

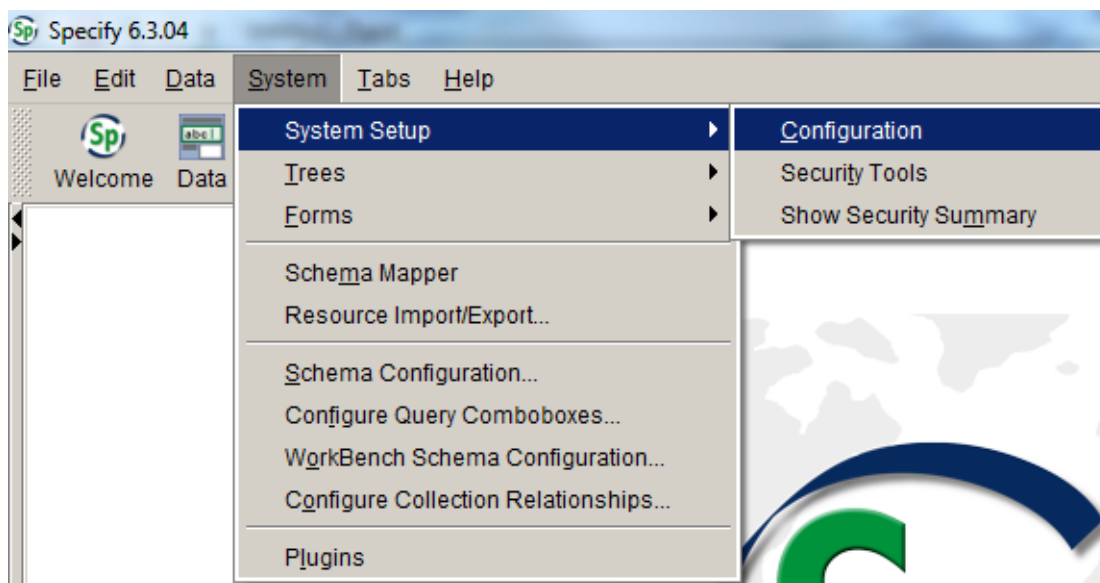
Importing and Exporting a Pick List

The Import PickLists and Export PickLists functions allow the user to import or export a pick list or set of pick lists in the database EXCEPT Prep Type. Prep Type is a special case and cannot be exported or imported. The Pick List Importer will add new pick lists and overwrite existing pick lists if they have the same name as the ones being imported but the values are different. If the name and the values of a pick list(s) being imported match the name and values of an existing pick list, Specify will not import the pick list.

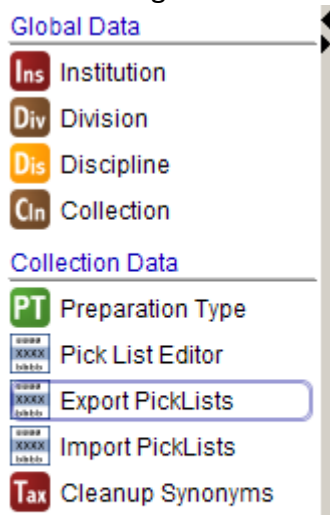
Important Note: You must be logged in as an admin user to see the System Setup or Configuration options.

To Export a Pick List:

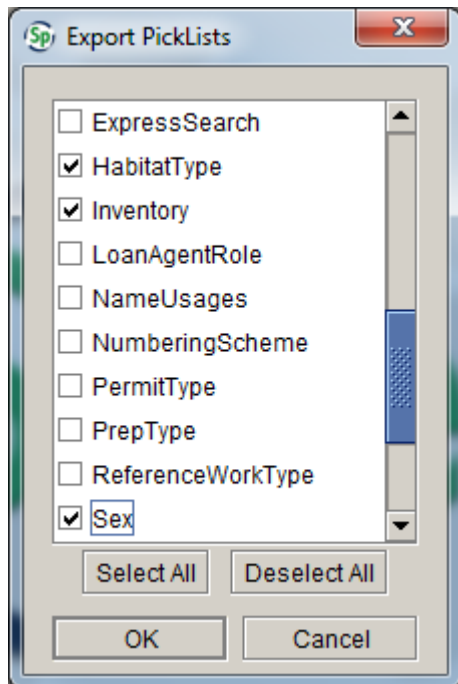
- 1) In Specify, go to System in the menu bar at the top and select System Setup -> Configuration from the drop down menu.



2) In the Configuration screen, select Export PickLists from the Side Bar.

