

## Data Transfer: Importing User Models

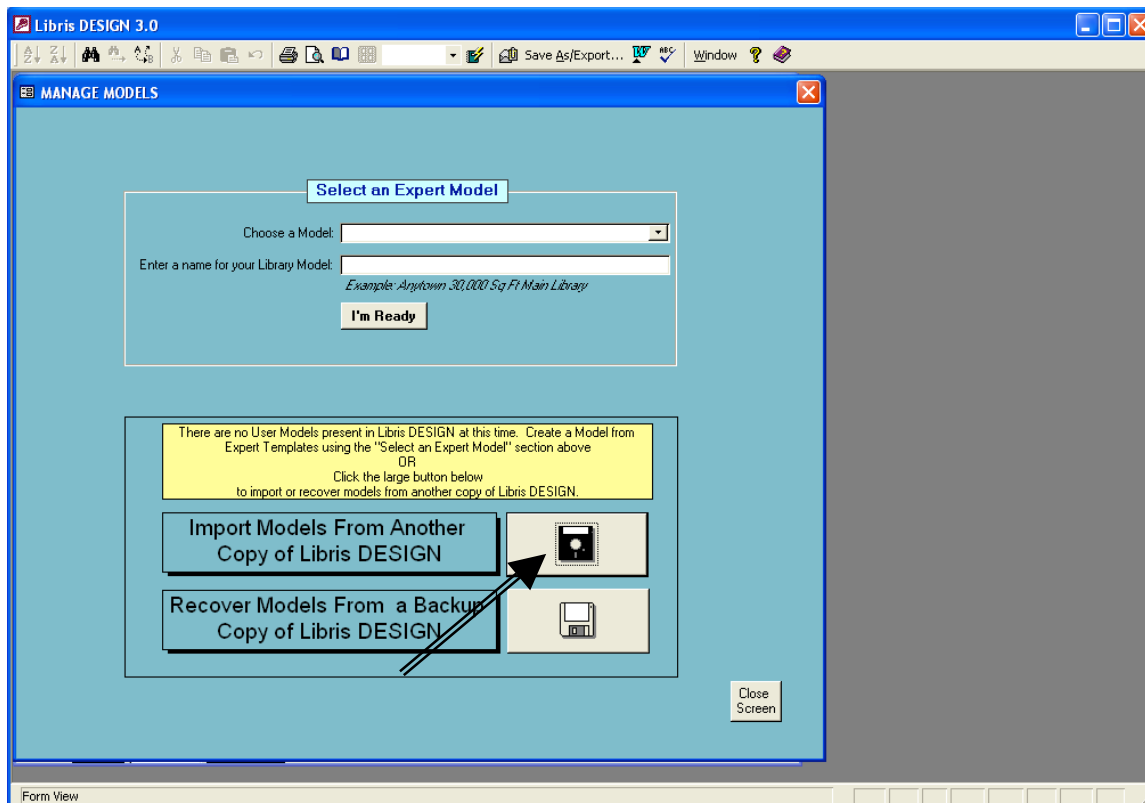
To import your library models from Libris DESIGN 2.2 or 2.3 into Libris DESIGN 3.0 follow the instructions below. You will be able to import the work you have done on your models. Your new version will have all of the enhancements that have been made to the software, but the user models you have been working with will be unchanged. Your costs or square footage allocations will not change unless you click the "Change F&E Costs" button on the Library Model Screen. This will cause the defaults to be overridden by any changes that have been made to Inventory Items.

1. Start with an empty version of Libris DESIGN. Open a copy of the most recent version of the Libris DESIGN software and login as a "New User". This will be a "clean" version of Libris DESIGN with no User Models.

Caution: Give the new version of Libris DESIGN a different name from any versions on your desktop or your file will be overwritten and all of your work will be lost. If you are working with a version that you have named Gray Gulch Library, name the downloaded version Gray Gulch Library2 or anything but Gray Gulch Library.

2. Enter your name and password in the "Create a New User Screen". See the "Getting Started Using Libris DESIGN" User Help file if you haven't done this before. When you have successfully logged in using your name and password, you will be ready to begin the data transfer process.

