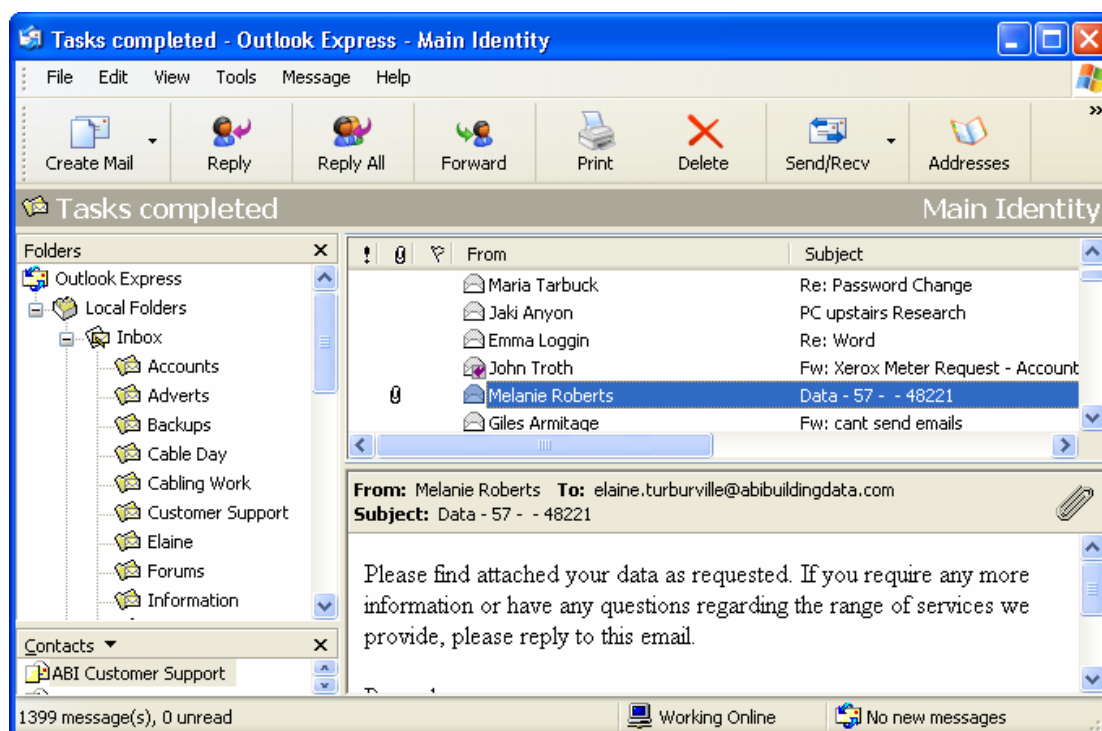


# Importing your Data from Email

If you are using Microsoft Outlook Express, the screen should look similar to the one below. This is the screen that you will be looking at when you are receiving the email.



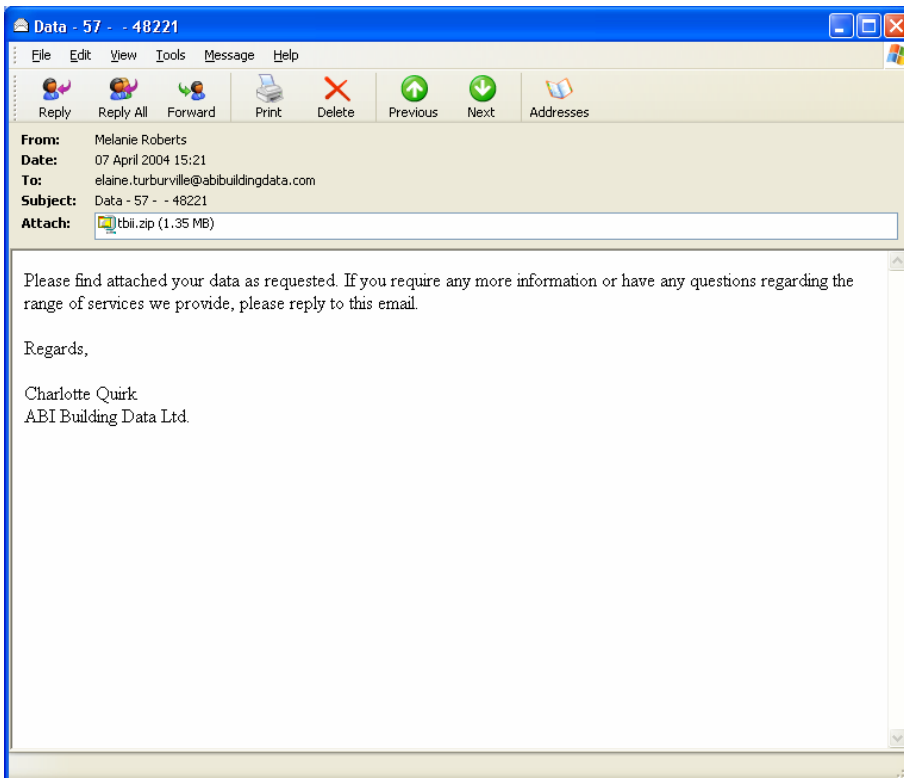
The folder you will receive the email data into will be the 'Inbox'.

