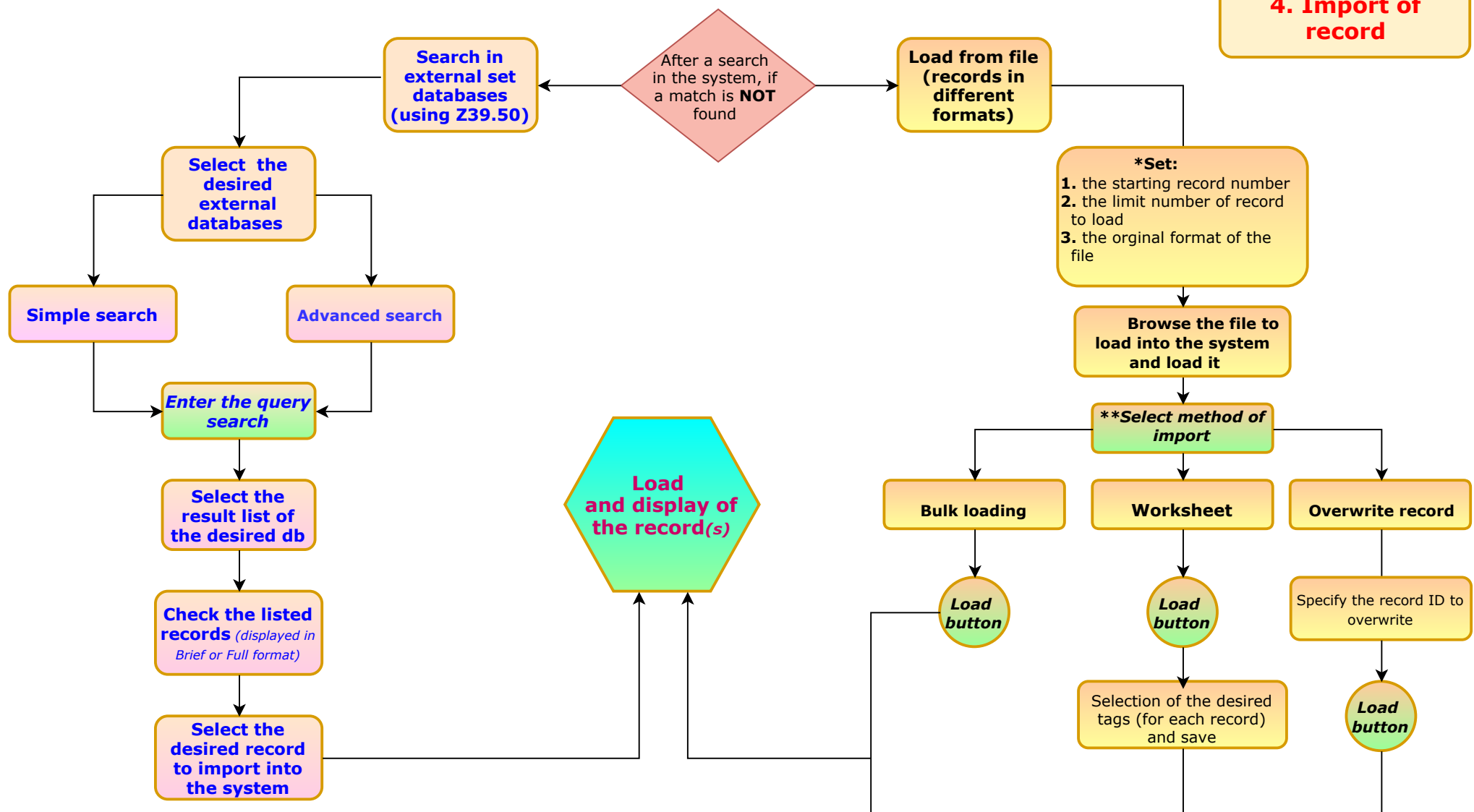


4. Import of record



***Set:** the user can set the starting record number (to skip records at the beginning of the file) and also the limit number of the record to load into the system.

****Select method of import:** there are three different styles for import records into the system.

1. Server loading style: all records will be loaded from the selected file, all together. Once the records are loaded, the user can see them by selecting the "View Record" button.

2. Worksheet style: All records will be saved in cataloguing worksheet mode, this means that the user could confirm each tag of each record before the saving of the record.

3. Overwrite style: the user can specify the identification number of the record already present in the system that it will be replaced by the loaded record.

All of these three methods of import and the "Load from external databases" function will consider a default set of tags, previously configured, which will list the desired tags that will be automatically loaded for each record.