

## **“How To”- Share/Swap Your Information**

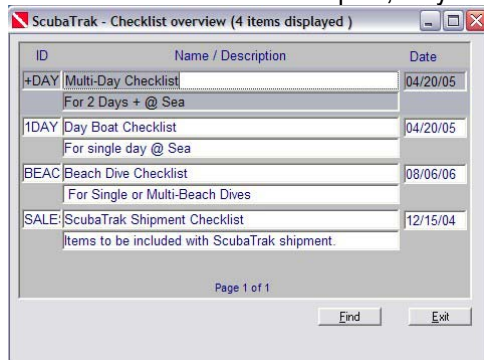
\***Please Note:** This “How To” will guide you through creating/sending and receiving/importing formatted information by using the ScubaShare feature. In order to fully utilize this feature you'll need to have an available Internet connect. The following steps will be the same, or very similar, for all of the *Key Features*:




### **Creating Shares/Swap files:**

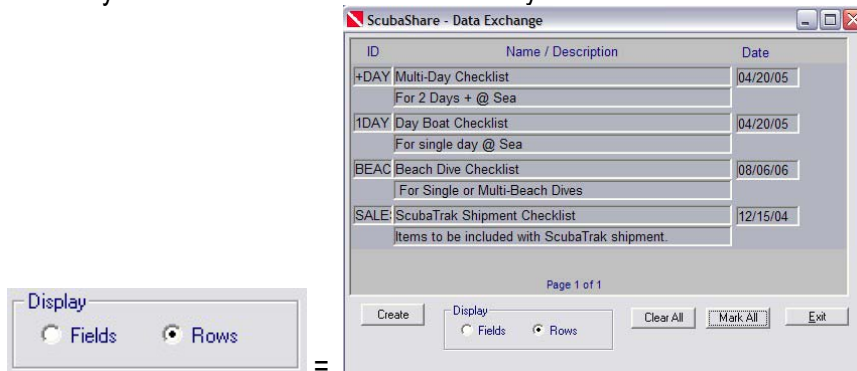
1. Open the *Key Features* you wish to share to view the *List Screen*. We will use the *Key*


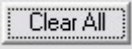
*Feature* **Checklists** for our examples, so you'll see below the *Checklist Overview*



Screen.

2. You'll see that the ScubaShare  icon has now become activated on the tool bar at the top of your ScubaTrak program window. Click on this icon.
3. A ScubaShare-Data Exchange Screen will open, in which you'll be able to include or exclude the information you'd like to share/swap. The screen opens in its default format, sorted by rows. This is the most common way ScubaShares are created.



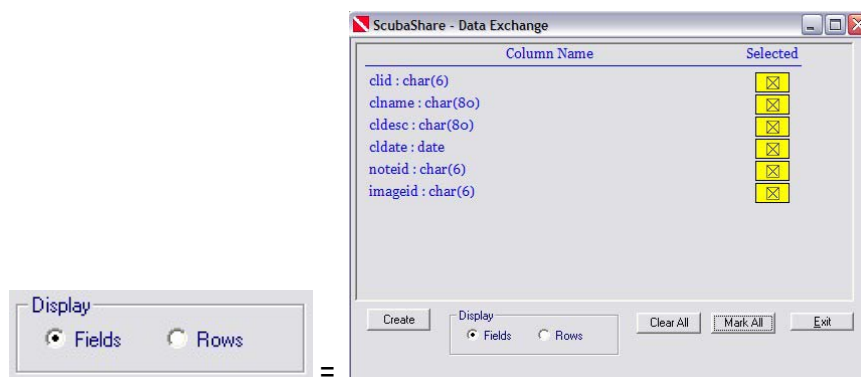
4. In this screen, use the  button to select all of your data to share, or use the  button and click only the specific items you'd like to share.

The highlighted information will be the data included in the ScubaShare.

+DAY	Multi-Day Checklist	04/20/05
	For 2 Days + @ Sea	
1DAY	Day Boat Checklist	04/20/05
	For single day @ Sea	

Example:

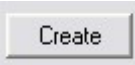
5. If you choose to be more specific in your data selection, click on the “Fields” button where you can select specific fields of data that you'd like to include or exclude.