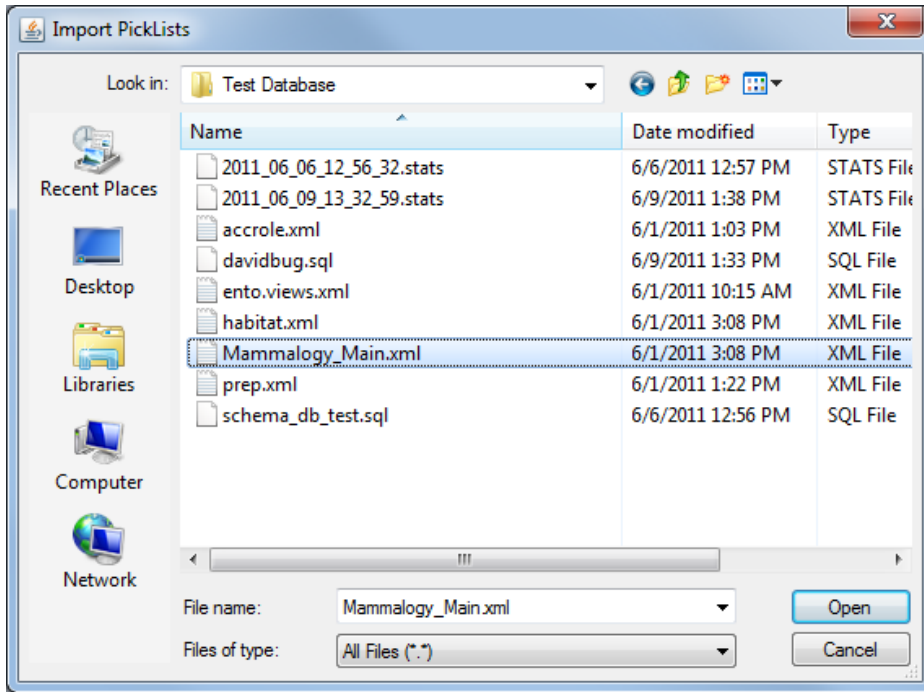


3) In the Export PickLists window, select the Pick List(s) that you want to export. You can choose more than one to export. Remember that Prep Type can't cannot be exported.



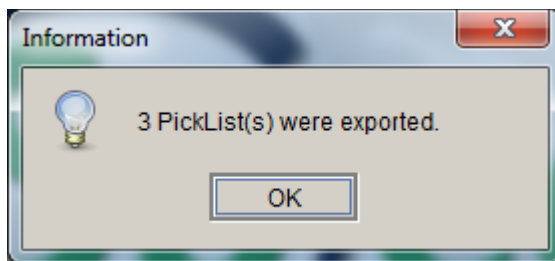
4) Once you have selected all of the pick lists you want to export, click OK.

- 5) In the navigation that appears, navigate to where you would like the file to be saved and click Save.



Note: The pick list(s) will be saved as a single file, regardless of how many you choose in this process.

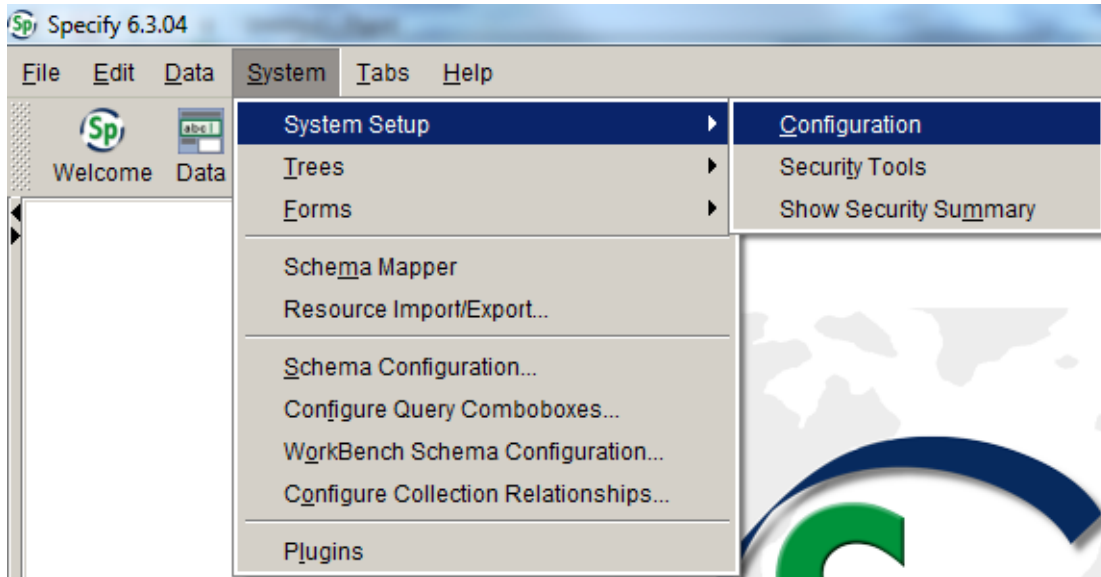
- 6) Once the pick lists have been exported, a window will pop up saying how many pick lists were exported.



