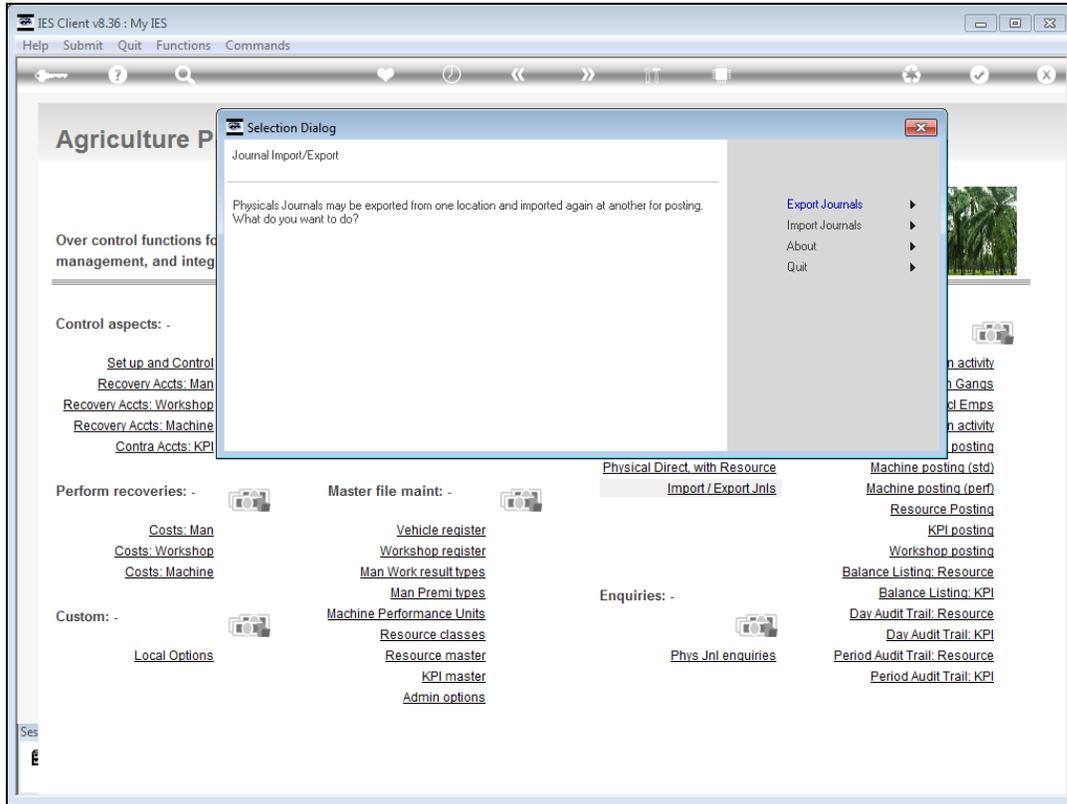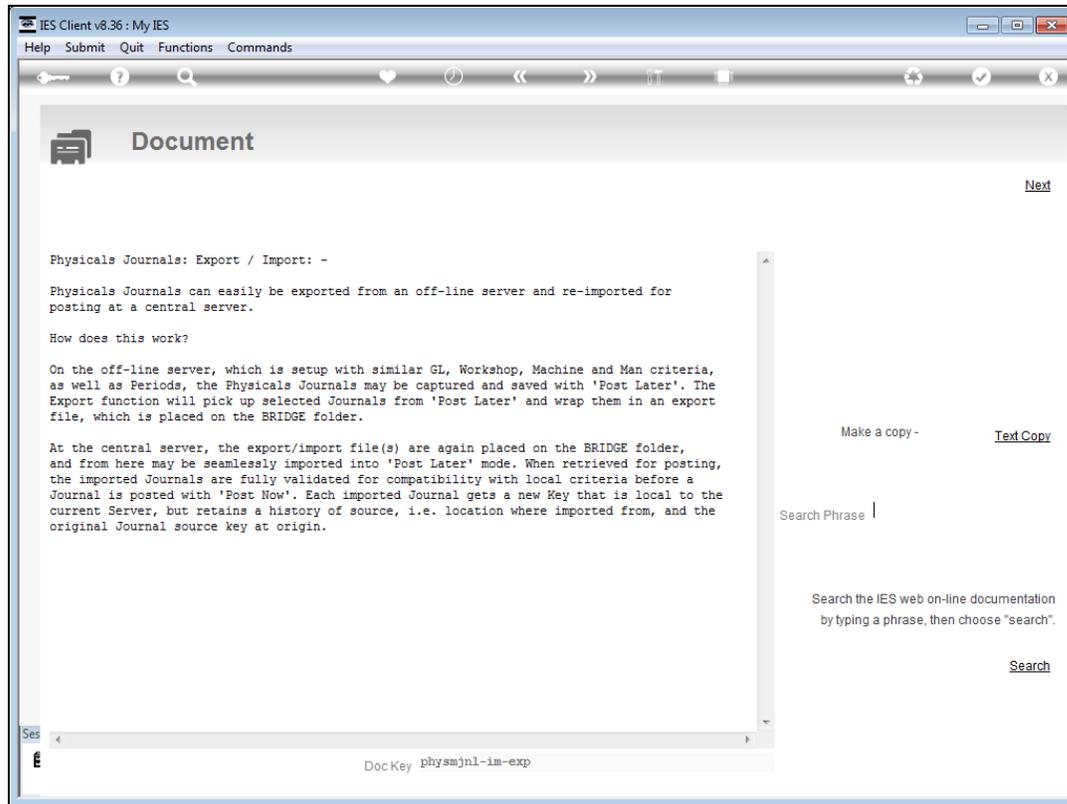Slide 1

