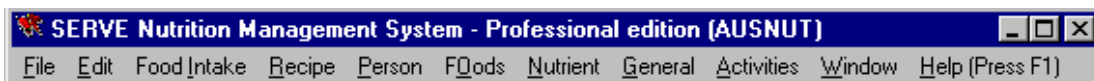


## How do I transfer a food from one database to another?

### General information

SERVE provides you with a choice of databases to use (such as AUSNUT, NUTTAB, AUSNUT07, NUTTAB06 in Australia and FOODFILES in New Zealand). You may also have access to the ANZFA Recipes Database and Fatty Acids database. The title at the top of the main menu bar tells you the name of the database which you are currently using. For example, the menu bar below shows you currently are accessing AUSNUT.




This procedure shows you how you can now export a food from the current database (AUSNUT) and transfer it to a different database. (note that if you want to export a food from a different database you will need to first switch to that database to make it the current database.)


There are three main steps:

1. Locate and export the food.
2. Switch to a different database
3. Import the exported food.

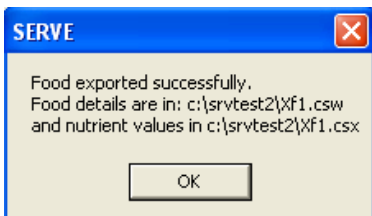
### 1. Locate and export the food

From the main menu bar as shown above select **Food**, then select **Modify Foods**

Use  to locate the food to be exported (see training sheet 2 to learn how to find foods).

With the food to be exported displayed on the modify foods window click .

If the export was performed successfully the following window will display:

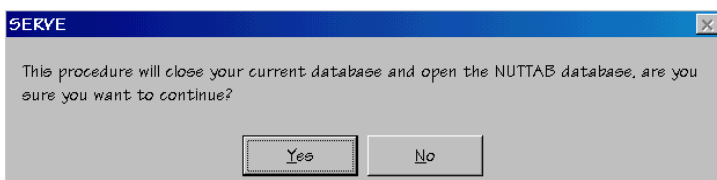


### Important notes on exporting a food:

You cannot export foods out of the ANZFA recipes database or the special fatty acids database. Only the 30 common nutrients are exported for the food (those with nutrient number 1 to 30).

### 2. Switch to a different database

From the main menu bar, select **File**, then select **switch to NUTTAB** (or whichever database you want to switch to). Note that if no "switch to" options are displayed you only have access to one database. The window is displayed as shown below:



Click  to proceed (or  to cancel).

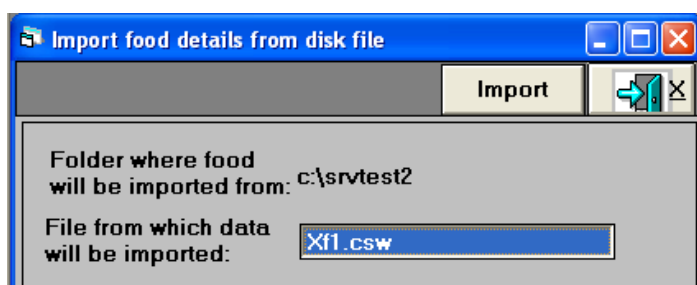
The following message will be displayed:



Click  you now have access to a different database (NUTTAB in this example).

### 3. Import the exported food:

From the main menu bar select **FOod**, then **Import food**. The following window will be displayed:



Note that Xf1.csw is the name of the file containing the exported food.

Note that if there is no file name displayed (as shown below) there is no food to import:



If you have a file to import click  and the food will be loaded into your database.

If the import was successful then the following message will be displayed:



### Important notes on importing:

A maximum of 30 nutrients will be imported. These have nutrient number 1 to 30 ( access **General**, then **Nutrients** to see this list from the main menu bar.)

Any nutrients for which there are no values to import will be created with a zero value so the actual value can be entered using **Modify foods**.

When importing into the ANZFA recipes database, data for all the 8 common nutrients of that database will be imported. If you have added any other nutrients they will be ignored.

You cannot import foods into the special fatty acids database because there is no common nutrient alignment.