Q Local™ Frequent Asked Questions
Scanning Data and
Maintaining the Scanner

Importing and Maintaining Batches of Data from One Q Local™ System to Another

Importing data and keeping the batch information intact is a two-step process:

- Import data into the Q Local software during software installation, or import it afterward using one of the Q Local data import options.

- Create batch folders and sort the records into them.

Step 1: Import data into the Q Local software

You can import data into the Q Local software at the time of installation, or you can do it later using one of the Q Local import options. (Choose **File** and then **Import and Export.**) Batch identification information is kept with each record that is part of a batch.

Step 2: Create batch folders and sort the records into them

Once data is imported, you can view each record's batch ID in the Assessments Records window:

If you want to put records into individual batch folders, take these steps:

1. folders illustration In the Assessments Records view, choose **Create folder** from the left window pane.

2. Enter the folder name.

3. Select and highlight the appropriate records for the batch and drag them to the folder.

4. Repeat steps 1—3 for each folder.