Slide notes: For cases where we wish to perform all or some of the capture work at a remote location, and then transfer the Journals to the main Server, this can be done with the Export and Import options.

Slide 2
Slide notes:

Slide 3

Slide notes: The Help document describes the process.
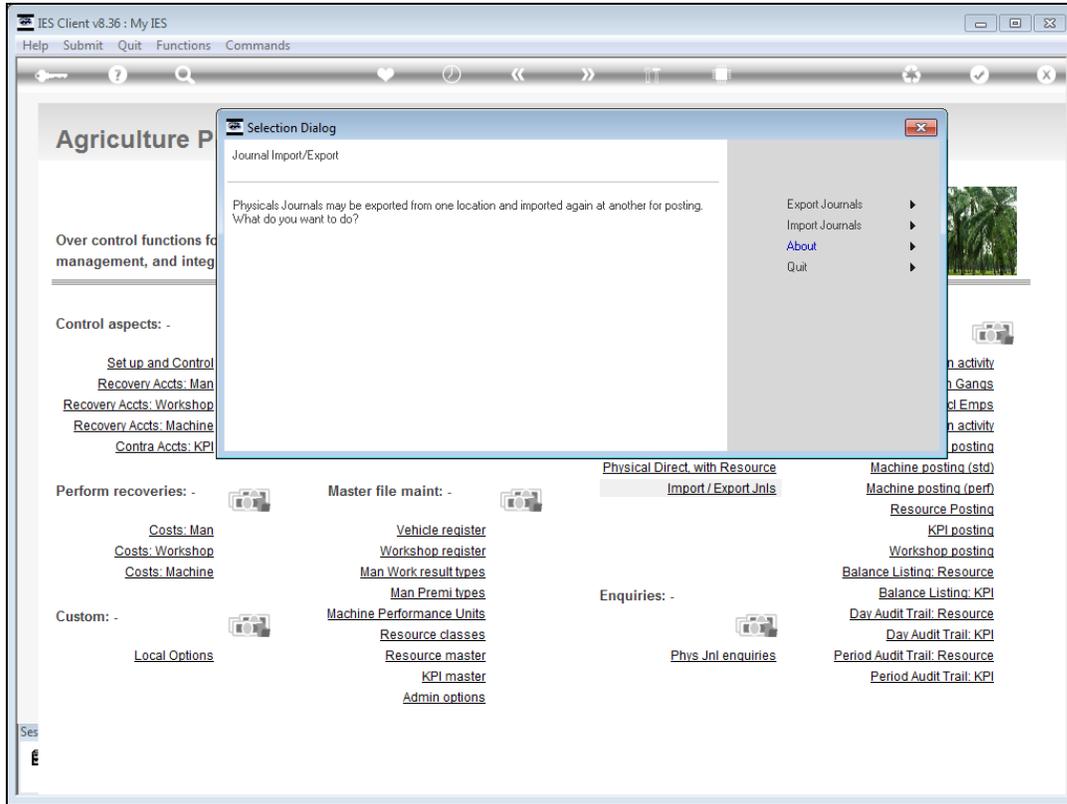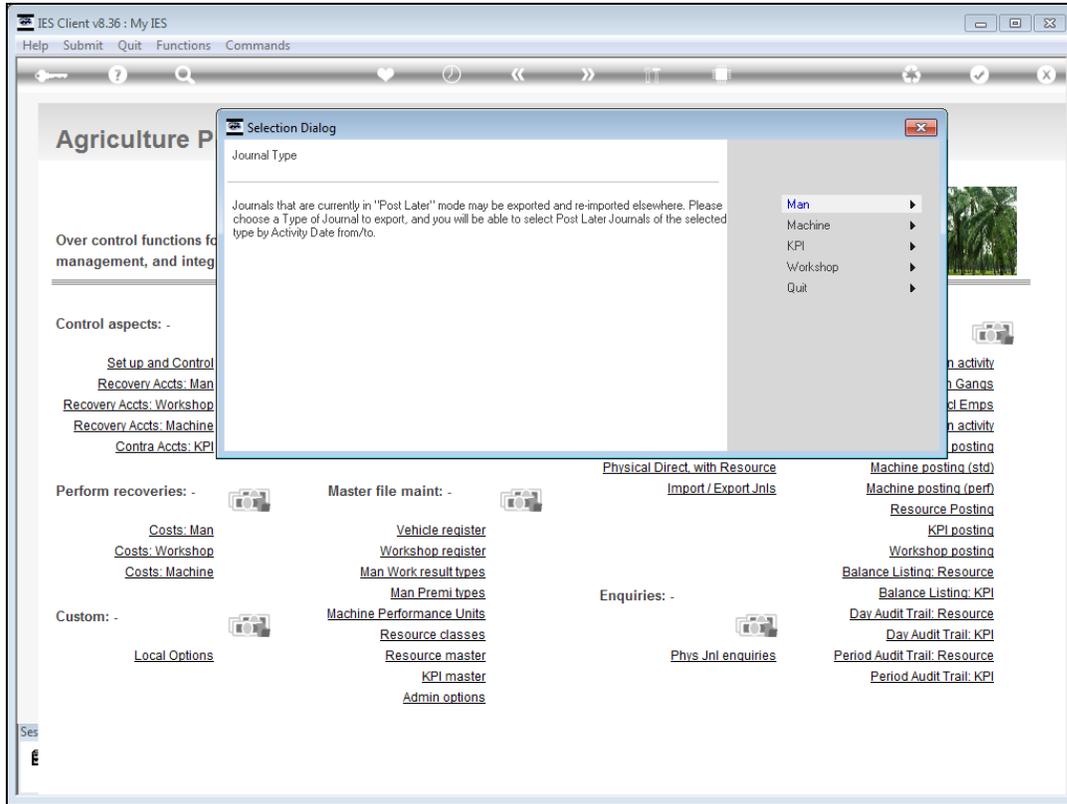
Slide 4

