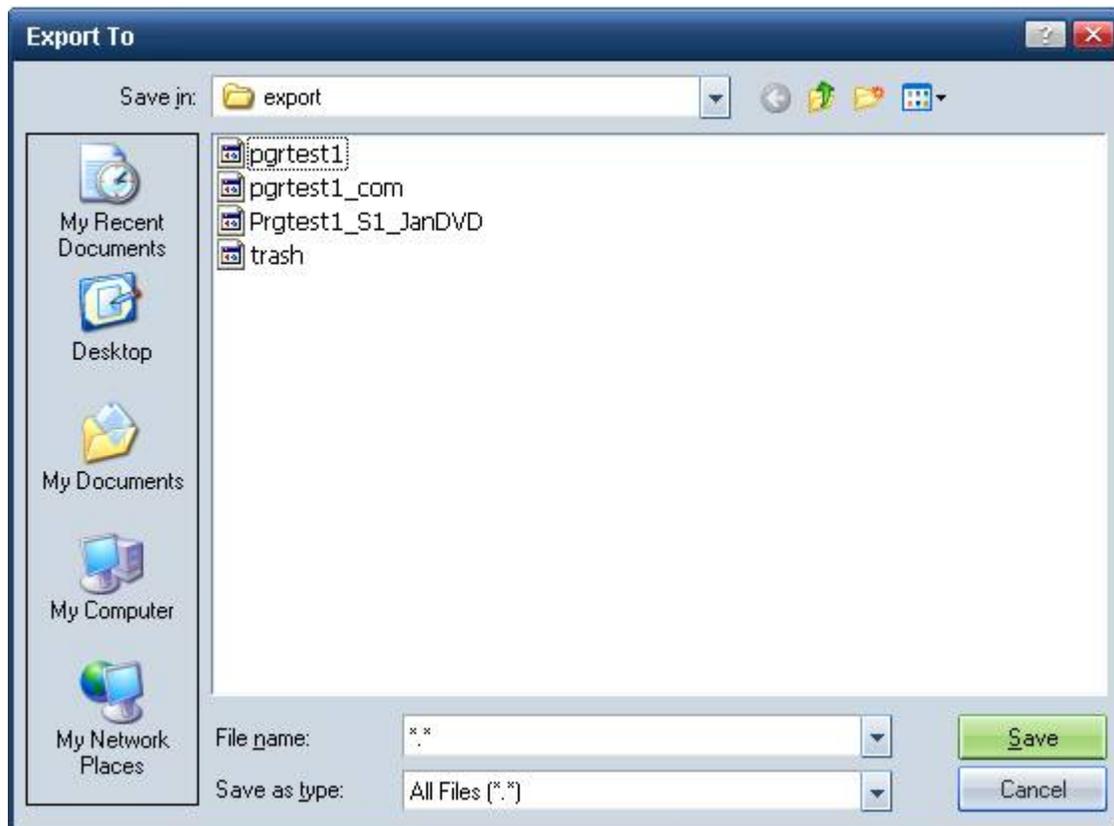


How to Export an Estimate from UltraMate

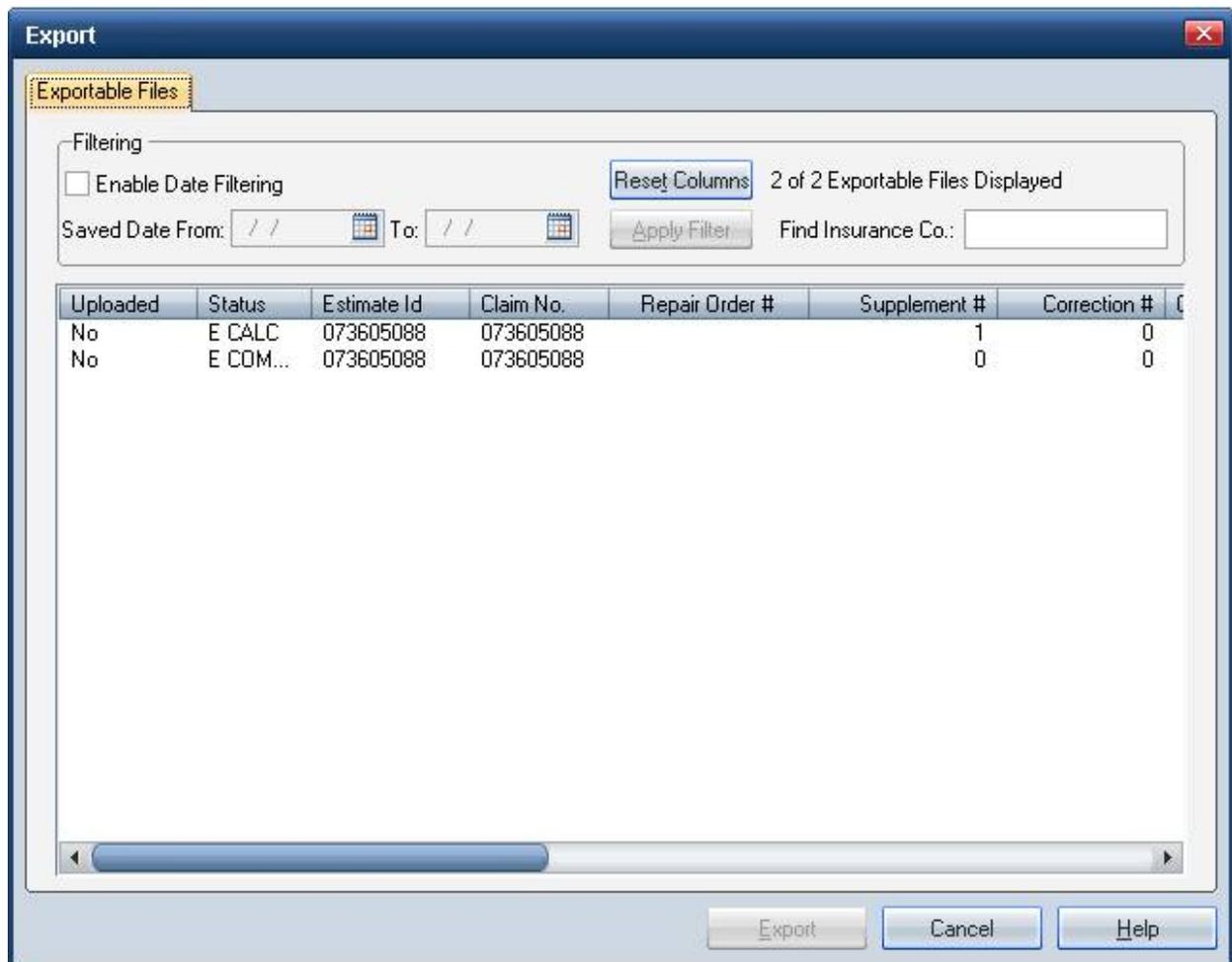
1. Close any open estimates.
2. On the **Utilities** menu, click **Write Export File**.

