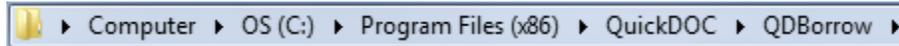


Merged Database

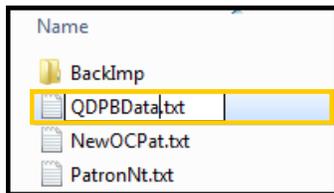
Problem: Database has been lost due to catastrophic issues like network crashes, accidental merging, etc.

Solution: Recreate a new database from preexisting backup request text files.

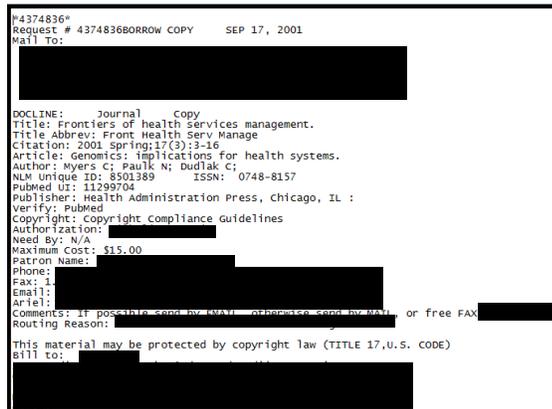
Open you *QDBorrow* Folder located in *Program Files* inside the QuickDoc folder.



Create a new text file and call it *QDPBData*. You may be required to have administrative rights to alter files or create new files if security is high.



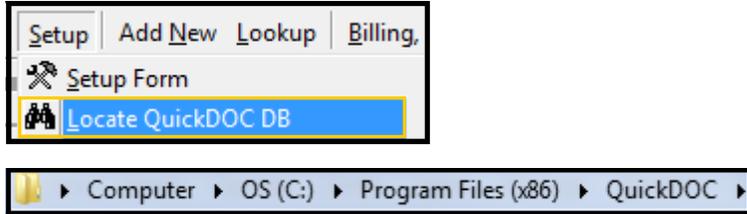
Go to the *BackImp* folder in *QDBorrow*, for each text file which ends in "*BDat*", *open, copy* and *paste* into the newly created *QDPBData* text file. Make sure to do this for each year so the information is complete and accurate. Pasting this information into the text file may need to be done in sections as there is a limit to how much can be captured at one time, especially if you have a large amount of requests.



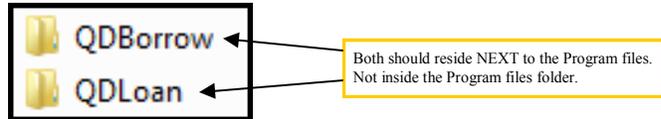
Example of text information which is to be copied and pasted into the new

Duplicate these same steps for the *QDLoan* Folder, however the newly created text file should be called *QDPLData*. Look for text files in *BackImp* and copy and paste all which end in "*LDat*" for each year.

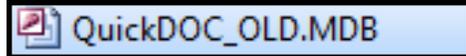
Open up QuickDoc on the computer with the new text files which were just created. Using the *Locate QuickDoc DB* under the *setup* button above, point to the local Database which resides on your C: drive inside the QuickDoc folder. There will always be a *QuickDoc.MDB* located here even if the one previously used resided on a shared or remote drive.



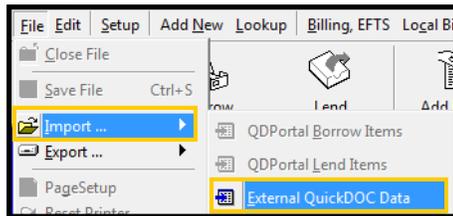
Import the information using the import button which will now be enabled. This button should not be grayed out at this juncture. If it is, make sure the *QDPBData* text file is in *QDBorrow* folder, as should the *QDPLData* be inside the *QDLoan* folder. Make sure that both the *QDBorrow/QDLoan* folders reside on the C: drive next to program files not inside. Restart QuickDoc and it should no longer be grayed out.



Repeat this process for each computer which accesses the Database. When following steps are completed for each computer *rename* the DB on the shared drive to *QuickDoc_old*.



Copy and Paste one of the local databases to the shared/remote drive, then inside of QuickDoc use *Locate QuickDoc DB* under *setup* to point each computer to the new database. Go to *File, Import and External QuickDoc Data on each computer*. This should rebuild the Database to reflect all the QDPortal activity on each computer.



Note: This will not reflect any changes made into the database *after* the final import to merge the data (status changes, received, etc...). This data is in the *QuickDoc_Old* database and can be manually moved through comparison.