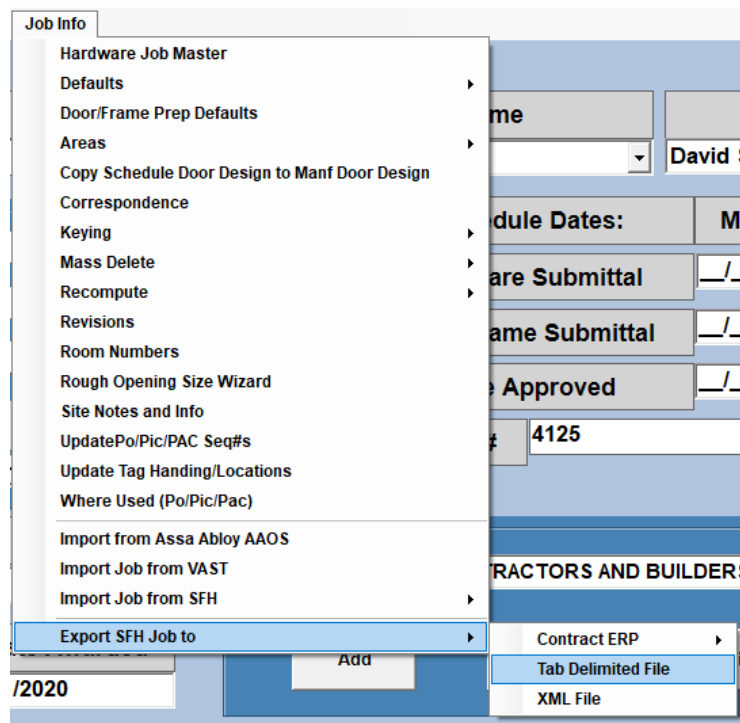# Import/Export SFH Contract Job

This multi-faceted feature lets you export a current SFH Contract Job or Contract Quote to either a tab delimited, or XML file. Conversely, you can import an SFH Contract Job or Contract Quote from either a tab delimited, or XML file. Tab delimited files can also be imported into Excel for custom data manipulation.

If you are a multi-branch site this enhancement might work for you. A project Manager can create the job at one branch, export it and send it on to a salesperson at another branch where they can then import into SFH and detail the job.

Please note if you want to export or import door or frame elevations and Configured hardware or accessories, then you **must** use the XML version of the export and import.

**How Exporting works:**

1.  Launch Software for Hardware.
2.  Open a Contract Job or Contract Quote.
3.  Click on the *Job Info* selection at the top of the Project screen.
4.  Select *Export Job to*.
    a.  A fly out menu appears giving you the choice of either *Tab Delimited File* or *XML File*.



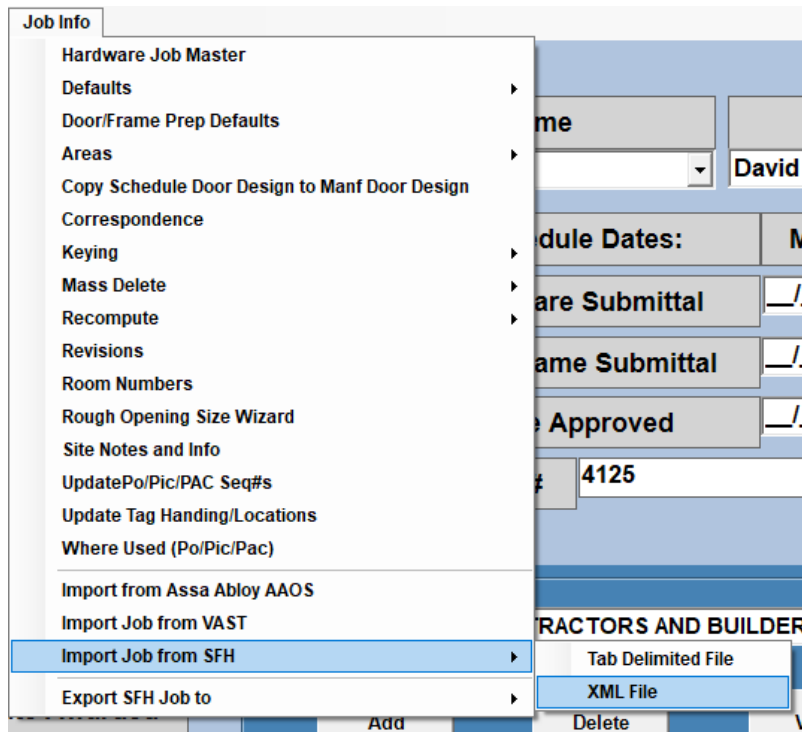5.  Click *Tab Delimited File*.