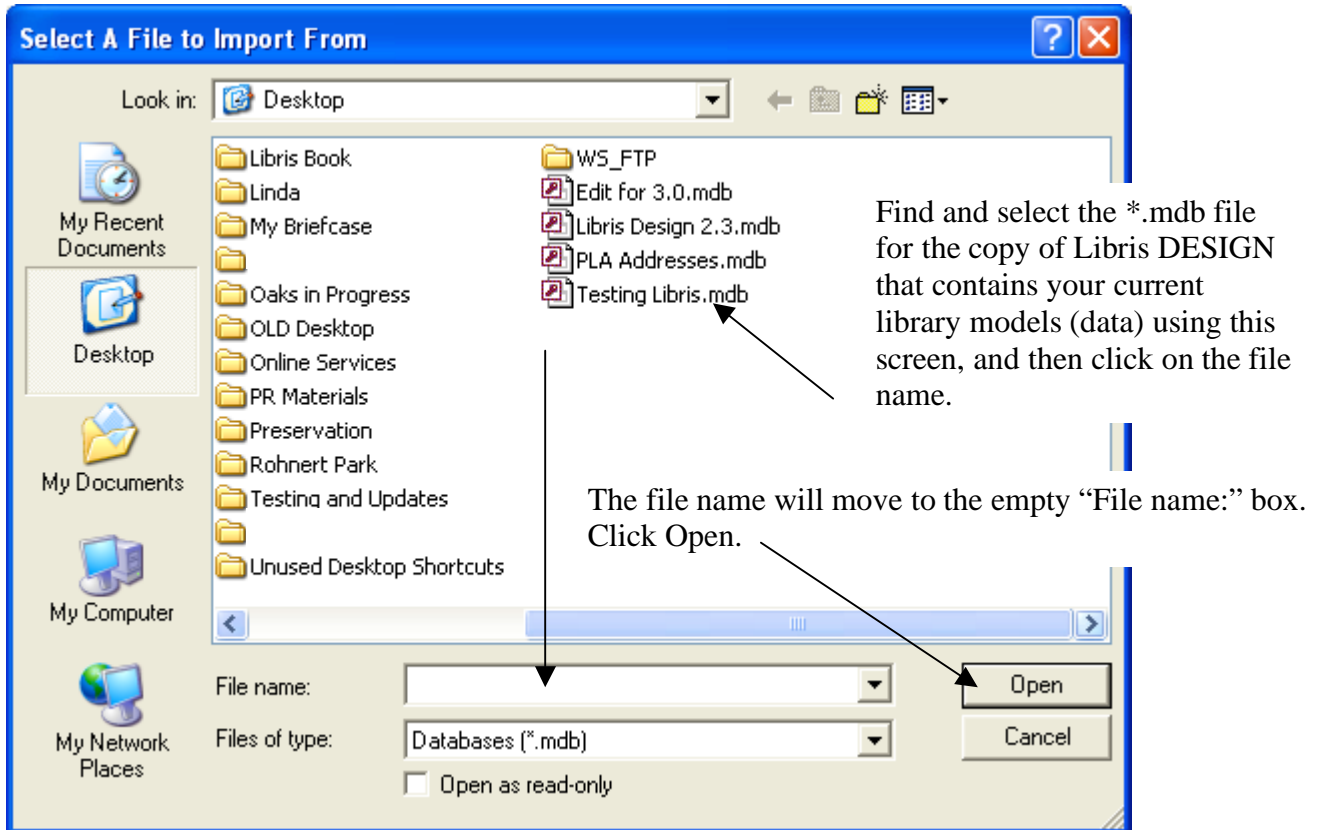
After you successfully login, the Manage Models screen will open as shown below.



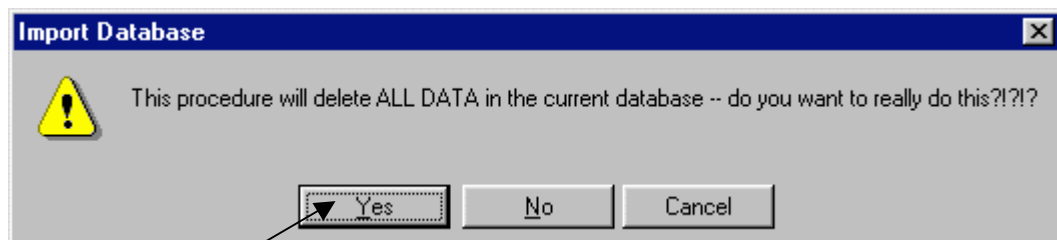
3. Click the diskette icon on the lower part of the screen to begin the "Import" procedure.

Remember you can only import models into an empty version. Once you open an expert model and begin customizing it the "Import Models" will disappear.

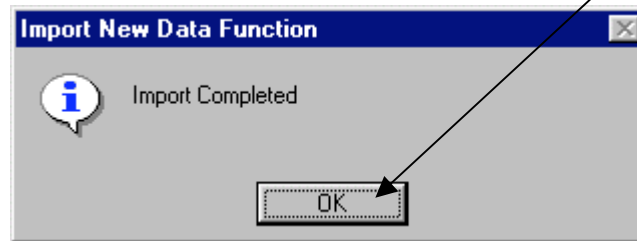
4. A standard Windows file selection box with file names and icons will open.



5. Once selected, you will then be presented with the following "Import Database" screen:



6. Click the “Yes” button and (you will see the hourglass) the process will be completed fairly quickly. Don’t worry about the message; it’s not your data being deleted.
7. You will then see the "Import Completed" message (Click "OK"):



8. You will be returned to the Login Screen, where you will be able to login in using your old user name and password.
9. Once you have successfully logged in, you will see either the Manage Models screen (if you have more than one Library Model in the data you just transferred), or you will see the Library Model screen for your model if you only have one model that you have transferred into the new version of the database.
10. All of your data will be intact, and you will have the newer version of the software to use.
11. Run the Consistency Check (RM7 Administrative Report) just once before you start working on your User Model.
12. Welcome to Libris DESIGN 3.0.