



## Export by File ID - BAM7400



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## Asset Management > Utilities > Export by File ID

This utility is used to copy the selected file IDs to a user-designated archive file. If exporting the current or prior file ID (i.e., file ID C or 3), all Asset Management tables are exported.

### Export file IDs:

All available file IDs are displayed on the left side of the page under **Available File IDs**. Select the desired file IDs to be exported. Use the following buttons to move the selected file IDs to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

<b>Execute</b>	<p><input type="checkbox"/> Click <b>Execute</b> to execute the process. A message is displayed indicating that you are about to export Asset Management tables and confirming that you want to continue.</p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to continue the export.</li> <li>• Otherwise, click <b>No</b> to cancel the export.</li> <li>• In the <b>Enter a Password for the Archive</b> field, type a password for the exported file and click <b>OK</b>.</li> <li>• Otherwise, click <b>Cancel</b>.</li> </ul> <p>The Save As dialog box is displayed.</p> <ul style="list-style-type: none"> <li>• In the <b>File name</b> field, the file name is set to dbccddd_mmddyyyy_bam.rsfl, where cccddd is the county-district number, X is the file ID, and mmddyyyy is the current date. You can type a different name for the file. Navigate to the appropriate folder and save the file. A message is displayed indicating that the export process completed successfully. Click <b>OK</b>.</li> </ul>
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