

Import and Export



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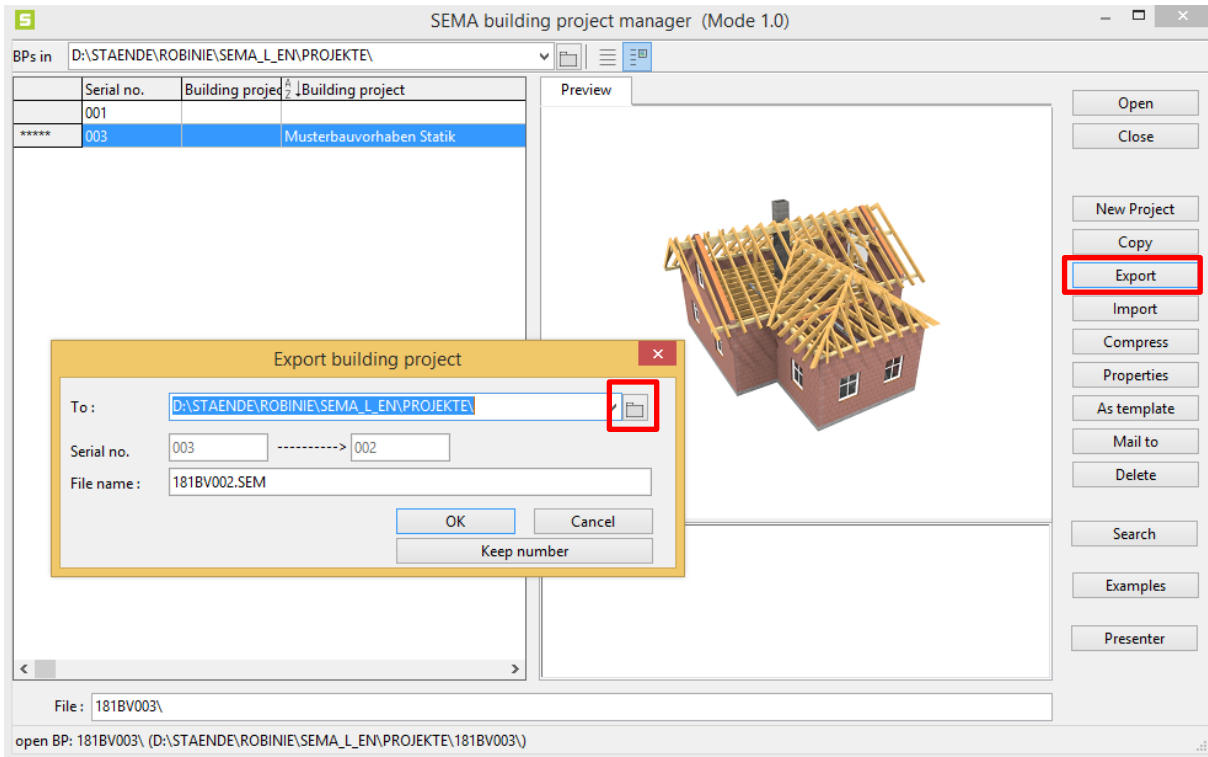
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1. How to mail and export a SEMA building project

Building projects can be compressed in the SEMA program. Such a compressed building project is similar to a ZIP folder. This compression is called "export".

It is useful to compress a building project if you want to mail it or if you want to make a backup file.

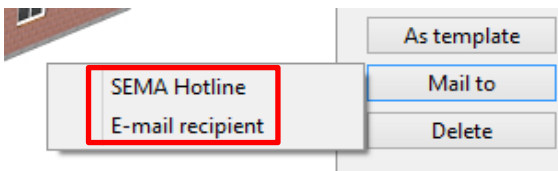


1.1. Export

- Open the SEMA building project manager
- Push the Export button
- Push the folder icon
- Choose the filed location for the compressed files

1.2. Mail to

- To send a building project **via email**, select "**Mail to**". The BP becomes compressed automatically and will be attached to the Email. "If you choose Mail to SEMA Hotline, the BP will be sent to the SEMA support team.

