

# How do I obtain a copy of the data I have typed in, and reload this when required?

## Objective:

This training sheet shows you how to export your data to disk files, and import your data back into SERVE.

This facility is useful to keep a backup copy of what you have typed in. It is also useful in transferring your work to another computer.

You can either export user data, person data or recipe data.

- **User data:** the system exports all recipes created, foods added, persons added (and related information such as food intake records, activities, weight records, skinfold, percent fat, and bodysite measurements) by the user you logged on as.
- **Person data:** the system exports the person you select plus all related information such as food intake records, activities, weight records, skinfold, percent fat, and bodysite measurements plus any foods added.
- **Recipe data:** the system exports the recipe you select plus any foods added.

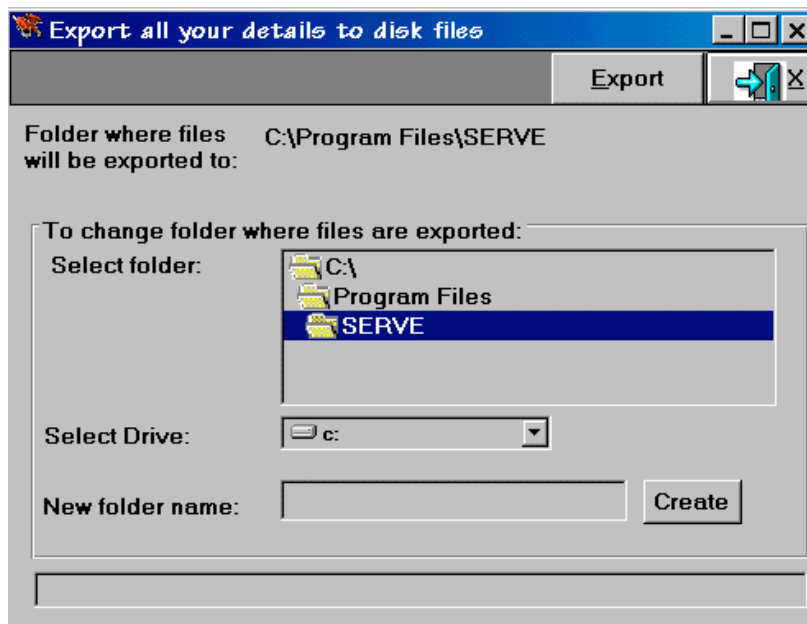
The import facility will import all files found in the folder you nominate.

## Export user data:

From the main menu bar




select **F**ile, then **e**Xport your data to disk file(s). The following window will be displayed:



See **Exporting the data** section below for instructions on exporting the data.

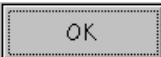

## Exporting the data:

The files will by default be exported to the folder where you are running SERVE from. You can change the folder and/or drive according to where you want the files to be created, for example you can choose the a: drive if you want your files stored on a diskette (in which case place a blank diskette in your diskette drive.)

Note that you cannot export directly to a drive, a folder must be selected, or you can set up a new folder by typing in the **new folder name** and clicking 

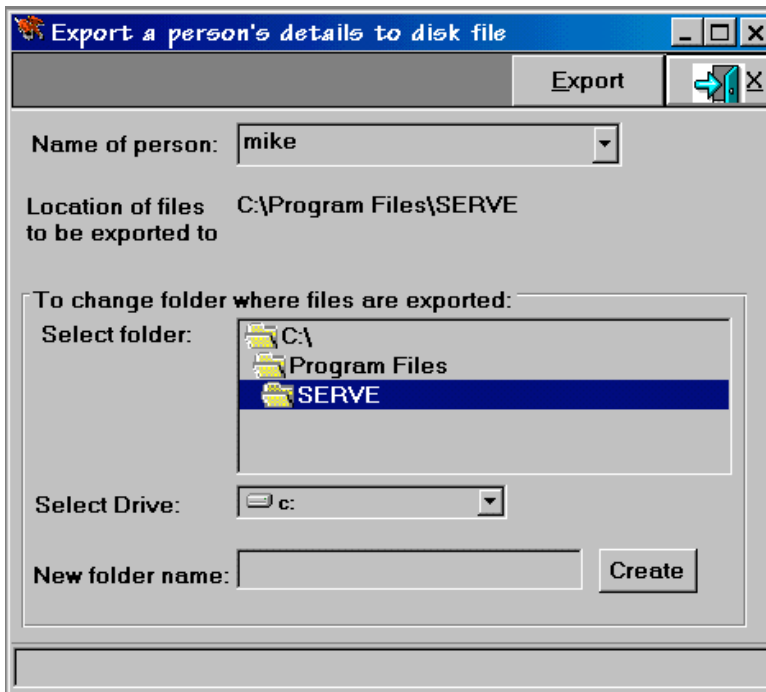
Click  to export your data.

Messages may appear during the export advising you about the information being saved,

click  to each of these. When the export has completed click  to exit the export facility.