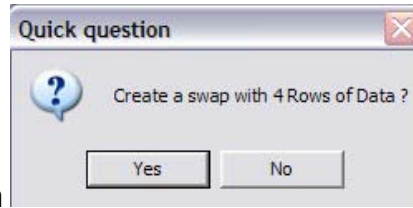


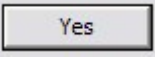
6. In this screen, select or deselect the item fields that you'll include/exclude. The yellow boxes with an “X” next to the item will be included.

**clid : char(6)** = Checklist Identification (Characters = 6)  
**cname : char(80)** = Checklist Name (Characters = 80)  
**cldesc : char(80)** = Checklist Description (Characters = 80)  
**cldate : date** = Checklist Dates  
**noteid : char(6)** = Note Identification (Characters = 6)  
**imageid : char(6)** = Image Identification (Characters = 6)

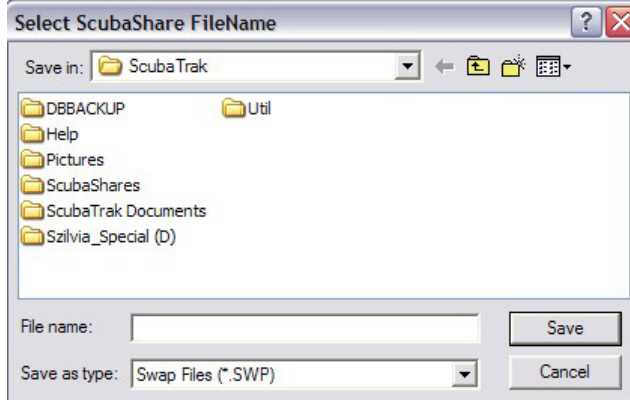
\*Other Data Exchange “Field” screens will use similar abbreviations.


7. Once you've selected the data you'd like to include, click the  button.



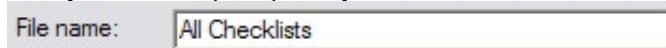
8. You'll be asked for verification before the ScubaShare File (SWP file) is created. Click .

9. This directory box will open. Here you'll choose where to save your ScubaShare file.

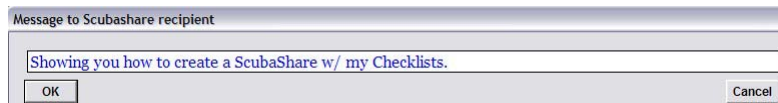



10. We've already created and included the  ScubaShares folder which would be the most logical location to save your ScubaShare SWP files. Double click this folder to open it.

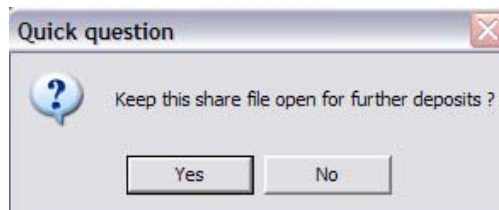
11. With your folder open, place your cursor in the file name field

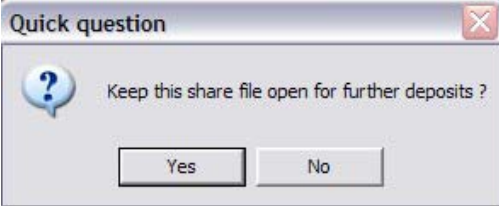


and name your ScubaShare file whatever you'd like, preferably a name that will help you to identify the data contained in it, and then click .








12. This box will open. Here you can type a quick message to your buddy that they'll be able to view before they load the ScubaShare attachment that you send to them. Type your message, or leave it blank, as you choose, and then click .








13. You'll then be asked . Click whichever option suites you—YES if you have additional data to be shared or NO if you are finished.

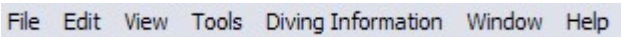

### **Sending Shares/Swaps:**

1. Now that you've created your Scuba Share/Swap you are ready to send it. ScubaShare files can be sent from any email account in the same way you send any other attachments. So, you'll first need to open your email account.
2. Open a new message, enter the recipient(s) address, and compose the email the way you would any other email.
3. Perform the necessary steps needed to send an attachment, as you normally would.
4. When browsing for the ScubaShare (SWP file), you'd like to attach, it is helpful to remember that your ScubaShare folder can be found by navigating to  My Computer , then  Local Disk (C:) , then  Winapps , then  ScubaTrak , and finally by opening the  ScubaShares folder.
5. Select the ScubaShare you created to attach it to your email.
6. Send your email when finished.