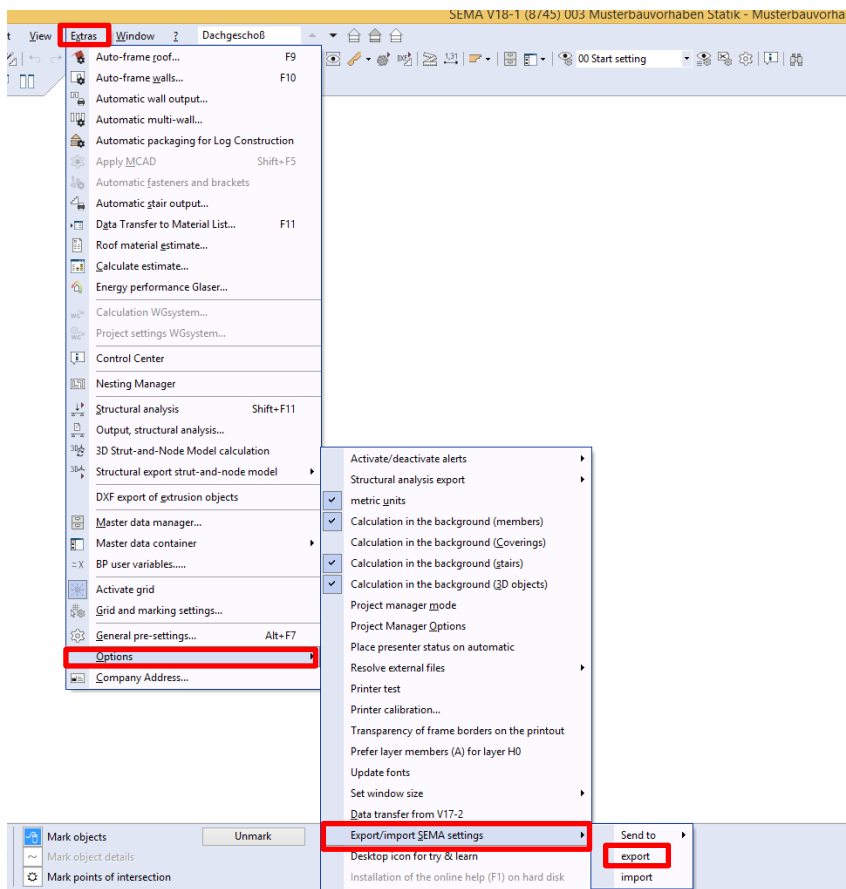


2. SEMA Settings Export/Import

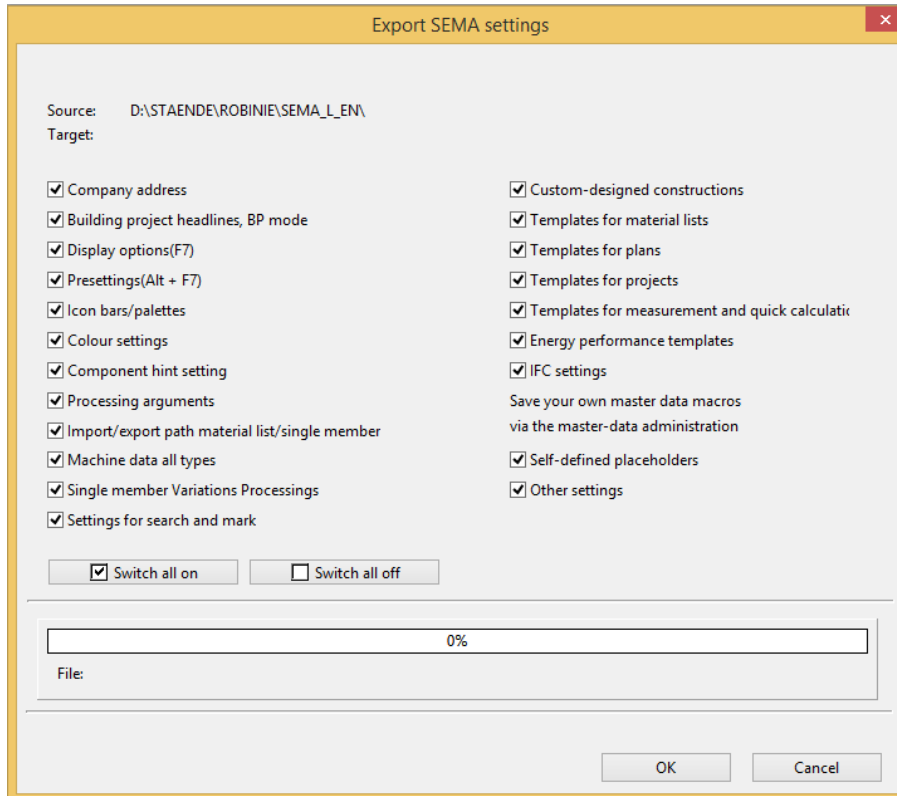
- With the “Export/import SEMA settings” button you can send your custom settings to another person, make a backup of the settings or import settings.

