



Q Local™ Frequent Asked Questions Managing Data

Transferring Q Local™ Data from One Computer to Another

Caution: Transferring data from one Q Local system to a second Q Local system becomes a bit more complicated if you have set up your own database folder hierarchy. In that case, [click here](#) for instructions.

Copying records from the 1st system

Repeat this process for each folder containing records you want to export.

1. On the 1st system, select **Import and Export** from the Q Local **File** menu, and choose **Export assessment records to a Q Local transfer file (*.trq)**. Then click **Next**.
2. Select the **Export Selected Assessment Records** option.
3. Select a file name and destination folder for the Transfer File. You may want to name the file the name of the folder the records originally came from to avoid confusion. The path and file names you choose are displayed in the Transfer File field.
4. Click the **Export** button. The assessment records are exported to the destination folder as a transfer file (*.trq).
5. Click **Cancel** to close the Import and Export wizard.

Adding the transfer files to the 2nd system

Repeat this process for each .trq file containing records you want to import.

1. On the 2nd system, select **Import and Export** from the Q Local **File** menu, and choose **Import assessment records from a Q Local transfer file (*.trq)**. Then click **Next**.
2. Click the **Browse** button to navigate to the .trq file that contains the assessment records to be imported.
3. Select the Destination Folder for the assessment records by clicking on a folder in the database tree. (This folder name should match the folder name used for these records on your 1st computer.)
4. Click the **Import** button. The assessment records are imported to the destination folder.
5. Click **Cancel** to close the Import/Export wizard.

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Copy each file to the 2nd system:

