

Data import from previous versions 6 and above

User data is imported in two steps:

PREPARATION:

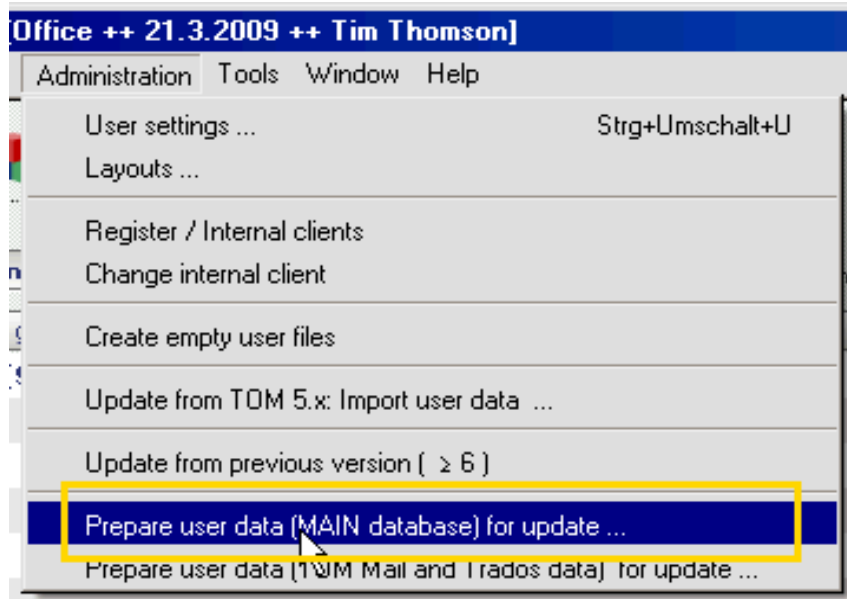
1. In the old program in the **Office screen**, choose menu **>Administration**
>Prepare user data for update (Main database/TOM Mail ...). **Close TOM.**

NOTE: User data is stored in two data files: **DATA.to6** and **DicDat.to6**.

DATA.to6 contains the bulk of user data: projects, clients etc. ("Main Database").

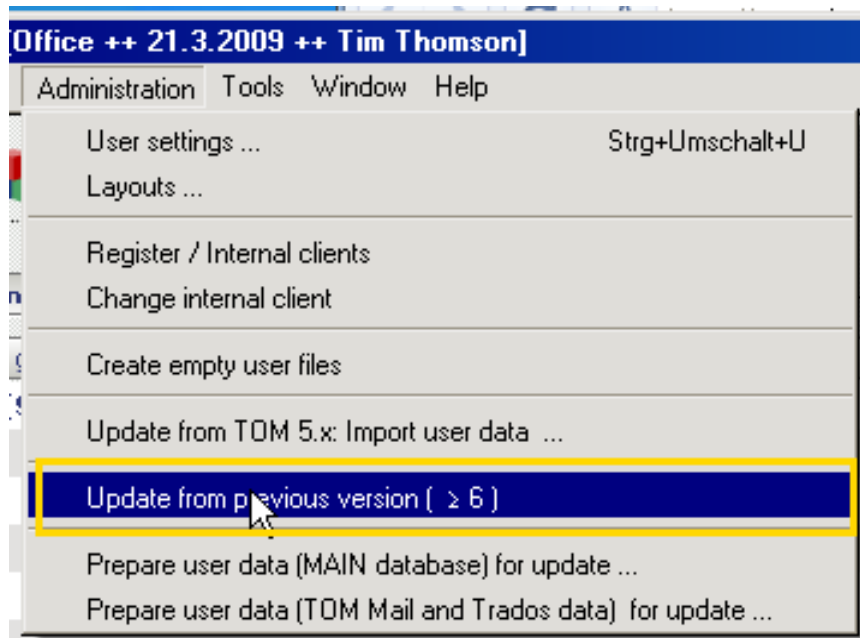
DicDat.to6 contains data from the *TM Module* and *TOM Mail* ("TOM Mail &Trados data").

If you are **not** using any of these extra modules it is enough to prepare only the *MAIN Database*!



