



## Import Asset Management Tables - BAM7100



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# Import Asset Management Tables - BAM7100

## Asset Management > Utilities > Import Asset Management Tables

This utility is used to import asset management tables that were exported previously. The export file should contain all asset management tables for the file ID with which the user logged on. When importing asset management tables, ensure the file ID of the archived file is the same as that of the logged-on file ID.

### Import asset management tables:

Click **Choose File** to select a file to be imported.

| Field                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter the Password used for the Archive</b> | Type the password previously set for the file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Execute</b>                                 | <p><a href="#">Execute the process.</a></p> <p>Click to execute the process.</p> <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> </ul> <p>Type a password for the exported file, and then click <b>Execute</b>. The File Download page is displayed.</p> <ul style="list-style-type: none"> <li>Click <b>Save</b> to save the file. A Save As dialog box is displayed.</li> <li>In the <b>Save in</b> field, click to navigate to the appropriate folder.</li> <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 and mmddyyyy is the current date. You can type a different name for the file.</li> <li>Click <b>Save</b>. Otherwise, click <b>Cancel</b> to close the Save As dialog box without saving the file. The tables are exported and a message is displayed indicating that the export process completed successfully. Click <b>OK</b>.</li> </ul> |