6. The following form appears:

**Export Job to File**                                    ✕

Job #:          Job Name:

`04142017`      `Mt. Baker B & B`

Save as to:

[                                              ]   **Browse**

☑ **Allow to include header description**
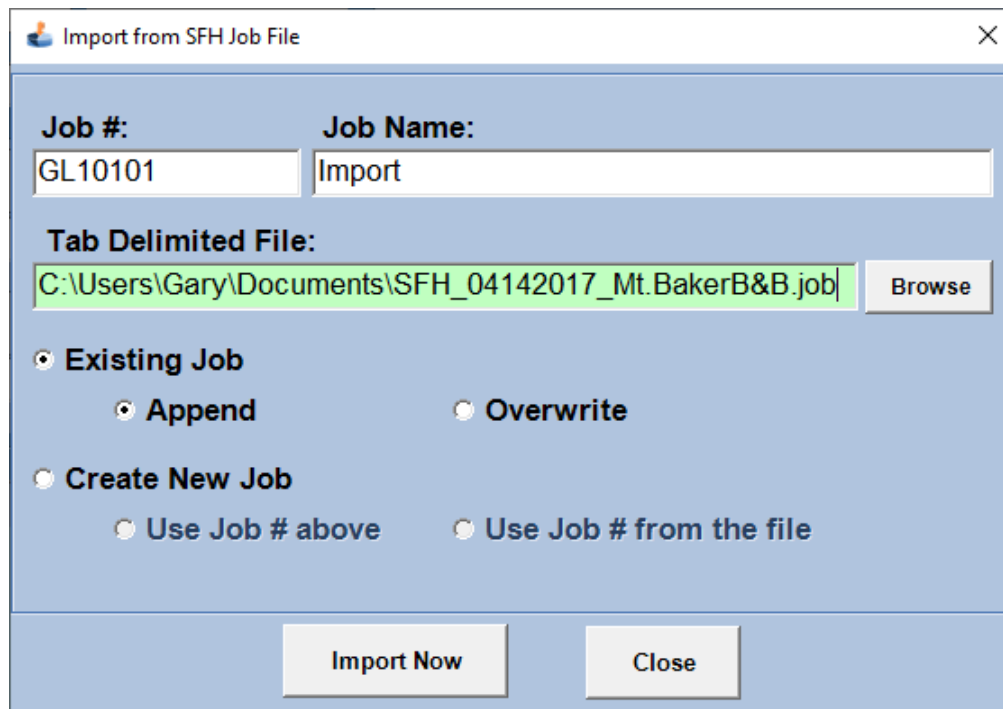
**Export Now**      **Close**

7. Accept the default Job # and Name, (taken from the Job # and Name currently working in), or enter a new Job # and Name.
8. If you want to include header description then check the box. This is helpful if you intend to import into Excel.
9. Click the *Browse* button and select a location to save your exported file.
10. Click *Export Now*.
    a. You will receive a confirmation message.
11. To Export to an XML file simply select *XML File* from the fly out menu and choose a file name and location when prompted.


**How Importing works:**

1. Launch Software for Hardware.
2. Open an existing Contract Job or Contract Quote, or, create a new one.
3. Click on the *Job Info* selection at the top of the Project screen.
4. Select *Import Job from SFH*.
    a. A fly out menu appears giving you the choice of either *Tab Delimited File* or *XML File*.

5. Click *Tab Delimited File*.
6. The following form appears:



7. Accept the default Job # and Name, (taken from the Job # and Name currently working in), or enter a new Job # and Name.
8. Click the *Browse* button and select the location of the SFH file you wish to import.

9.  You have the choice of appending the existing job or overwriting it altogether.
10. If you are creating a new job you can use the Job # defined above or use the Job # from the file to import.
11. After all options are decided click the *Import Now* button and the file will import into SFH.
12. To Import an XML file simply select *XML File* from the fly out menu.
13. The following form appears:



14. Follow steps 7-11 above to import the SFH XML file.