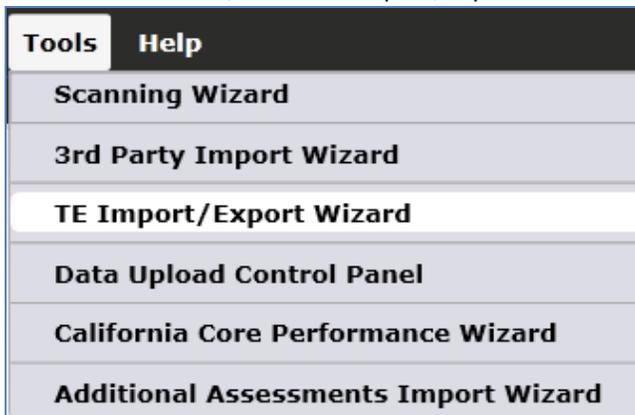


Using the TE – TE Import Wizard – Importing Data

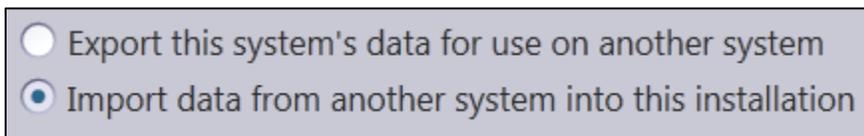
The TE – TE Import Wizard enables you to create zip files of your own TE data so that you can then append it to other existing installations of TE, or bring in data files from other sites to add to your own installation. This wizard also includes an archive feature that enables you to export and remove data from your database.

This exercise details how to import an outside file into your TE data.

1. On the Tools menu, select TE Import/Export Wizard.



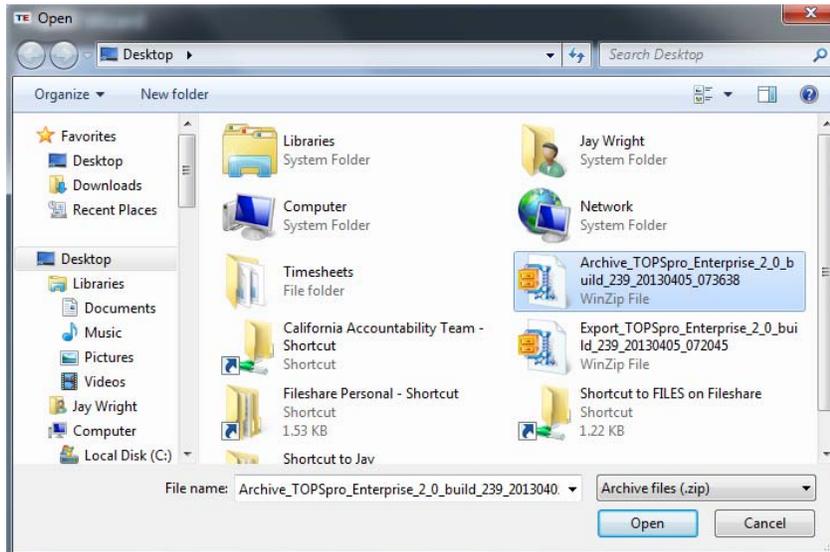
2. Select Import data from another system into this installation, and then click Next.