The top right section of the screen shows what is in this folder. In the diagram above you can see that I have highlighted my email from ABI in the 'Inbox'.

The bottom right section of the screen will display the email that is currently selected.

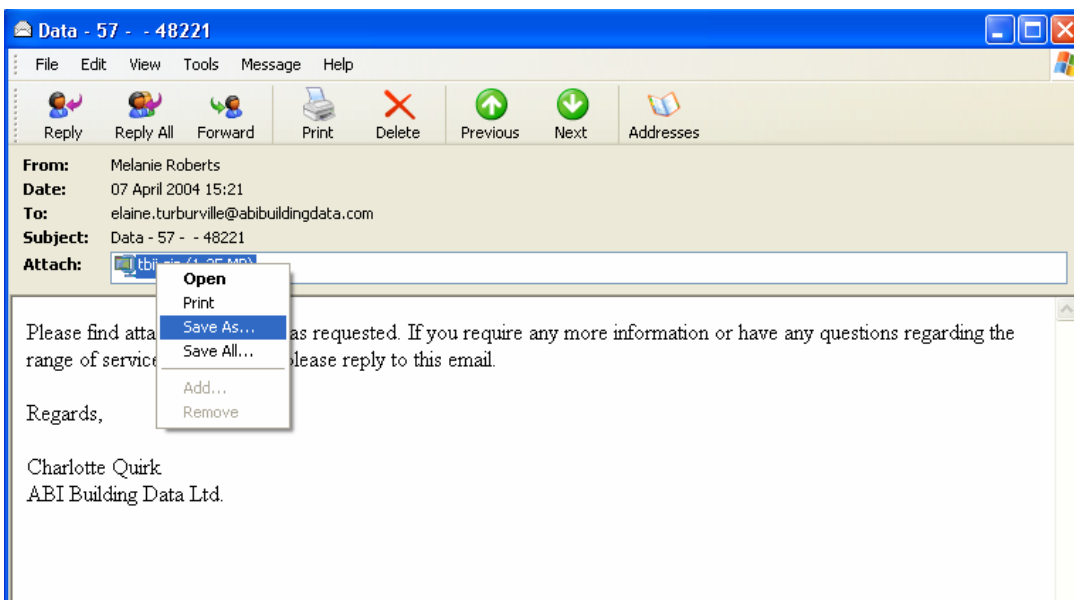
You can view an email in two ways. The first way is to select the email in the main 'Inbox' screen and let it be displayed in the bottom right section as shown above.

The second method of viewing an email is to double click on it. This will load up the email in a new window.

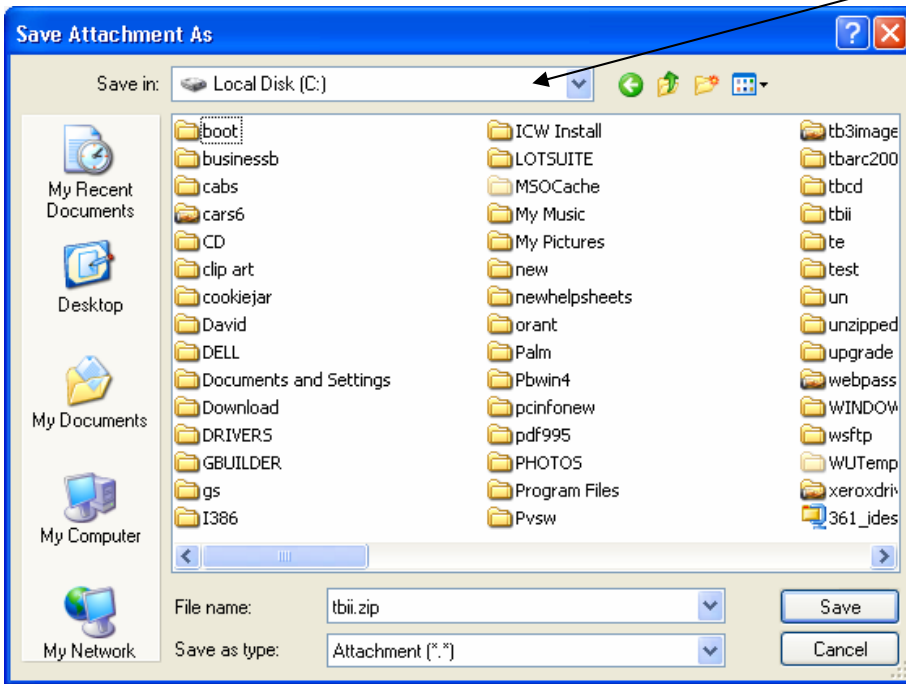


As you can see at the top of the email window, the name of the person who sent the email is displayed, as well as the date it was received, who it was sent to and the subject of the email. You can also see an 'Attach' box displayed. This will list all the attachments that have come with the email.

