



## How to merge my database?

Before attempting the sequence below we recommend that you back-up all databases and also make sure you are using the latest version of PATGuard 3.

PATGuard 3 Elite has the ability to save a copy of a section of the database as a Briefcase file for other PATGuard database programs to open. PATGuard Elite can also send these files direct to an email program running on your PC.

### Creating a pat file

Select a Client, Site or Location. The item selected and all lower level items will be copied. Choose Data Transfer and to File. Selecting File will cause a Save As... dialog box to be displayed. Select the path and File name where the file is to be saved. Briefcase files have a File Type of \*.pat. Select Save to create the file.

### Opening a pat file

From the File drop down box select Open... Select the path of the file you wish to open. Select the correct File of type. For Briefcase files this will be \*.pat. Select the appropriate file. Then select Open. As the data is processed messages may appear if there is a conflict between existing data and the new data.

Note; this whole process must be done on exactly the same version of PATGuard 3.

If you require more help, please contact us at  
<https://www.seaward.com/cms/enquire/>.