

# How to import data between olaf databases

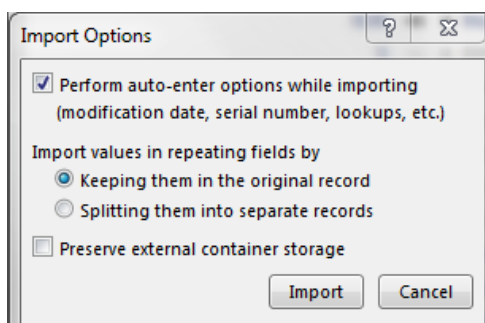
## Introduction

- save a copy of the database you want to copy data into (the target)
- open the database you want to import into by using the administrator account
  - keep pressing the shift key while opening the file; you will be prompted to enter user name and password, both are:
  - manager
- if you want to import data into a new olaf database:
  - save a copy of your old database
  - install olaf again and use the new database to import into (it contains various parts concerning languages and images you will need in the final file but would not want the trouble to import)
- Olaf comprises three so called tables which need to be imported consecutively (from corresponding "layouts" = screens displaying the respective table's fields):
  - Olaf: main table; each data set represents an entire investigation, related to at least one subtest and to exactly one patient
  - Pat: each data set represents one patient, related to any number of investigations
  - Sub: each data set represents one subtest, related to exactly one investigation

## Import main table "Olaf"

1. go to main menu ("home")
2. From the menu bar, open "File" – "Import Records" – "File...", and select the database from which to import (the source)
3. the "Import Field Mapping" window opens:

- a. top line
  - i. Source: name of current table – matches „Target“ (table name in brackets)
- b. main panel: shows Source Fields on the left and Target Fields on the right side:
  - i. be sure that "Arrange by" (below main panel) is set to "matching names"
  - ii. field names on both sides of the main panel need to be identical (although not all fields will be imported: calculation fields are displayed without arrows)
  - iii. clicking the double arrow button ">>" beneath the main panel switches from "Field Names" to the display of Record numbers, allowing to inspect any record in the table, going forwards and backwards using the arrow buttons.
- c. Import Action (lower left corner): set to "Add new records"
- d. Import button prompts "Import Options":

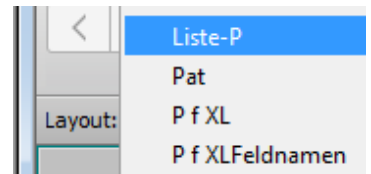


- i. check „Perform auto-enter options while importing ...“
  - ii. for "Import values in repeating fields by", set "Keeping them in the original record"
- e. click "Import"
  - f. an "Import Summary" message gives numbers of imported records, errors and more.



## Import table "Pat"

1. in main menu ("home"),
  - o if you are importing into a database containing data: click the "patients" button; this will open the patients' list layout "Liste-P".
  - o if you are importing into a new database: open the "Layouts" selection menu in the header part, and select "Liste-P"
2. follow steps 2 through 3e as described above.



## Import table "Sub"

1. to access an appropriate layout, go to main menu ("home")
2. from the "Layouts" selection menu in the header part, select the layout "SubSeite"
3. follow steps 2 through 3e as described above.