To view the attachment, right-click on the file attached and select 'Save As..' from the drop-down menu.



Choose where to save the file by using the drop down arrow here to select the Local Disk C:\ drive.

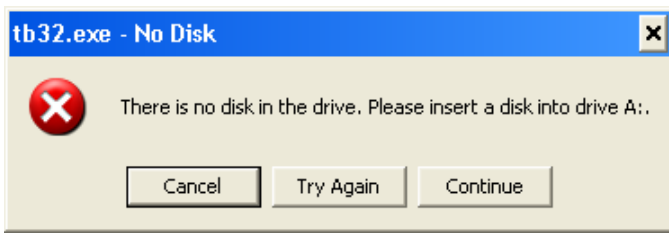


Please make sure that it is saved to the hard drive when doing an import. (It must not go into a file with a long name, as Trackbase Pro won't be able to read it). Also you must not change the file name at all as Trackbase Pro will not be able to locate the data file.

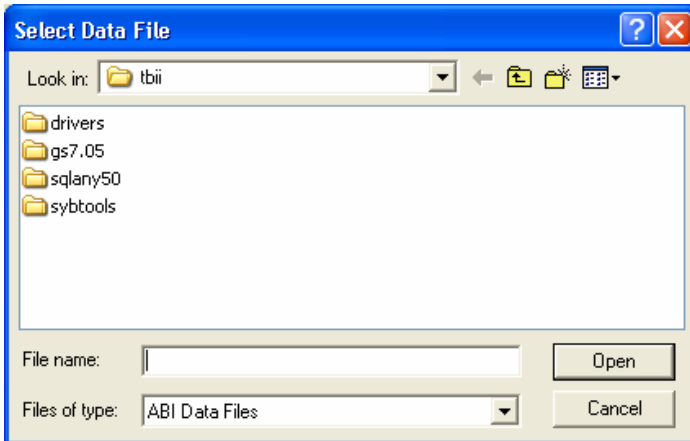
Open Trackbase Pro and click on the 'Import' button.



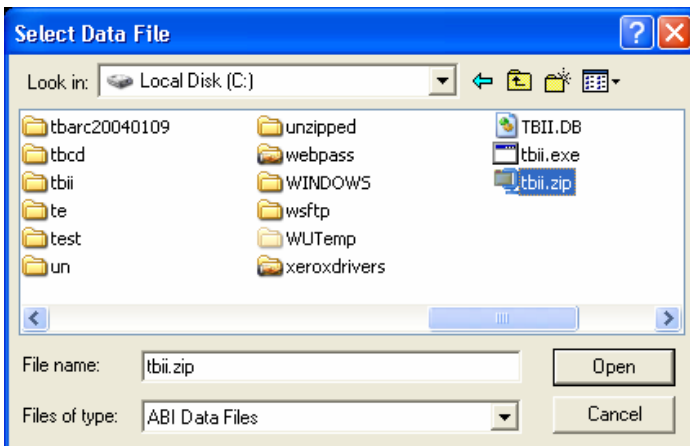
If you receive your data via email or from the Internet you may see the following message box. Click on the 'Continue' button to locate your data file.



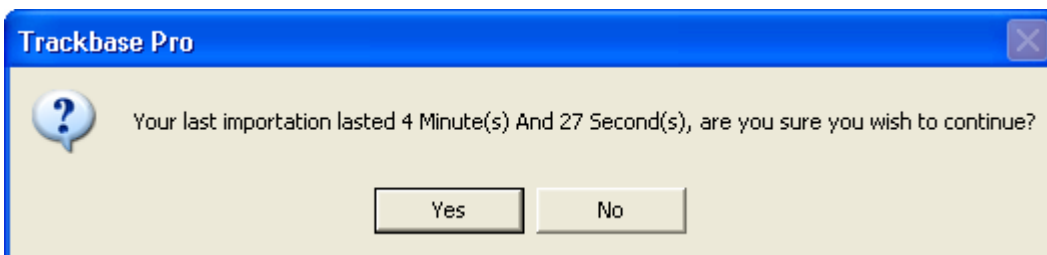
This will open the 'Select Data File' window, as shown below.



