

## **Instructions for Transferring Data Between Different Versions of CPRT**

The “Backup Data” and “Restore Data” features, located on the “Setup/Maintenance” screen of the Consumer Products Reporting Tool (CPRT) allow the user to transfer data between different versions of CPRT, when an updated version of the tool is released by the Air Resources Board (ARB) staff. The data transfer is performed in three stages: extracting the data from an older version of the tool, slightly amending the saved \*.csv files, and uploading it to the newer version of the tool. The steps are described in detail below.

### **Extracting data from one version of CPRT:**

Open the version of CPRT that contains the data you want to transfer. Click on the “Setup/Maintenance” button to go to the Setup/Maintenance main screen and then click on the “Backup Data” button. The first popup window will prompt you to select where you want the files to be saved and the second popup window will prompt you to confirm the backup by clicking “Ok.”

**Note:** Files backed up using the “Backup Data” button are not checked by CPRT for completeness or other errors and should not be used to submit data to ARB.

When complete, click “Close” to return to the Setup/Maintenance main screen.

### **Amending the saved \*.csv files from the CPRT:**

a. Open the backup file ‘Groups.csv’ in Notepad. On the column headers row (first row) of the file, change ‘LVP’ to ‘LVPs’ and ‘Other’ to ‘VOCs’. Save the changes and exit out of the file.

b. Open the backup file ‘Ingredients.csv’ in Notepad. On the column headers row (first row) of the file, change ‘ProdCode’ to ‘CoCode’. Save the changes and exit out of the file.

### **Uploading the data to a different version of CPRT:**

Open the version of CPRT that you want to transfer the data to. Click on the “Setup/Maintenance” button to go to the Setup/Maintenance main screen and then click on the “Restore Data” button. The first popup window will prompt you to select correct files to upload and the second popup window will prompt you to confirm the upload by clicking “Ok.”

When complete, click “Close” to return to the Setup/Maintenance main screen.

The new CPRT version should now contain the data that has been previously entered by the user into the older CPRT version.