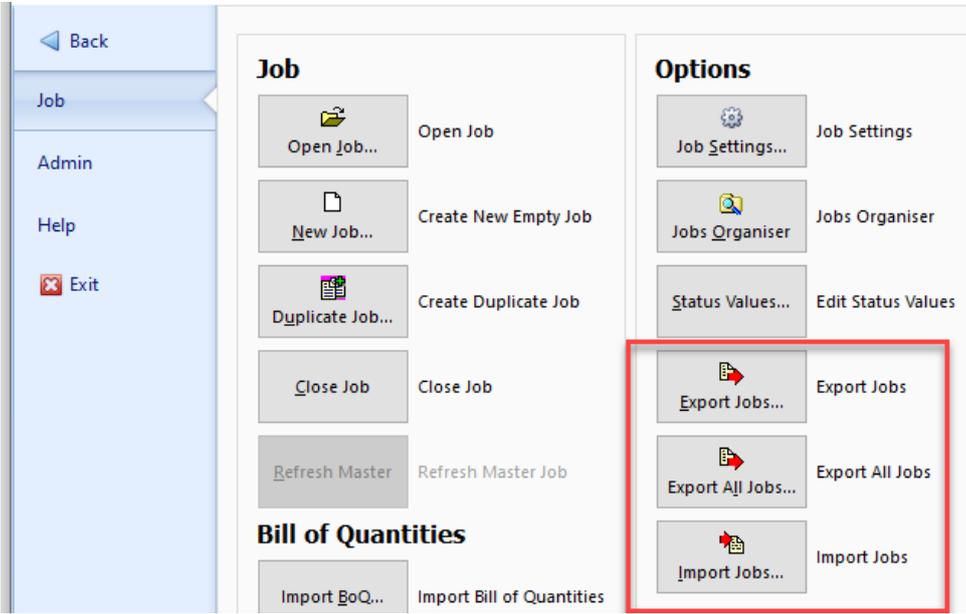


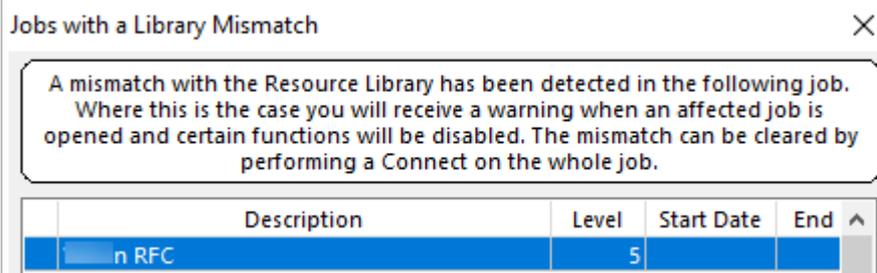
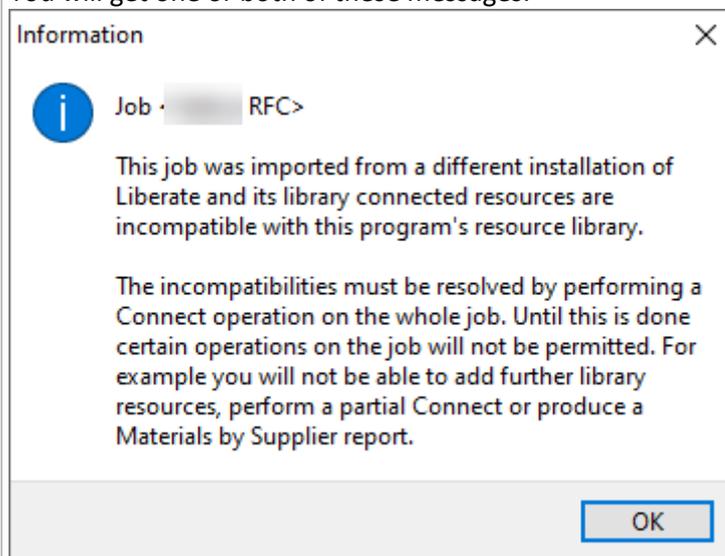
Purpose	To move jobs between PC's and to backup you Jobs for safekeeping.
Overview	<p>You can use Import and Export to move Any Job, a selection of Jobs or all Jobs to a backup file for safe storage or to Import the Job or Jobs onto another computer.</p> <p>We strongly suggest that you backup regularly especially whilst working on large projects to safeguard your work and prevent loss of data from possible file corruption or hard disk failure</p>
Variations	<p>You can export One or Many Jobs in a particular folder –</p> <p>You cannot export many jobs in different folders – i.e., you must make multiple Exports if you are exporting Jobs from different folders.</p>
How?	 <p>The screenshot shows the software's main menu. On the left is a navigation pane with 'Job', 'Admin', 'Help', and 'Exit'. The main area is divided into three sections: 'Job', 'Options', and 'Bill of Quantities'. The 'Job' section includes 'Open Job...', 'New Job...', 'Duplicate Job...', 'Close Job', 'Refresh Master', and 'Import BoQ...'. The 'Options' section includes 'Job Settings...', 'Jobs Organiser', 'Status Values...', 'Export Jobs...', 'Export All Jobs...', and 'Import Jobs...'. A red rectangular box highlights the 'Export Jobs...', 'Export All Jobs...', and 'Import Jobs...' options in the 'Options' section.</p>
Export specific Jobs or Jobs in a single folder	<p>As per the graphic above</p> <p>Choose – Export Jobs</p> <ol style="list-style-type: none"> 1. Choose the Job or Jobs that you wish to export. 2. A dialogue will appear prompting you to name a file. 3. Type a file name in the name box. (example: -14February or JobName) 4. Select a location for the export. (My Documents or Desktop etc.) 5. Press Save 6. Your Job(s) will be exported to a new file with the name that you selected and an lji extension e.g., 14Feb.lji 7. You can also export directly to a memory stick or offline drive for safekeeping.
Export all Jobs	Exports all jobs on your current system (You lose your folder structure in the back up file only - but all jobs are backed up).