2.1. Export

- Extras→ Options→ Export/import SEMA settings→ export

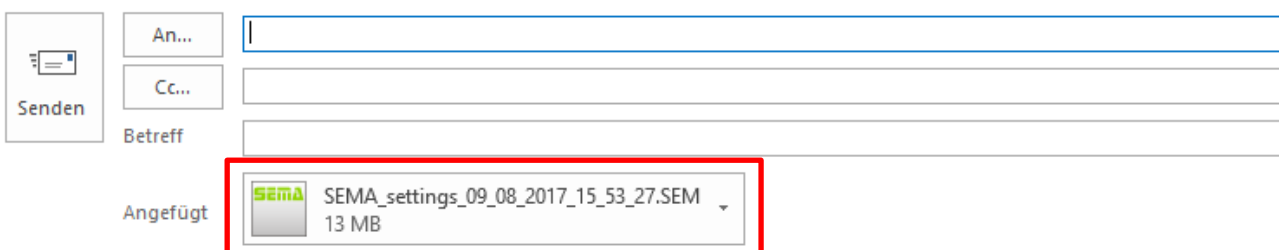


- After pushing the export button, it opens the window **Export SEMA settings**. Now you can choose the files which you would like to export. Confirm your choice with OK and choose a filed location for your backup.



2.2. Send to

- With the **send to** button you can send settings to an email recipient or to the SEMA support team
- After pushing the **send to** button, it opens the window **Send SEMA settings to e-mail recipient**. Now you can choose the files which you would like to send.
- If you confirm your choice with OK, the settings will be attached to the e-mail