2. Copy the new files to your TOM folder. **Re-start TOM.**

3. [TOM data file is now empty] Go to **Office screen**
>Administration >Import from previous version ≥ 6)"

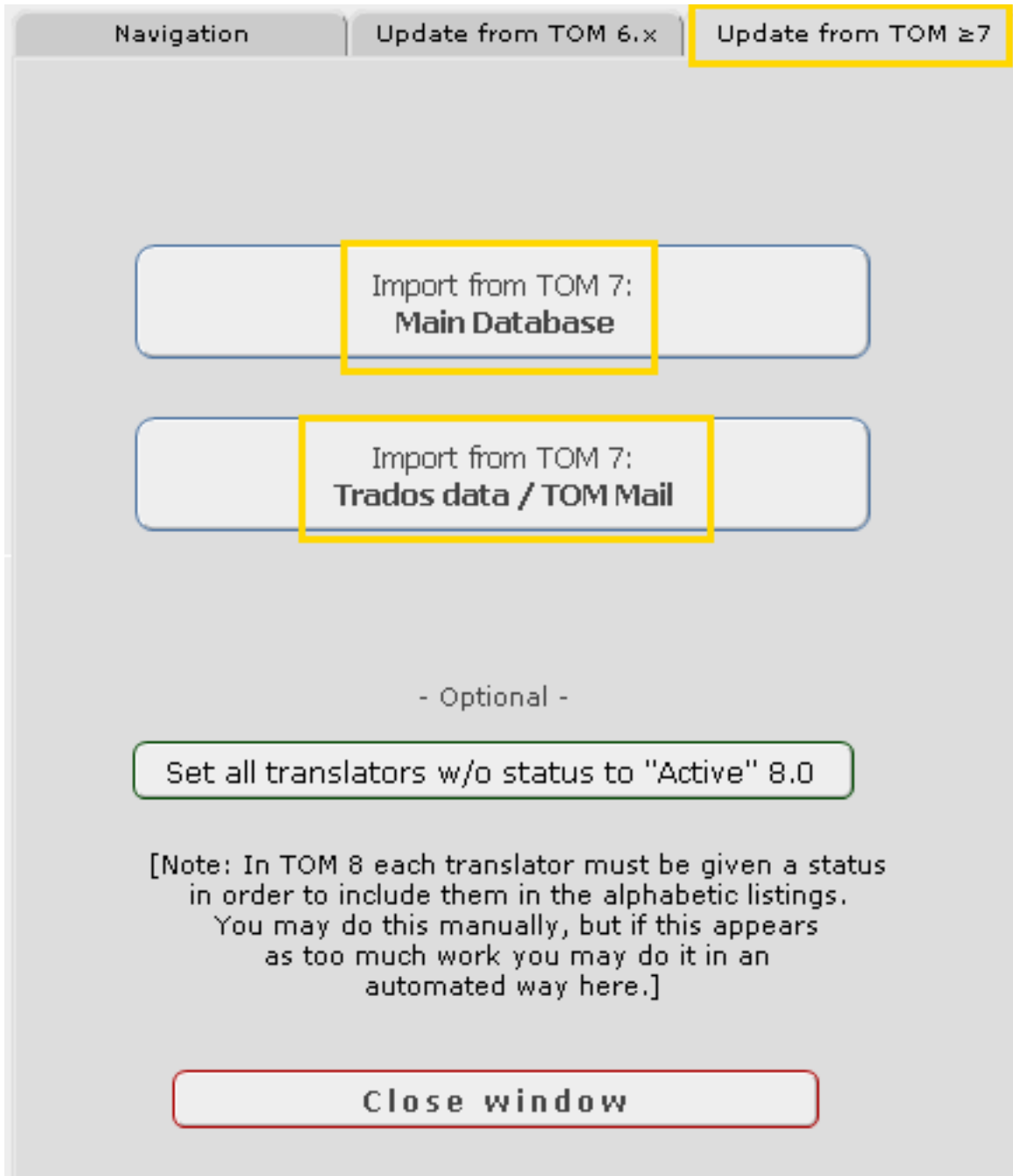


THE UPDATE WINDOW

You will now see a screen with options related to the update.

Data is imported from DATA_ol**d**.to6 and/or DicDat_ol**d**.to6, which were created in the first step described above.

Also note specific updating functions. If you are unsure about this please contact Jovosoft.



IMPORTANT FOR NETWORK USERS

You **cannot** run the import **during network operation**. Therefore, close TOM on the server/host and **open APPL.to6 locally** under FileMaker Pro. You can do this on the server or on any workstation that has TOM Client installed. However, it is important that **all *.to6 files AND** the files containing the user data (**DATA_ol**d**.to6/DicDat_ol**d**.to6**) are located in the same folder!