The following screen is displayed:



3. Select the **drive** and **folder** where the export files is to be saved.
Use the drop-down for "**Save in:**" (top of the screen) to find the location of any folder on your machine. Select the folder where you want to save the export file.
4. Enter a **name** for the export file.
Type the name in the "**File name:**" field (near the bottom of the screen).
5. Select **Save**.

6. The following screen presents a list of all estimates that are exportable:



7. Select the estimate (or estimates) you wish to export.

8. Select **Export**.

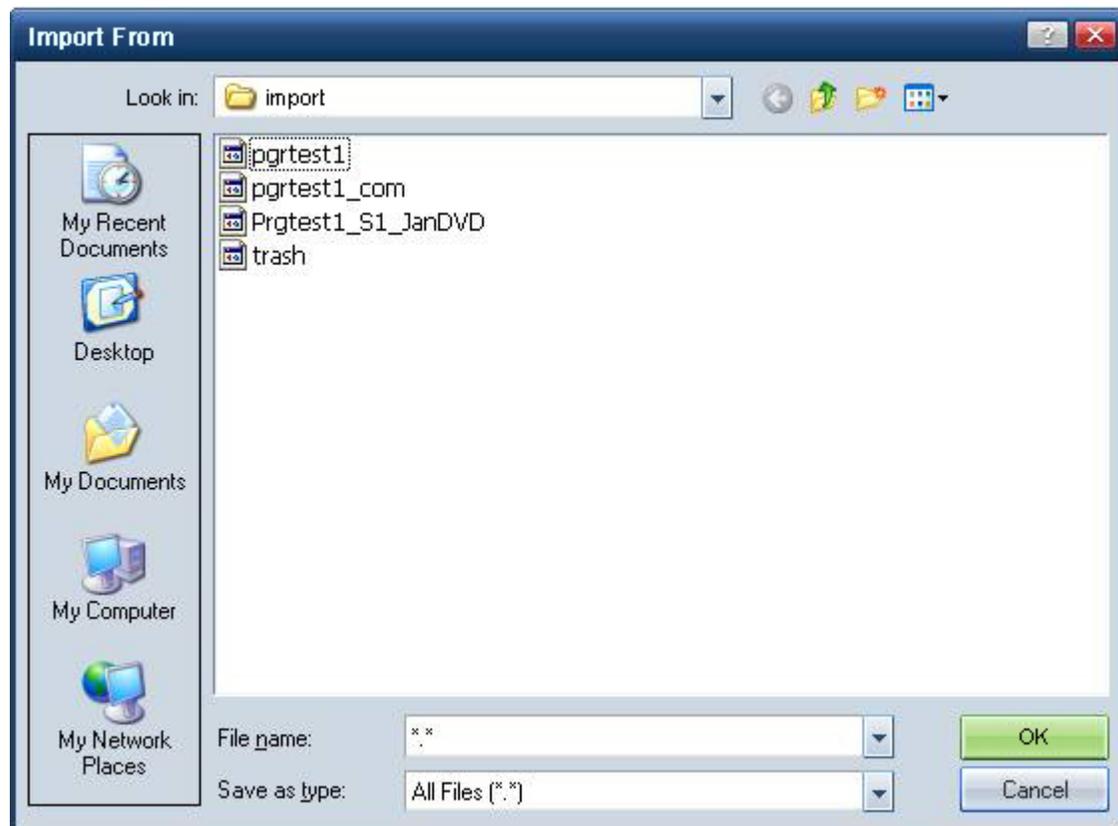
9. The estimate(s) is/are written to the file previously specified. When the export is complete, the number of estimates exported is displayed.

10. Attach the export file to an **Email** and **Send**.

How to Import an Estimate into UltraMate

1. Close any open estimates.
2. On the **Utilities** menu, click **Read Import File**.
3. Select the **drive** and **folder** where the import file is located.

Use the drop-down for “**Look in:**” (top of the screen) to find the location of any folder on your machine. Select the folder that has the import file.



4. Select the **file** to be imported.
5. Click **OK**. The file is imported. When complete, the Import Status dialog box appears.
6. Click **OK** to close the Import Status dialog box.
7. The imported estimate can be opened using the normal procedures.