Slide notes:

Slide 5
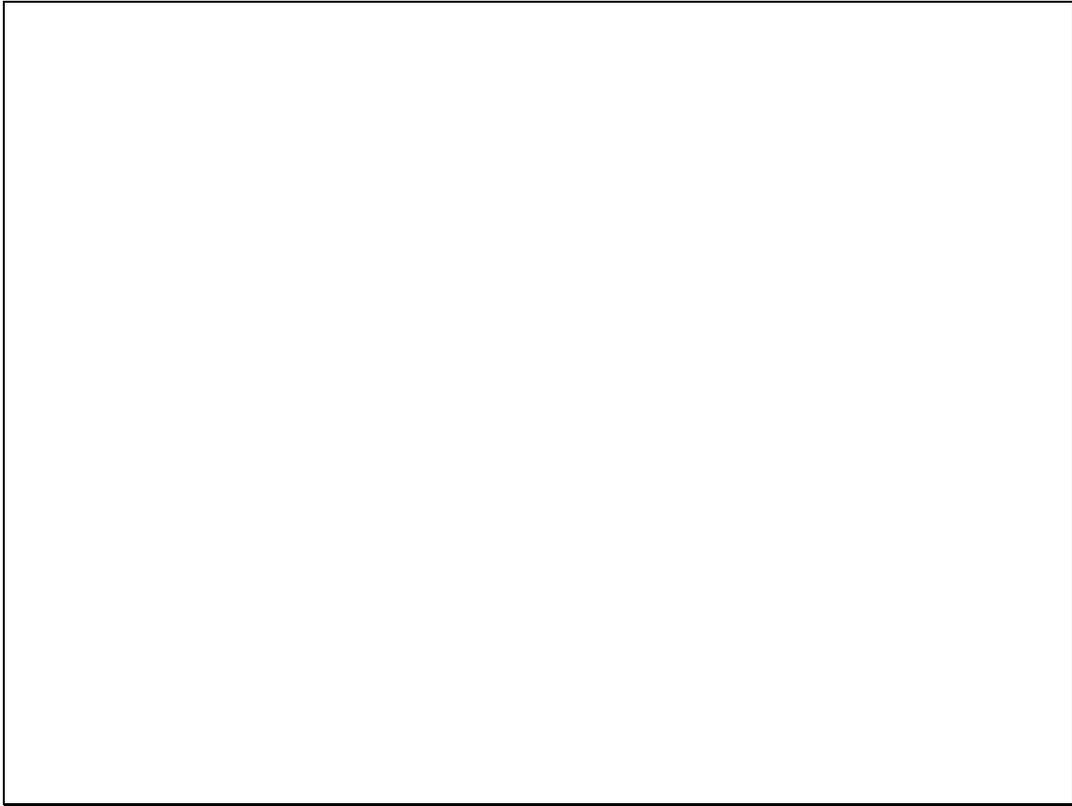Slide notes:
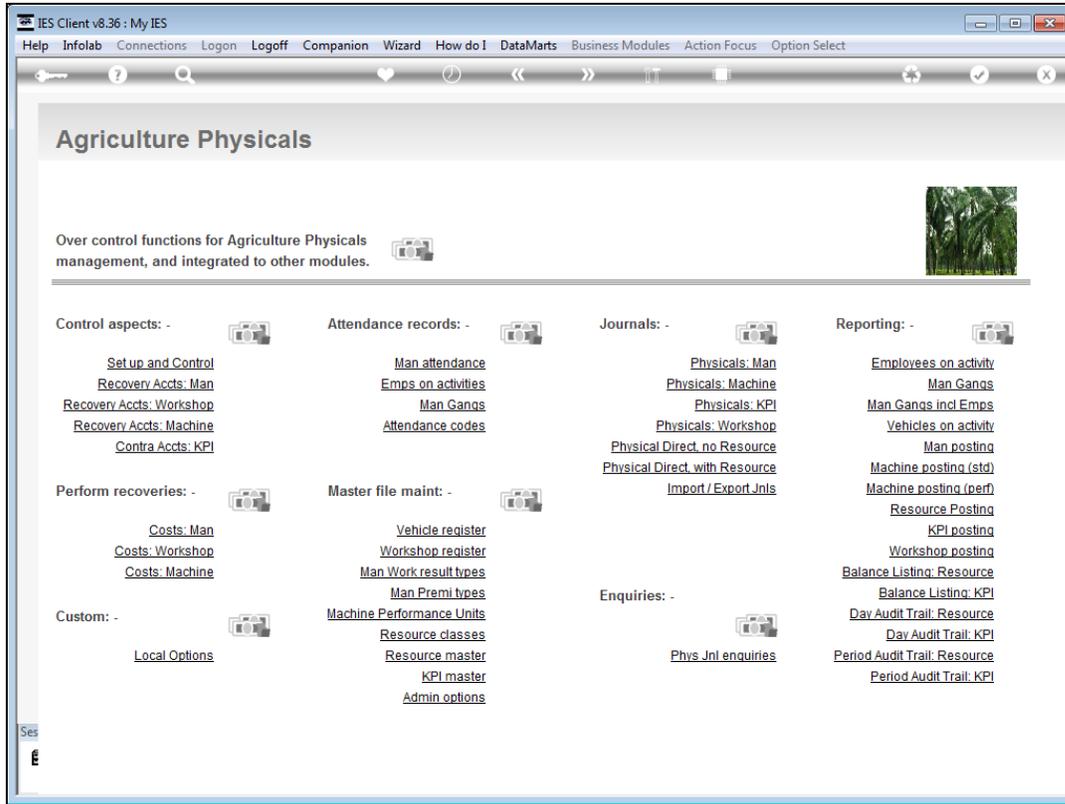
Slide 6
Slide notes:

Slide 7

Slide notes: It is a simple matter of following the prompts, and as an example we can show some steps to export Man Journals. First we choose 'Export'.

Slide 8

Slide notes: Then we select the type, in this case 'Man'.

Slide 9
Slide notes: Then we select the Date Range.