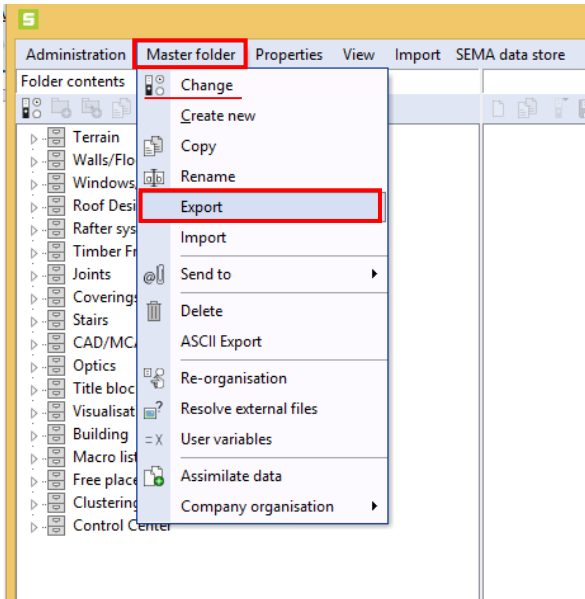


3. SEMA Master Data

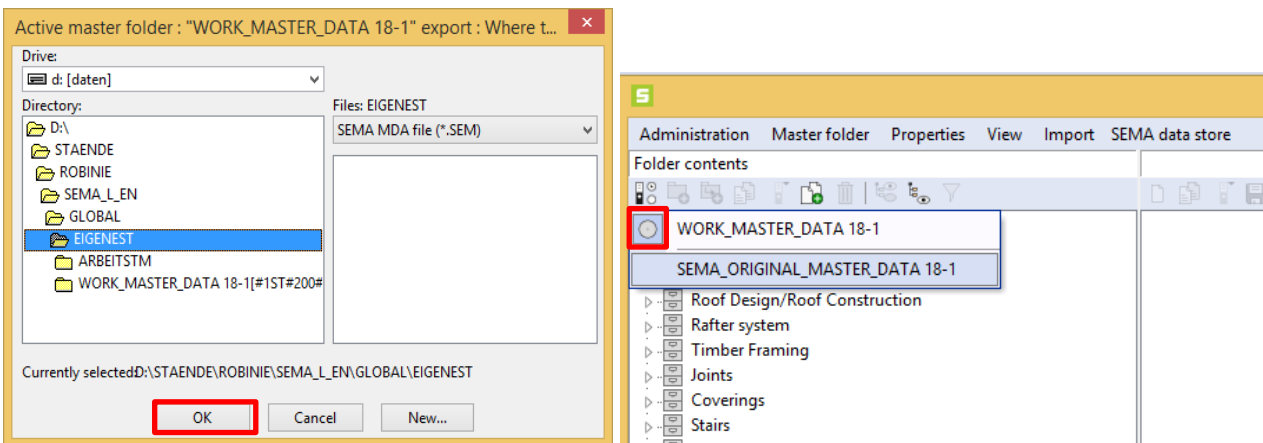
- Master data can be transferred from an old SEMA version into an updated version or you can send the master data to another SEMA-user.

3.1. Master Data Export

- Open the window master data **Extras → Master data manager**
- push **Master folder → Export**



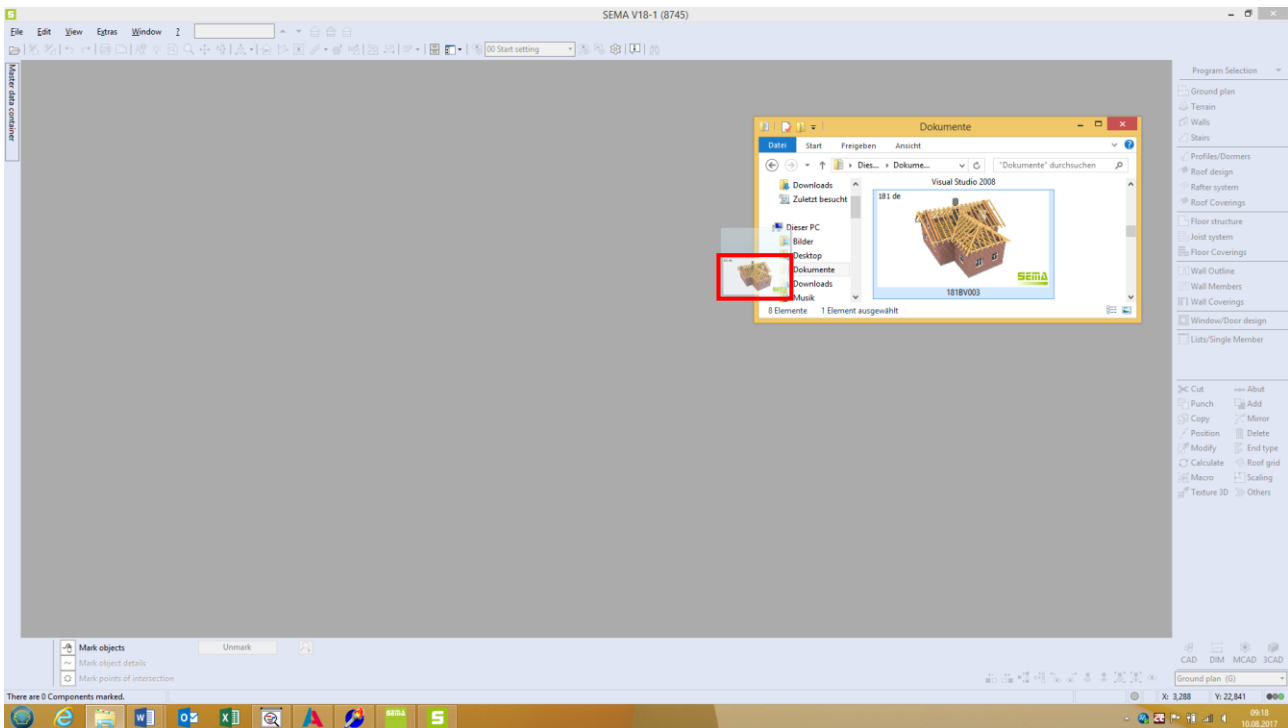
- The window **Active master folder: "Work....."** opens. Choose your filed location and confirm with OK
- **Important!!** You have to check which master folder is active. Over the **Change** button you can control which master folder is active. The active folder is marked with a point.