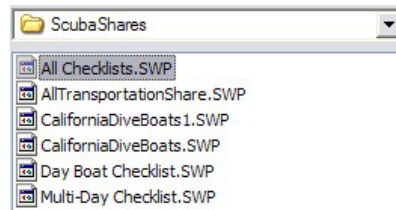
### **Receiving Shares/Swaps:**

1. When you've received a ScubaShare as an attachment, and click on it, before the download begins you'll be asked if you'd like to Open or Save the file. You must choose to "SAVE" the attachment because you'll only be able to open the file in ScubaTrak.
2. From the attachment download box, save the SWP file in your ScubaShares folder. Remember this can be found by clicking on  My Computer ,  Local Disk (C:) ,  Winapps ,  ScubaTrak , and then open  ScubaShares and click "SAVE".

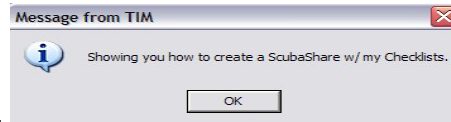
### **Importing Shares/Swaps:**

1. Once you've saved the SWP file attachment that was sent to you, you can now open your ScubaTrak to view/load the ScubaShare from your buddy.
2. From your ScubaTrak Menu Bar  , select File.
3. Then select "Open".
4. Select the  ScubaShares folder from the directory box, and then select the SWP file that was sent to you.

5. Double click the file to start your import.

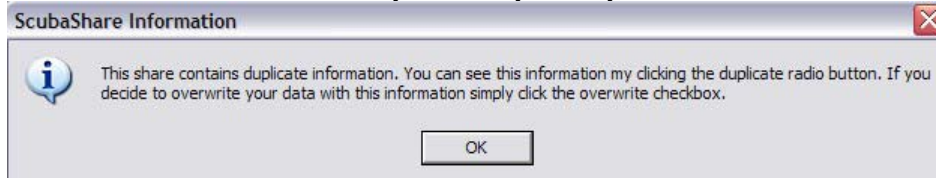


6. You'll then see the message from the sender.

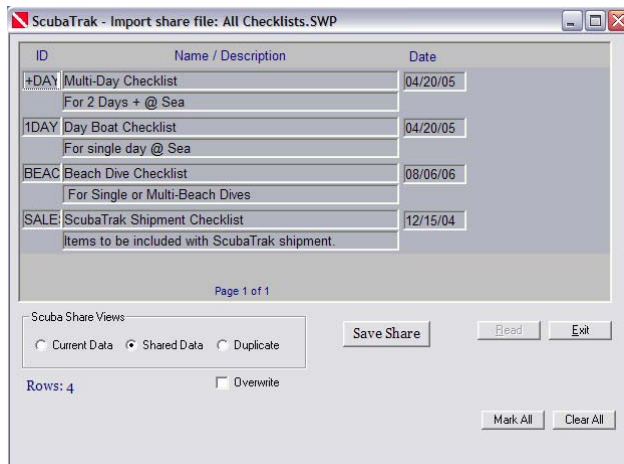


Click  to continue.

7. If the Share contains information you already have, you'll see this box with instructions.



Click  to continue.



8. The Import box will open giving you a few different options to view the data in the Share.



= The current data you already have.

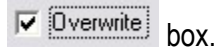


= The data that has been sent to you.



= Any duplicate data within in the Swap.

9. You may overwrite your own data with the data you've received by clicking the



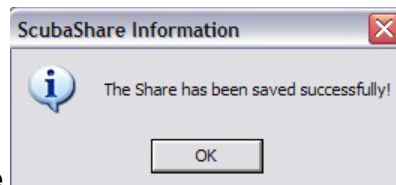
box.

10. You can also select the data that you'd like to keep by clicking on the



buttons, or singly selecting the data by clicking on it.

Only the highlighted data will be added to your ScubaTrak database.



11. You'll see when the ScubaShare load has completed.