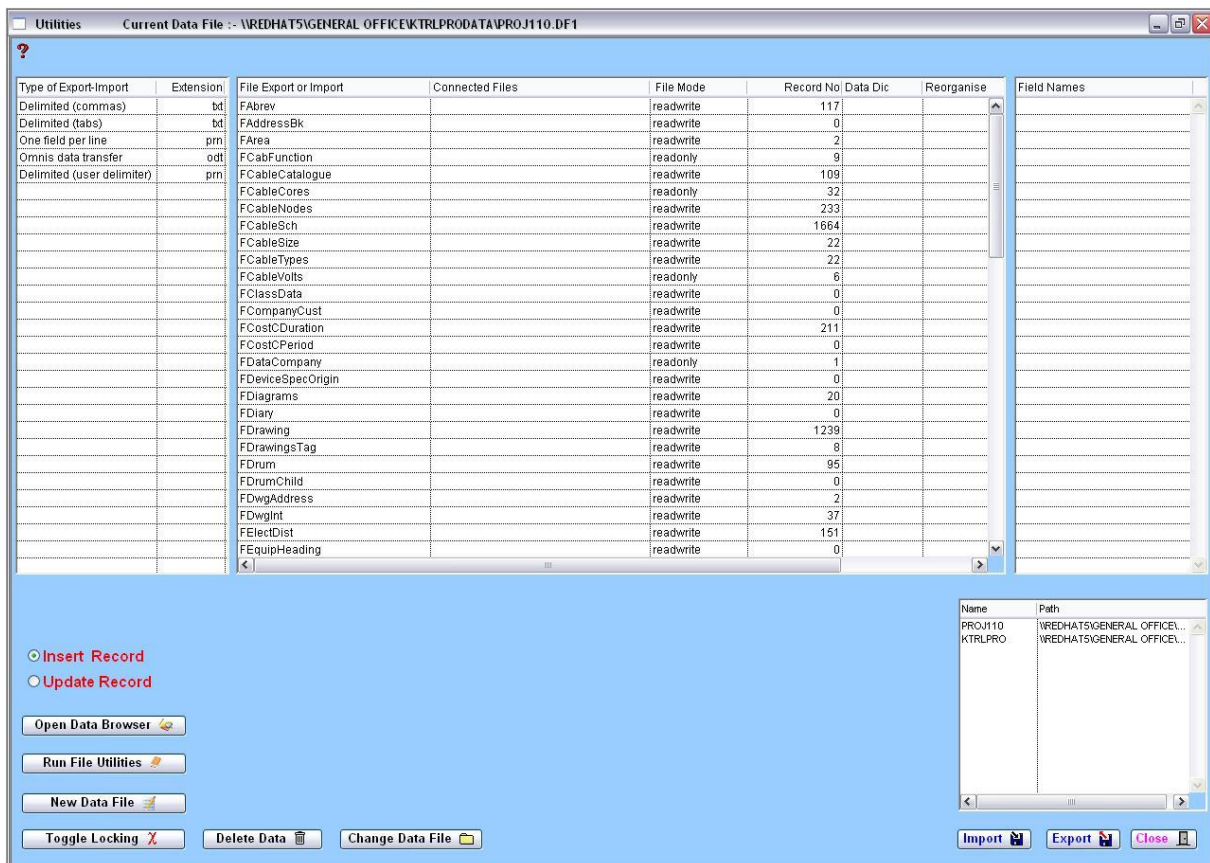# Category 6

6.8 Data Utilities

This button will open the Utilities window, which is used for optimizing and reorganizing the data files, only to be used when instructed.

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.

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:
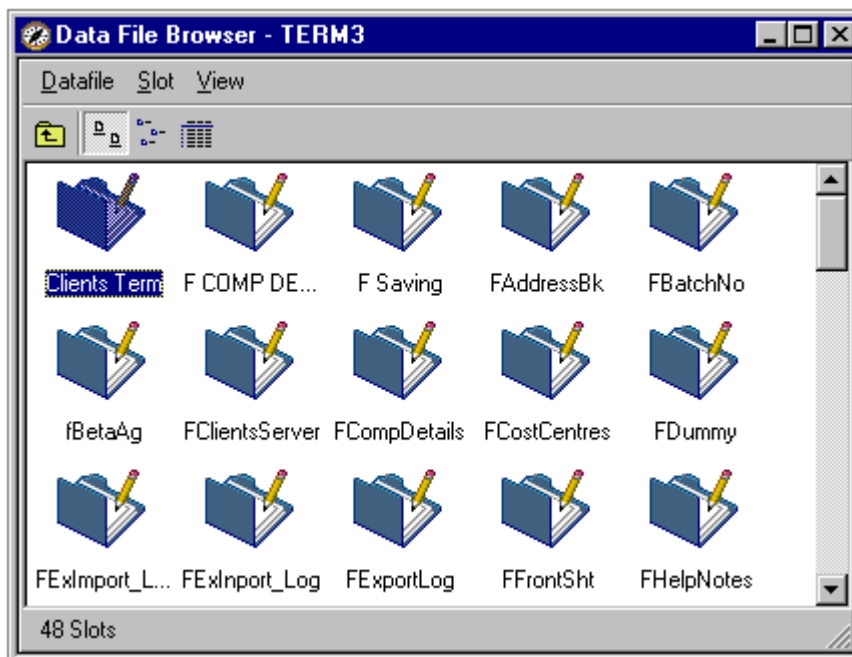
DataFile.df1

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.

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

This icon with extra little yellow pen represents that the file needs the data dictionary updated.

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.

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 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**   These radio buttons are for nominating the type of import required.
○ **Update Record**

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.