Slide 10

Slide notes:

Slide 11
Slide notes:

Slide 12
Slide notes:

Slide 13
Slide notes:
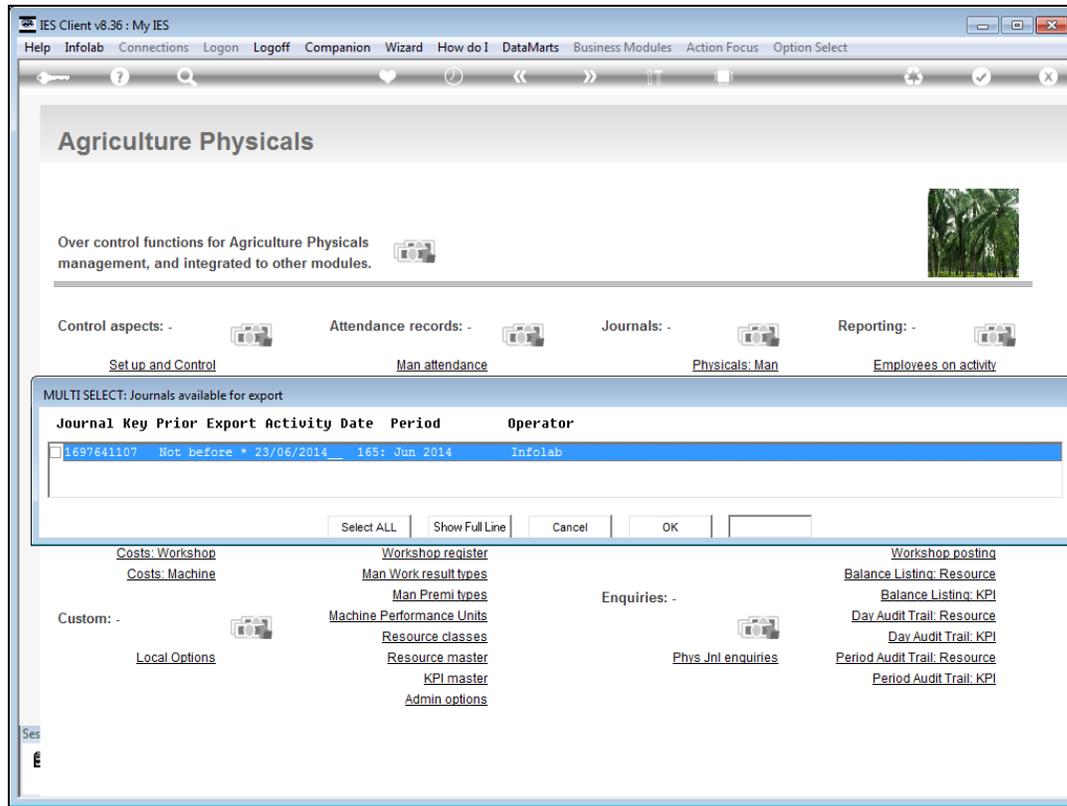
Slide 14