	<p>No data is altered on your PC or on your server. i.e., your original source data remains the same.</p> <p>Choose Export all jobs as per the graphic above.</p>
Importing Jobs	<p>Note – When importing the imported Jobs DO NOT overwrite existing jobs. They are imported as additional Jobs. – Your existing Jobs remain untouched and in place. You may have more than one copy of a Job. You can see this in the Open Jobs grid by showing the entire grid.</p> <ol style="list-style-type: none"> 1. Imported Jobs are automatically connected to your library unless the Jobs were created on a different Liberate Installation. 2. Liberate will check to see if the resources in each job are found in the library with the same identifier as the source library of the Job. 3. If the identical item is found the resources will connect to the library. 4. If the Job cannot find the exact correct library items that were used originally it will notify you when you initially import the job. (See Jobs Mismatch) below. 5. It will also notify you when you open the Job and go to your Item screen and run connect. 6. And then the following dialog boxes reporting this will appear -See below. 7. At this point you can run the connect function from the menu to reconnect the Job the Item, or the Resource back to the library. 8. If you connect to a library and the resource is priced a different price in the new library from the original library, the value of your Job may change. 9. You can duplicate a job on your system using duplicate functions in Liberate and then compare the connected Job to the disconnected Job. 10. You will receive a report of which resources have not managed to connect. At the end of the import, you will receive a report which tells you which of the resources in the imported Jobs were not found in the library. This information can be successively copied to the clipboard. See below.
Advice	<p>Check the value of the exported Job and the imported Job</p>
	<p>If you have exported your Job from one machine and are importing it to another machine the only way you can connect is if the libraries on both machines are the same. There is no way within Liberate of copying libraries. You must use Windows File copy functions for this.</p> <p>You can take the Library from the Source machine to the Destination machine, but you would lose your Source information. There are ways to deal with this. Please call us for advice.</p>
Method	<ol style="list-style-type: none"> 1. From the Job Screen: Select Import 2. Use the "Look in" dropdown box to go to the location of your previously exported files or you're a drive or the drive on your network which contains the exported file. 3. A dialogue will appear prompting you to select a lji file from the list. 4. Select a file name in the name box. (example:-14February.lji or JobName.lji) 5. Press Open

6. A dialogue will appear showing you which jobs are contained in the backup file. You cannot choose one or many from the list. The whole list of Jobs will import.
7. You can create a new folder to import the Jobs to and then use Jobs/ Jobs organiser to move/delete jobs.
8. The Jobs will be imported, and you can access your revised list of Jobs through Menu>Job>Open Job.
9. Your Job(s) will be imported and appended at the bottom of the list of existing Jobs on your system.
10. The date of the import will appear alongside the imported file for reference.
11. Imported files will not overwrite existing Jobs with the same name.
12. On opening an imported file, you must run the Connect function on the items menu if you want to update any resource price changes in the Job.
13. Note: Library functions may not be available to you until the connect function is resolved.
14. You can reorder the grid on the Select Job screen which shows your Jobs by dragging the titles.
15. You can size each individual column by dragging the width of the column at the vertical line which separates the titles of the individual columns.

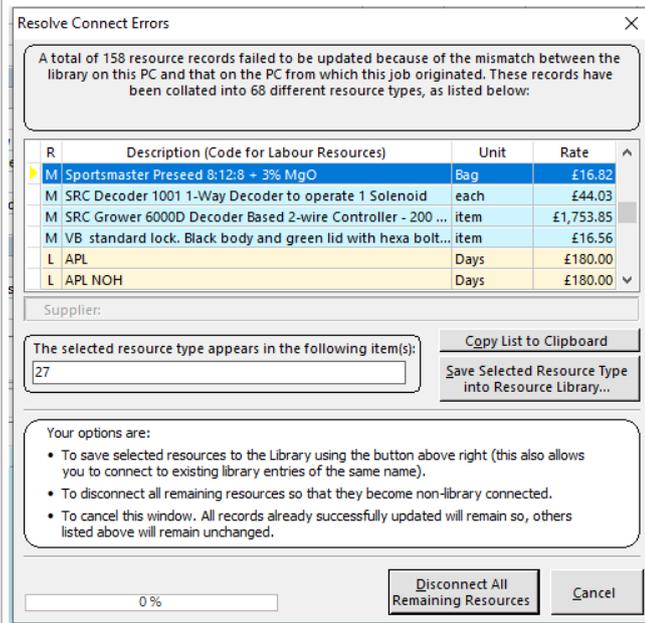
How to deal with a Mismatch message

It is very likely that you get a Mismatch message when importing a Job from one machine to another
 It means that Resources in the job on one machine are not exactly the same as the resources in the Job on the destination machine.
 You will get one or both of these messages.



1. Start by noting the costs and margins of your original Job from the financials flyout
2. Run connect from the chainlink on the toolbar.
3. The Job will update to any resources it finds that are exactly the same in description, Unit and Library address as the original.
4. Review the values at thispoint.
5. You will then most likely get another subsequent update of what the System has managed to update and what it cannot update.
6. You must now save the non-found resources to the Library or Disconnect the entire job from the library.

There should not normally be too many of these band once completed both jobs (originla and imported) should be equal in value.



If all goes wrong with the imported job, you can reimport it from the .lji export file and redo or compare the values.