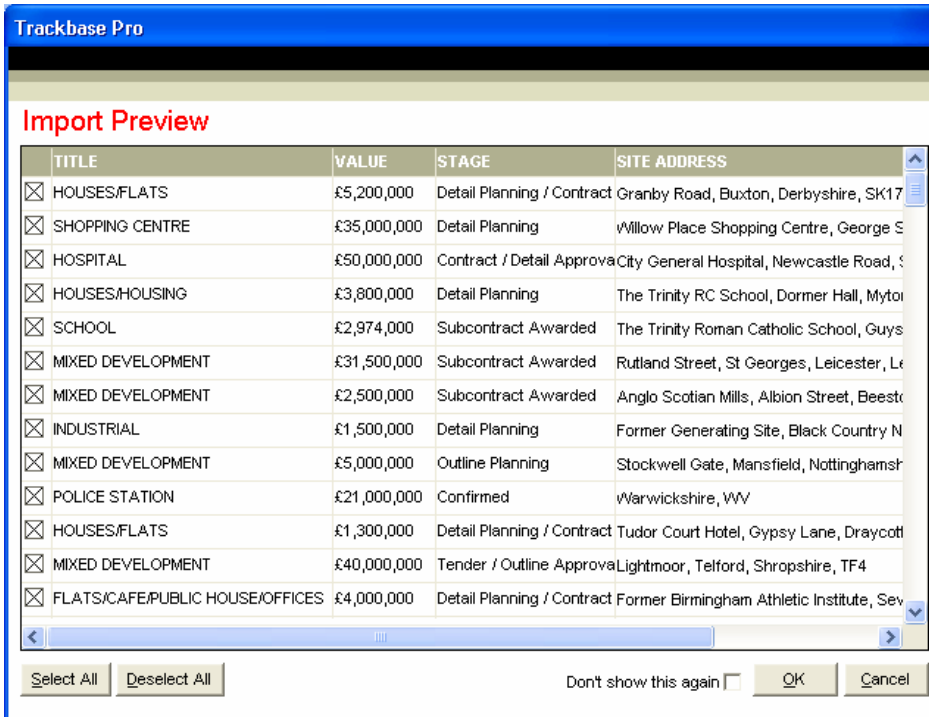
Change the 'Look in' box to look in your Local Disk C and find the file Tbii.zip. Click on the Tbii.zip file once to highlight it and then click on the 'Open' box.



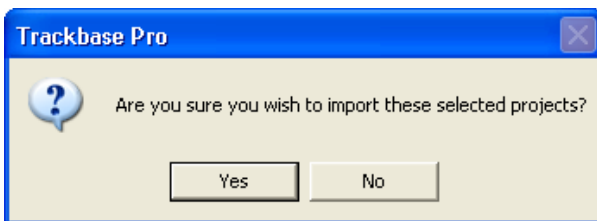
A message box will open telling you how long your last import lasted for. Click on the 'Yes' button to continue with the import.



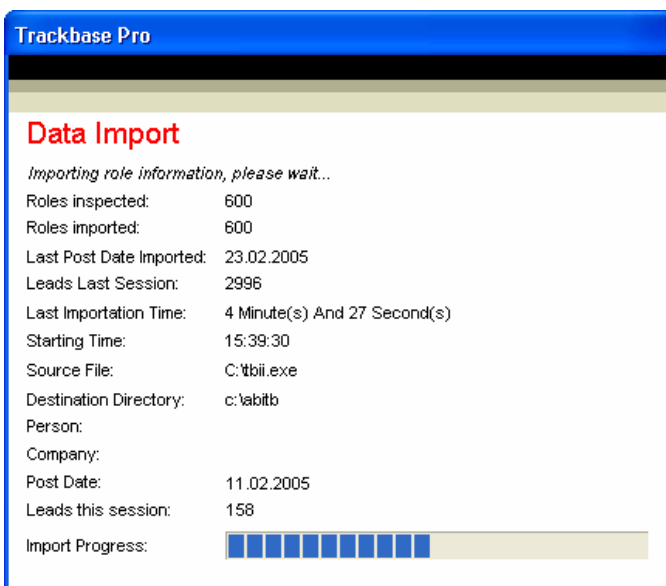
The Preview window will open, allowing you to see a brief overview of the projects you are about to import. You can choose not to import particular projects if you wish, by removing the “x” from the box to the left of the project. Click on ‘OK’ to import the projects into your database.



You will be asked to confirm you wish to import the selected projects. Click ‘Yes’ to continue.



The import will begin. The indicator bar at the bottom of the window allows you to see the progress of the import.



Once the import has completed you will see a summary of the projects imported as shown below.

Click 'OK' to return to the front screen of Trackbase Pro.

