

- Overview: Uses and Features of XBRIDGE
- How to Export Data from EDESK?
- How to Import Data into EDESK?

Imports data into EDESK from current or earlier version.

You can use the Import Option of XBRIDGE to transfer data from earlier version of EDESK (v2.2 upwards) by directly importing it from the existing directory. Alternatively, you can backup *.dft and *.dxt files from the directory of the earlier version of EDESK onto a floppy drive and import this data into the directory containing the new version.

CAUTION: Importing Follow-up Data from earlier version of EDESK

The structure of the follow up system used in this version of EDESK is different from that of EDESK v4.x and earlier, particularly for People and Projects. So, when you upgrade and move data from such a version, the follow-up items for these categories are moved to Personal category, which you can later transfer to People and Projects to suit the new structure.

Copies EDESK data for Backup to floppy or hard disk.

You can use the Export Option of XBRIDGE to Backup data from EDESK directory into another directory on your harddisk or to a floppy drive. This allows you to selectivey backup data from specific modules/sections.

Imports EDESK data from a floppy or hard disk Backup.

You can use the Import Option of XBRIDGE to transfer data from another EDESK directory or from the Backup disk/directory (created with Export Option) into the current EDESK directory. You can thus use XBRIDGE to transfer EDESK data from one PC to another. For example, you can backup data from your Office PC and import it to update your Home PC, and vice versa. As another example, you can use this to perform cross-updates between Boss' and Secretary's EDESK data sets, by importing data from one area into another.

Password Protection

For intruder detection, XBRIDGE uses the same password as your EDESK. However, you will not be asked for the password if you have not setup one for your EDESK.

Exporting Data from EDESK

When you select this option the program asks for the specific modules/sections you want to backup/export and the directory or drive to which you want to backup/export. When you select the required sections, it checks the total size of data to be exported (Source Bytes) with the available area on the target drive/directory (Free Bytes) and proceeds with the export only if there is enough free space on the target drive/directory.

Note: If you are exporting to a directory on harddisk, make sure that it is present.

Importing Data into EDESK

The import option allows you to import the data in two ways:

Replace Mode

This mode replaces (overwrites) the data in the current directory with the imported data.

Update Mode

This Mode does not affect import of Address Book and Archival Data, because both the modes overwrite (replace) the Address Books and Archival Files in the current directory.

However, this mode does affect the data import into other sections. Update essentially checks each schedule/task in the current directory with the one being imported, and where it finds a conflict, it provides the user an option to Overwrite the schedule/task in the current directory or to Ignore the import for the specific conflict.

A schedule/task conflict is detected on the following basis:

Diary: Date+Time/Slot To Do: Description

Phone: Description/Reason

F/Up: Description (and Links in case of People/Projects)

Update Mode also allows the user the following options:

Overwrite All: Overwrites all conflicting schedules in the current directory with imported data Ignore All: Ignore the import where they conflict with those in the current directory

The Update for Time Planner data works as below:

- 1. Event/Holidays are overwritten (replaced) with imported data.
- 2. All Recurring Appts are checked and updated with imported data.
- 3. Diary Appts are checked from the date of import and updated with the imported data.
- 4. Past diary appointments are not imported in the update mode.

Thumb Rule:

Use the <u>update mode only</u> when you are moving data between two areas which are in use concurrently and <u>where the schedules are updated simultaneously</u>. This mode is typically suited to synchronize Boss/Secretary data area of EDESK.

If you are moving <u>data between Home/Office PC</u>, <u>use the replace option</u>, because in this case you using one PC at a time, not both the PCs simultaneously.