4. Import

4.1. Import via "Drag and Drop"

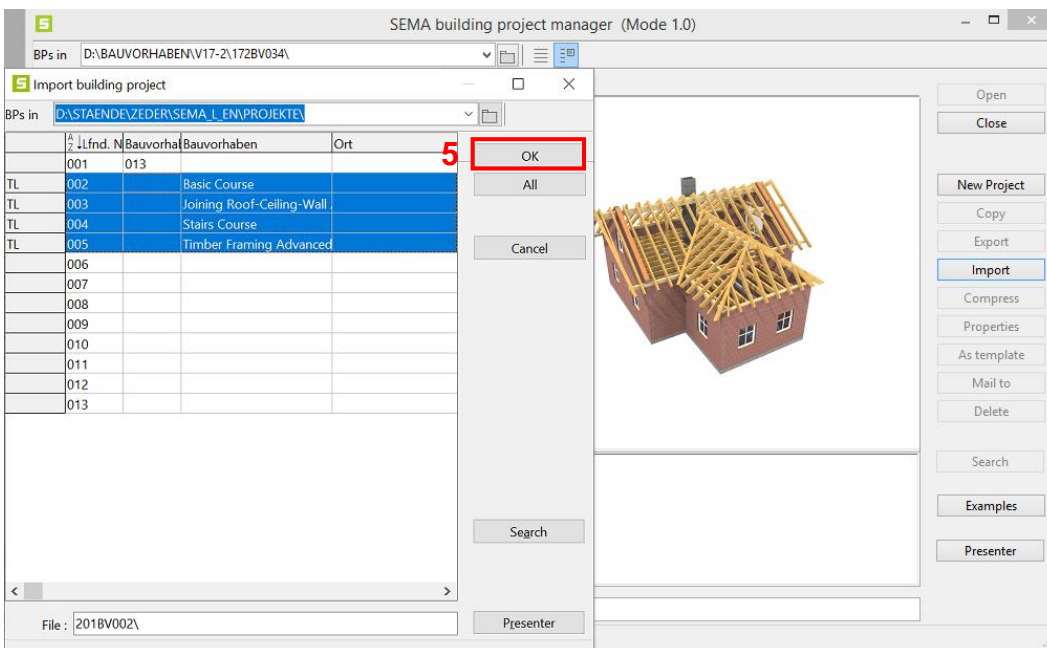
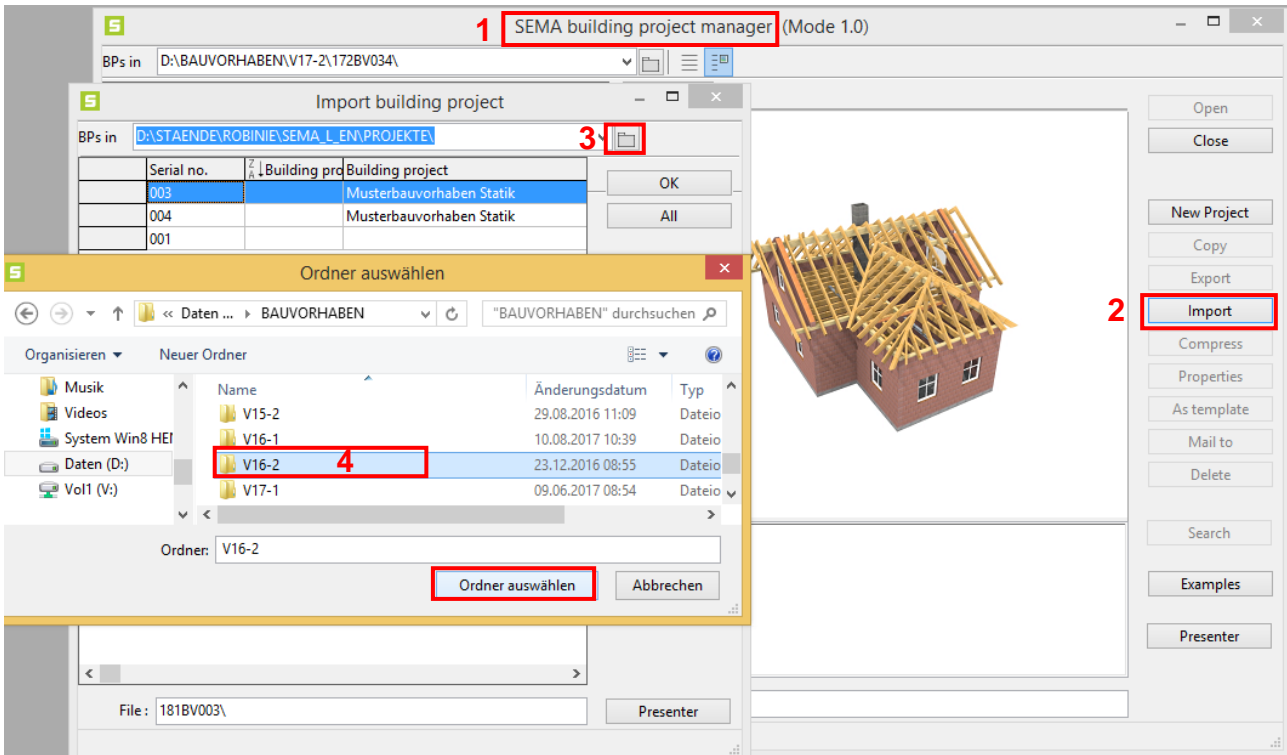
- The easiest way to import a BP, settings or master data is via drag and drop. Therefore choose the file which you would like to import with pushed left click and pull it into the screen. Release the left click and the program will automatically import the file.