Slide notes: And the system will provide a list of Journals that fit the criteria, from which we can select which ones to include in the Export.
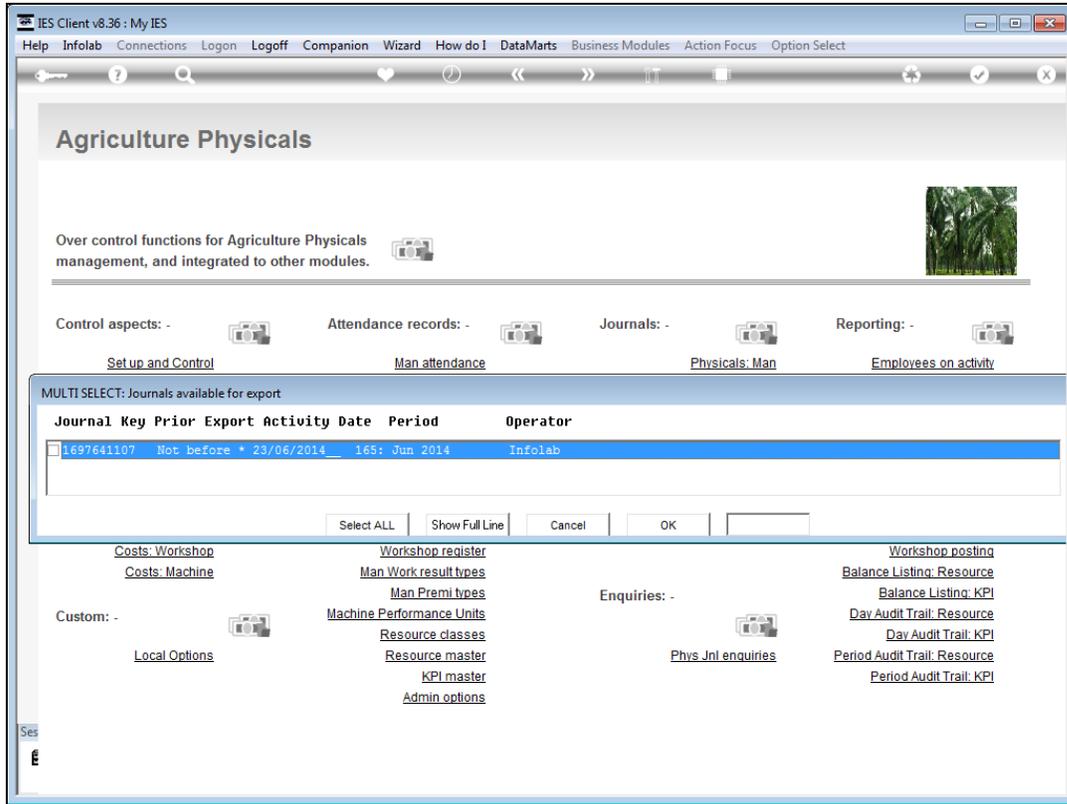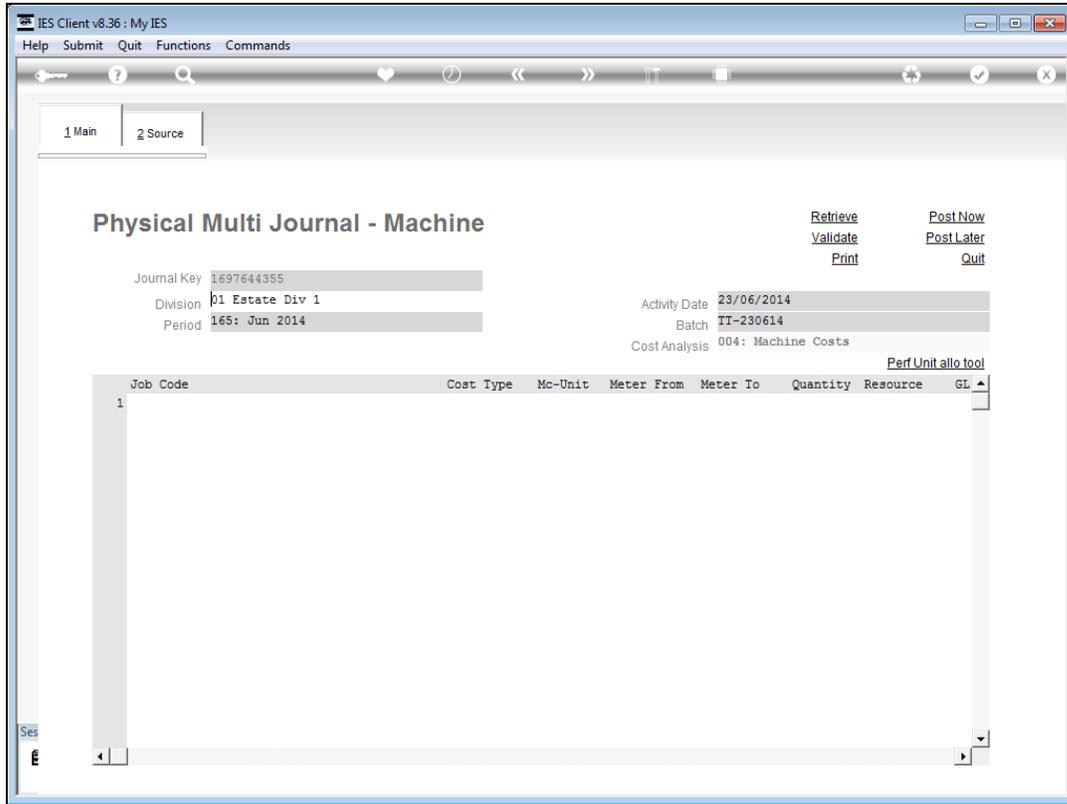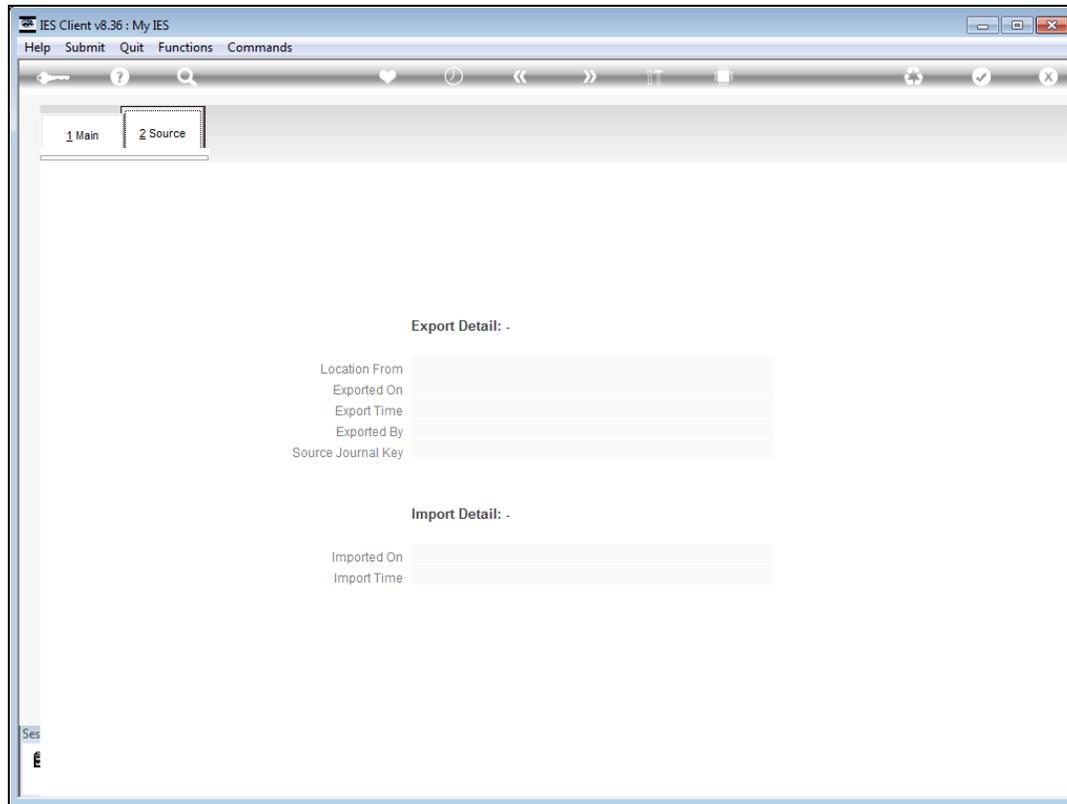
Slide 15

