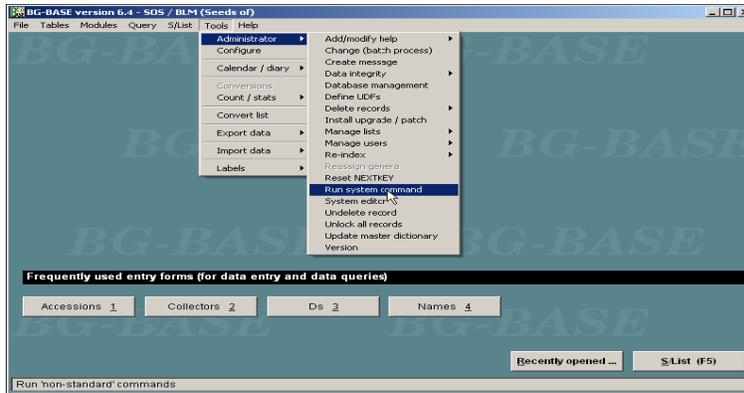




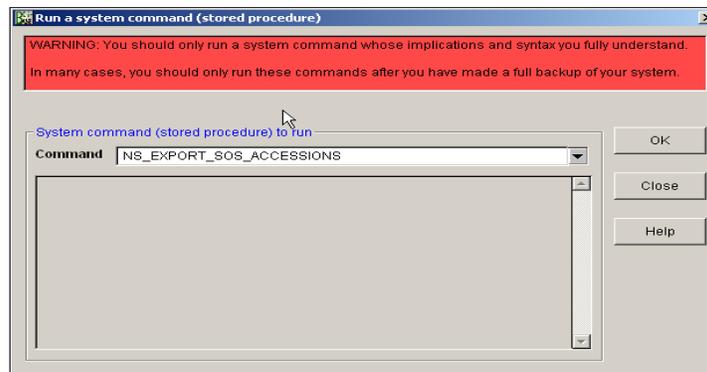
How to Export your BG-Base Data

The purpose of the following instructions is to transfer the data from the ACCESSIONS table, where you have been entering it, into the SOS table, where it can be emailed or put on a disc to transfer to the National Office for incorporation into the national database.

- 1) Choose Tools -> Administrator -> Run System Command



- 2) In the next window, click on the down-arrow, choose NS_EXPORT_SOS_ACCESSIONS, then click OK



- 3) You will receive a message asking if you wish to copy all records from the ACCESSIONS table to the SOS table; answer 'Yes'

- 4) Click O.K. on the 'Export Complete' message.

The data has now been transferred to < C:\bgbase6\SOS> and is ready to be emailed, zipped or burned onto a disc.

- 5) The contents of the SOS folder will consist of the following 7 files:

REV24000.LK	REVLOCKS	REV24001.OV	REV24000.OV
REVMEDIA.LK	REV24001.LK	REVMEDIA.OV	

If for any reason, your SOS folder contains more or less than the 7 files specified above OR contains file names different from those listed above, the export was not successful. Please try again. If a problem persists, please contact Megan Haidet (MAHaidet@blm.gov) for assistance.