- Please note: If you import a BP via drag and drop it always copies the file. So if you import a BP from a old version into a updated version the BP does exist in both versions.

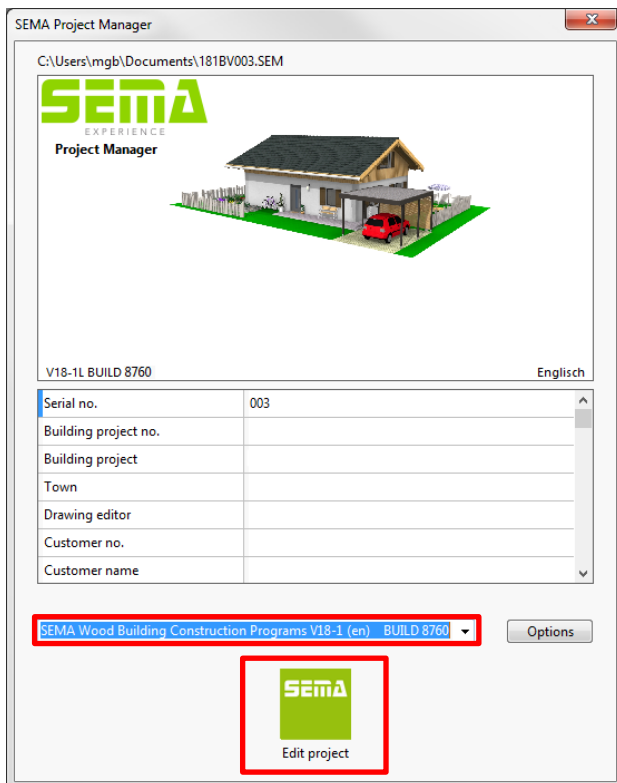
4.2. Import of several Building Projects

- If you change into a updated version, it is possible to import several BP
- Open the SEMA building project manager→Import→folder icon
- Choose the folder where the files are which you would like to import
- Confirm with choose folder
- Choose several or all BP which you would like to import and confirm with OK



4.3. Import via Project manager

- To import BP, settings or master data directly from the windows explorer just make a double click on a "sem" file.
- The SEMA project manager opens. In the field with the drop-down button, you can choose the version.
- Confirm with the SEMA icon.
- Please note: BP/settings/ master data can just get imported into a updated version or in the same version.



If error messages are shown while you are working with these functions, please send an e-mail with screenshots of this error messages to the SEMA support team we will try to figure it out and get in contact with you asap.