## Export person data:

From the main menu bar select **F**ile, then **P**erson, then **E**xport person. The following window will be displayed:

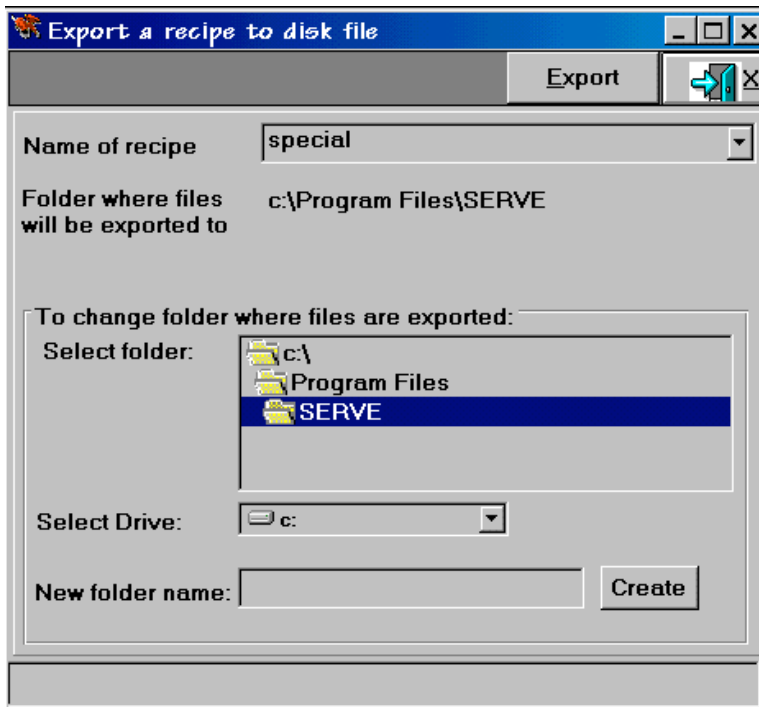


Select the name of the person whose data you want to export.

See **Exporting the data** section above for instructions on exporting the data.

## Export recipe data:

From the main menu bar select **F**ile, then **R**ecipe, then **E**xport recipe. The following window will be displayed:

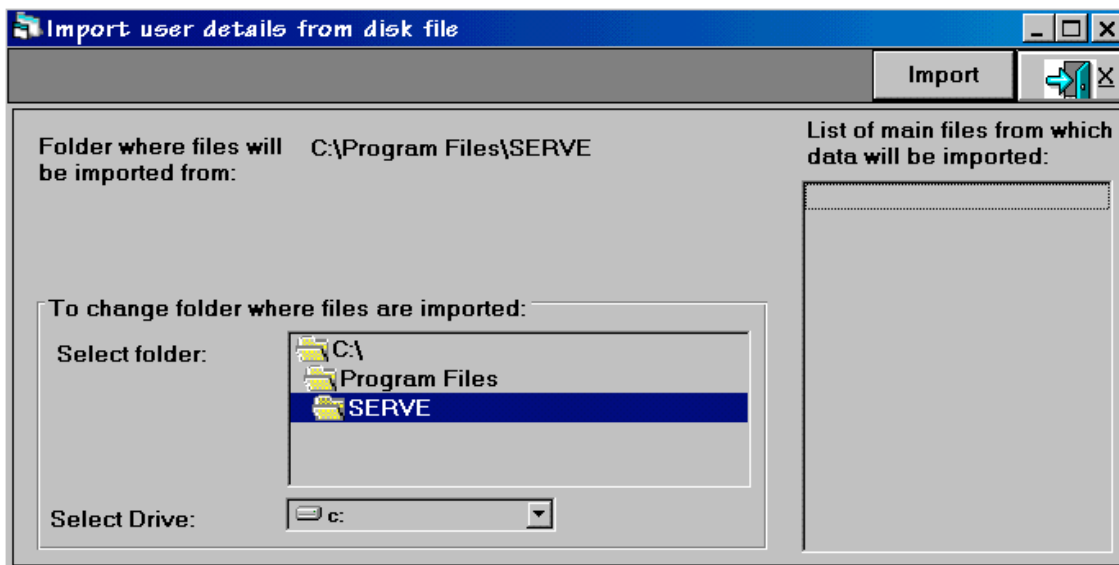


Select the name of the recipe which you want to export from the drop-down list of recipes.


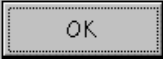

See **Exporting the data** section above for instructions on exporting the data.

## Import:

From the main menu bar select **F**ile, then **i**mport your data from disk file(s). The following window will be displayed:



The import from folder will default to where you are running SERVE from. You can change the folder and/or drive according to where you want the files to be created, for example you can choose the a: drive if you have your files stored on a diskette (in which case place the diskette in your diskette drive.) and select the folder on your diskette drive.

Click  to import your data. A series of messages will appear advising you about what information is being restored, click  to each of these. Note that if the data already exists in your database it will not be loaded. When the import has completed click  to exit the import facility.