Slide notes:
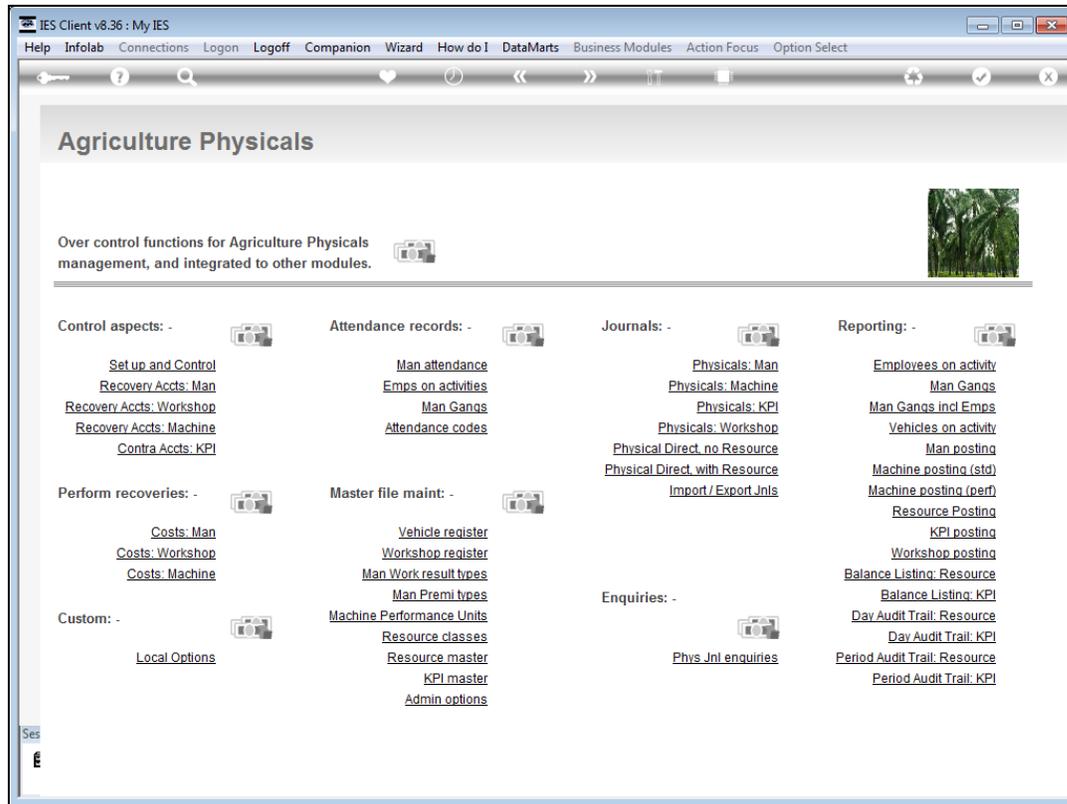
Slide 16

Slide notes: The Export file is lifted from the BRIDGE folder, transferred to the main Server, and imported again from the BRIDGE folder from where they will go into the 'Post Later' queue, the same as if captured on the main Server in the first place.