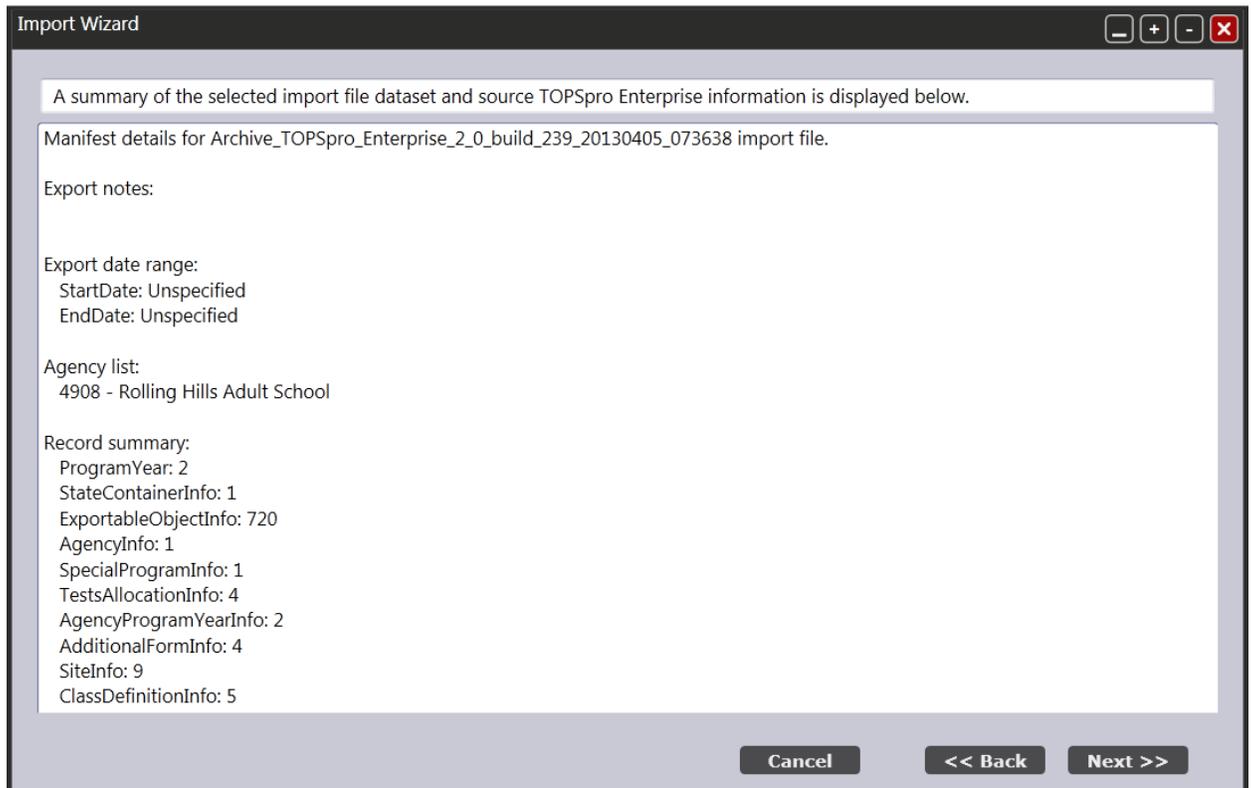
3. Next we need to find the zip file to bring into the installation. Click Select data import file to retrieve the import zip file.



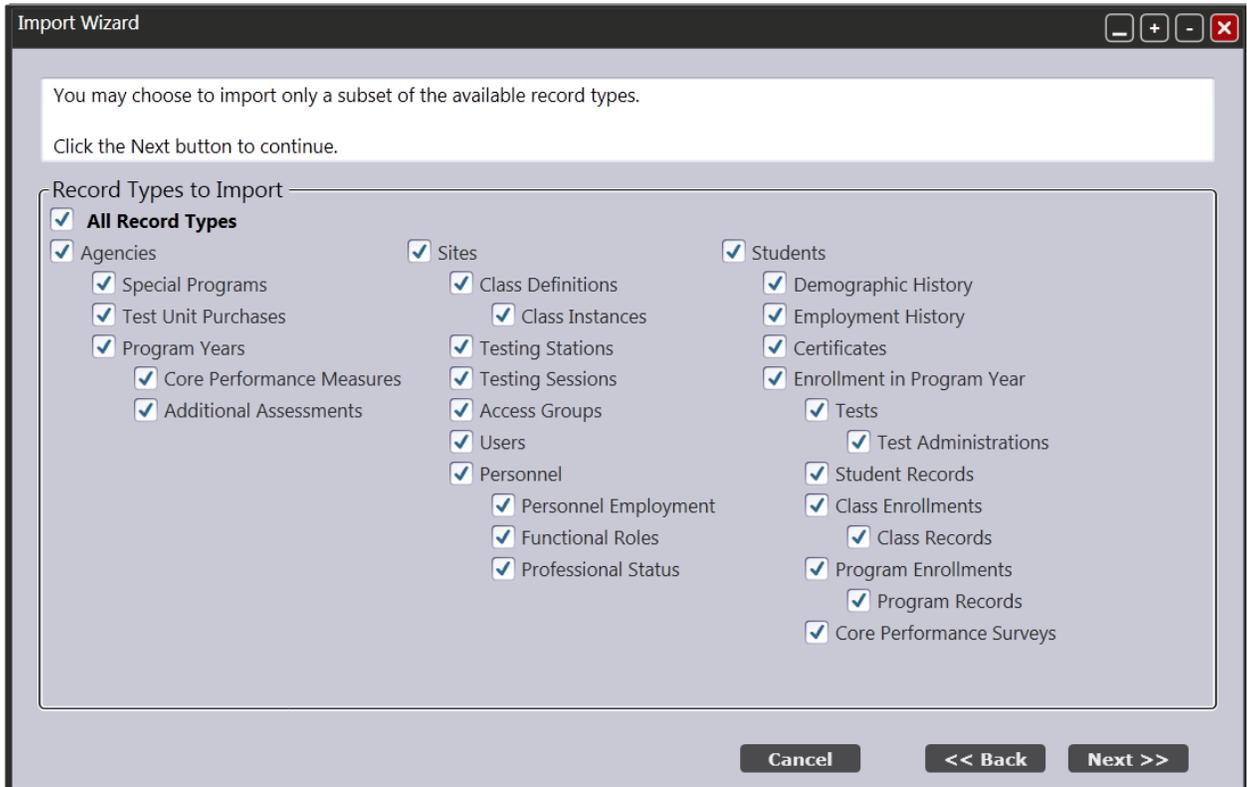
4. In the Windows screen, click Open.



