



Export Asset Management Tables - BAM7100

Table of Contents

Export Asset Management Tables - BAM7100 1

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Asset Management > Utilities > Export Asset Management Tables

This utility is used to export a copy of all current asset management tables prior to running major functions. When exporting asset management tables, copies of the asset management data for the logged-on file ID are exported to the archive file located at a destination that you assign.

Export asset management tables:

Field	Description
Export File Name	The export file name is displayed and has the format dbccddddd_mmddyyyy_bam.rsf, where cccddd is the county-district number and mmddyyyy is the current date.

Click **Execute**.

☐ Click **Execute** 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.

- Click **Yes** to continue the export.
- Otherwise, click **No** to cancel the export.
- Type a password for the exported file, and then click **Execute**. The File Download page is displayed.
- Click **Save** to save the file. A Save As dialog box is displayed.
- In the **Save in** field, click to navigate to the appropriate folder.
- In the **File name** field, the file name is set to dbccddddd_mmddyyyy_bam.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.
- Click **Save**. Otherwise, click **Cancel** 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 **OK**.

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Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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Back Cover