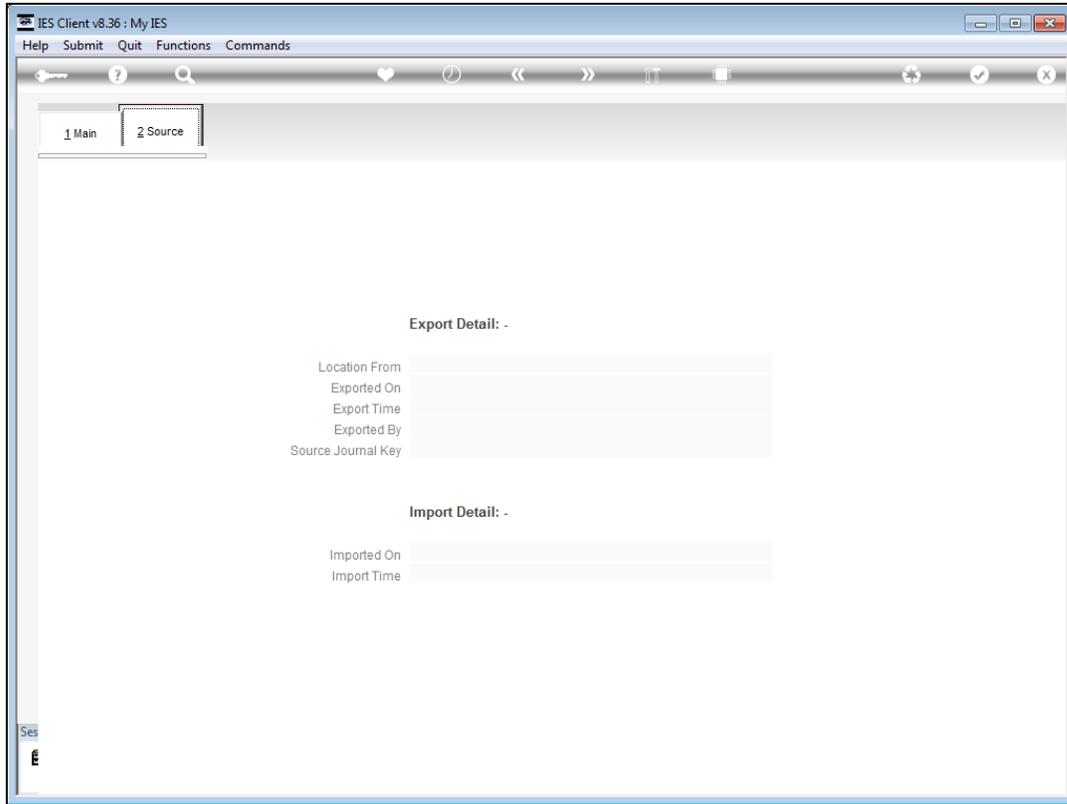
Slide 17

Slide notes:

Slide 18

Slide notes: The Physicals Multi Journal options have a tab called 'Source' where we can see if the Journal was Exported or Imported, and the details to that effect.

Slide 19
Slide notes: