



Getting Started

Import/Export Utility

Getting Started: Import/Export Utility

The purpose of *Getting Started: Import/Export Utility* is to provide detailed information on how to back up your *Coach's Office*® database files and copy them between computers.

Utility Overview

The *Import/Export Utility* exports a duplicate of the current database files being used by Coach's Office. That duplicate can then be imported to another computer that also has Coach's Office. If you are running Coach's Office on your work computer and your laptop at home, you can transfer the files from one computer hard drive to the other by using this utility.



Importing the database file overwrites – completely replaces – the current file.

Frequency of Making a Backup

We recommend exporting the files whenever changes have been made to them. After a working session in Coach's Office and before exiting the program, back up the files you changed.



There are three ways to keep your data safe: back up, back up, back up!

What Hardware Do I Need?

The *Import/Export Utility* copies files to an external hard drive or network server. We recommend using USB flash drive. They're inexpensive and highly portable. You can also choose to import and export files across a network drive.

* The utility compresses the files when importing and exporting, thereby making them smaller than the original.

Tip: Naming the Backup Folder

Do not rename the database files. Coach's Office looks for the exact name of the file as defined in the installation and will not find it if the name has been changed to a personal name, such as *StansPlaybook.mdb*. To organize the backup files, consider naming the backup folder(s). For example, name the folder by back up date: *playbook_031511*.

Import/Export Utility

Review the following *Steps* and work through the exercises. The next time you import or export database files using the *Import/Export Utility*, the entire process should go very quickly.

Steps:

- Attach an external drive that will be the import and/or export file location.
- Open the Coach's Office program.
- Right click the computer monitor on the Coach's Office desktop to open the *Import/Export Utility*.
 - The *Copy Files* screen appears.
- Choose Import, Export, or Cancel.

Choosing Import:

- What file do you want to Import? Choose one. (fig. 1)
 - Click either Formation (chalkboard), Playbook, Script, or Cancel. (fig. 2)
- Where is the "chosen" file located that you want to import? (Where "chosen" is either Formation, Playbook, or Script.) (fig. 3)
 - Click the dropdown arrow and click the appropriate external drive location in the list.

- Double click through the folder structure (if any) to locate the folder that contains the chosen file.
 - Double clicking opens the folder to reveal any additional folders or the chosen file type.
 - If an open folder contains the chosen file type, it is listed in the white box near the bottom of the screen.
- Click *OK*.
 - The current database file on the Local Drive C is **overwritten** (replaced) with the new database file.
- File was successfully copied.
 - Click *OK*.
 - Screen returns to Coach’s Office desktop.

Choosing Export:

- What file do you want to Export? Choose one. (fig. 1)
 - Click either Formation (chalkboard), Playbook, Script, or Cancel. (fig. 2)
- Where do you want to Export the “chosen” file? (fig. 3)
 - Click the dropdown arrow and choose the appropriate external drive location in the list.
 - Choosing the Local Drive C is not recommended. This location does not serve as a backup file against a hard drive crash or virus.
 - Double click through the folder structure (if any) to locate the folder to export the chosen file.
 - Click *OK*.
- File was successfully copied.
 - Click *OK*.
 - Screen returns to Coach’s Office desktop.

Screen Captures

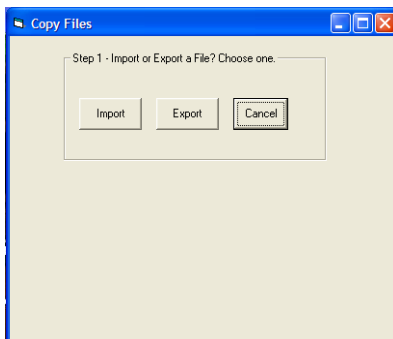


figure 1

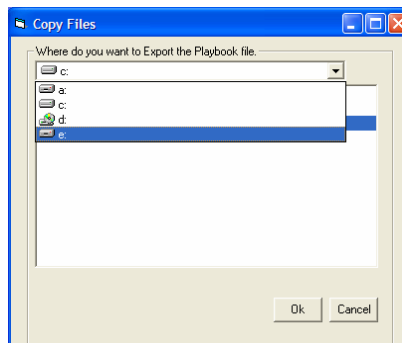


figure 2

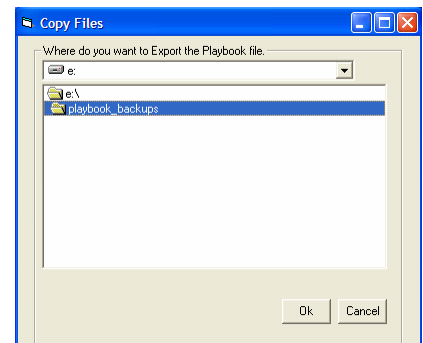


figure 3