



Q Local™ Frequent Asked Questions Managing Data

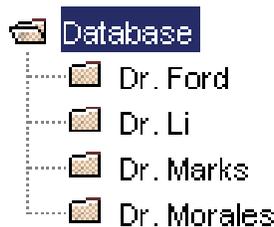
Moving Q Local™ Data from One Computer to Another while Maintaining File Folder Structure

Caution: Moving data from one Q Local system to a second Q Local system becomes a bit more complicated when the system you're moving to already contains data. If you don't want to overwrite the data on the 2nd system, then you cannot use the Q Local Backup and Restore options; you should follow the processes on this tipsheet to keep your data intact when adding the new data.

Keep the file folder structure the same

The key to copying data from the 1st system onto the 2nd system is to keep the folder structure intact. So if you have records in multiple folders on the 1st system, you want to make sure those records are copied into the same folders on the 2nd system.

For example, suppose your 1st system has records in the following four database folders:



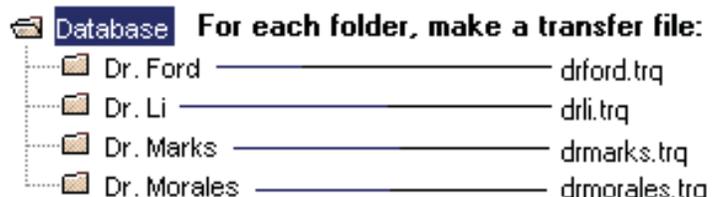
Since records will be transferred for all four doctors using both systems, the same folders have been set up on the 2nd system. (Setting up folders is described in the Q Local Help under Managing Assessment Records.)

Copying records from the 1st system

Repeat this process for each folder containing records you want to export.

1. On the 1st system, select **Import and Export** from the Q Local File menu, and choose **Export assessment records to a Q Local transfer file (*.trq)**. Then click **Next**.
2. Select the **Export Selected Assessment Records** option.
3. Select a file name and destination folder for the Transfer File. You may want to name the file the name of the folder the records originally came from to avoid confusion. The path and file names you choose are displayed in the Transfer File field.
4. Click the **Export** button. The assessment records are exported to the destination folder as a transfer file (*.trq).
5. Click **Cancel** to close the Import and Export wizard.

Example continued: A transfer file is set up for each of the four doctors' folders:



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Adding the transfer files to the 2nd system

Repeat this process for each .trq file containing records you want to import.

1. On the 2nd system, select Import and Export from the Q Local File menu, and choose Import assessment records from a Q Local transfer file (*.trq). Then click Next.
2. Click the Browse button to navigate to the .trq file that contains the assessment records to be imported.
3. Select the Destination Folder for the assessment records by clicking on a folder in the database tree. (This folder name should match the folder name used for these records on your 1st computer.)
4. Click the Import button. The assessment records are imported to the destination folder.
5. Click Cancel to close the Import/Export wizard.

Example continued: Each transfer file (with .trq extension) is copied into the matching doctor's folder on the 2nd system:

Copy each file to the 2nd system:

