

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:

A list of all available file IDs is displayed on the left side of the page under **Available File IDs**.

❑ Select the file IDs to export.

❑ 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.

❑ 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.

- In the **Enter a Password for the Archive** field, type a password for the exported file and click **OK**.
- Otherwise, click **Cancel**.

The Save As dialog box is displayed.

- In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bam.rsf, 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 **OK**.


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