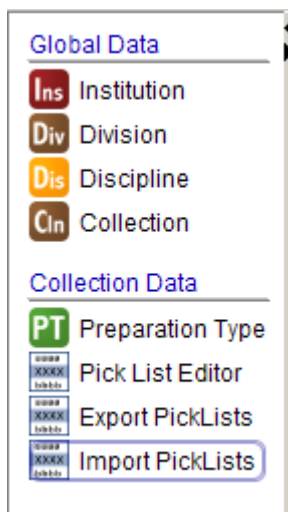
- 7) Click OK and you can continue to use Specify without restarting.

To Import a Pick List:

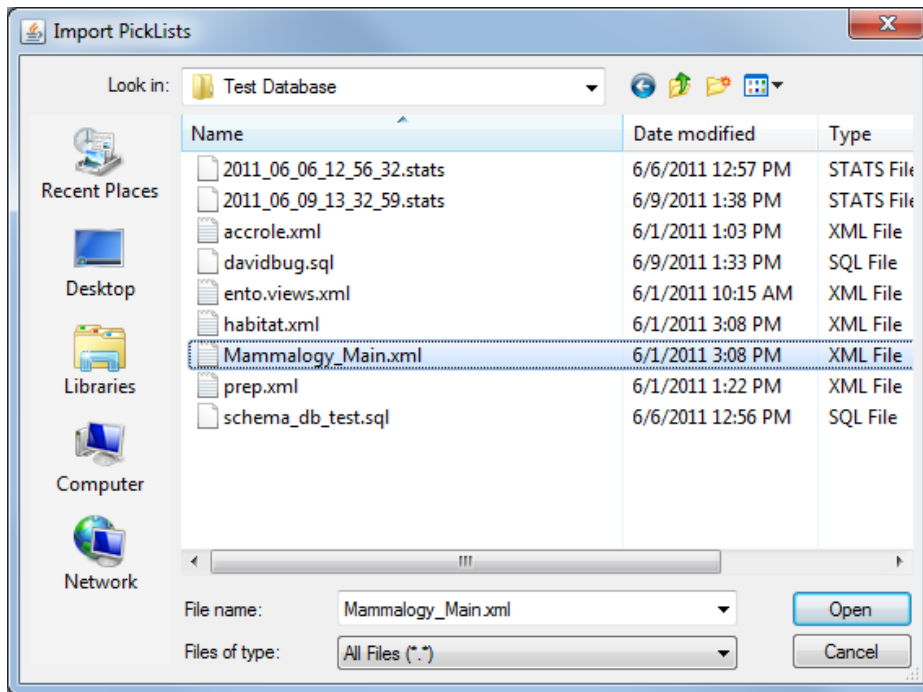
- 1) In Specify, go to System in the menu bar at the top and select System Setup -> Configuration from the drop down menu.



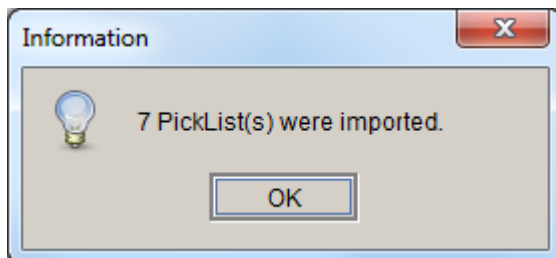
- 2) In the Configuration screen, select Import PickLists from the Side Bar.



- 3) In the navigation window, navigate to the location where the pick list file you would like to import is saved. Select the pick list file to be imported and click Open.



- 4) Once the pick list file has been imported, a window saying how many pick lists were imported will appear. Click OK.



New pick lists will appear in the User Defined Pick Lists box and updated pick lists will appear as they did before in the list.

- 5) Restart Specify.

Important Note: Although the pick lists have been imported, they have not been assigned to a field, unless they replaced an existing pick list that had already been assigned.