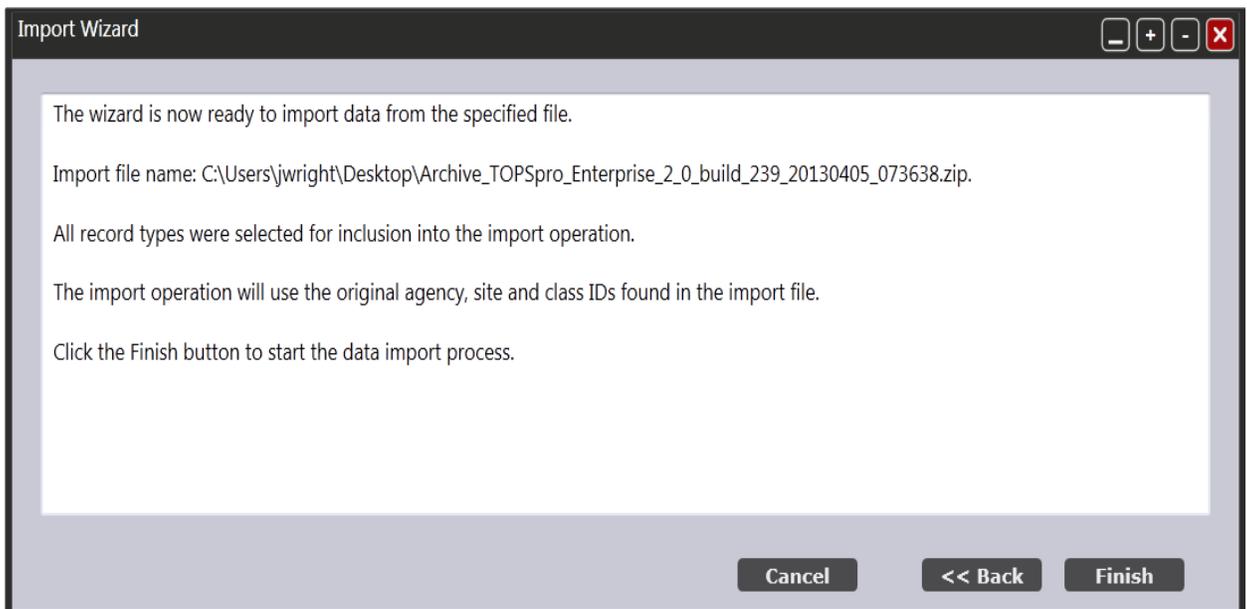
5. The next screen provides a summary of the contents of the file you are importing. Review the information on the screen, and then click Next.



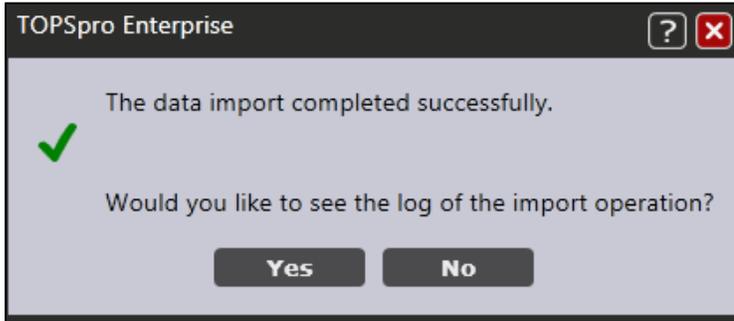
6. Next you can identify the specific records for import. For this exercise, we will import all of the available record types. Click Next.



7. Review the final summary, and then click Finish.



8. Click Yes to view a log of the import process.



9. Review the log and then click OK.

