

Introduction

This section will cover importing GMS Exchange files. GMS Exchange files can be comprised of games, events, delegations, system settings, people, template events, and other pieces of GMS data.

The GMS Exchange importer will only show you the options appropriate to the file you're trying to import.

Note on GMS Exchange

Since imports done via GMS Exchange cannot be "undone", it is a good idea to always make a backup of your data before importing with GMS Exchange (see "Backup and Restore" documentation for assistance). If you select the wrong file or options and click on the [Import] button, your data could be changed in ways that you did not intend, and you cannot directly reverse many operations easily.

Note on duplicate people

As with Flat File Importer, people should only be entered into GMS once to avoid duplicate records. When a new person is created, GMS assigns that person a 16-digit alphanumeric code which is used for identification within GMS. For example, "John Brown", when created, may get the GMS ID "W94R3GH574KS83R4". If another user in a separate database creates "John Brown", that person will NOT have the same code. When data is imported you will end up with two records for "John Brown". Work out who is responsible for entering new people before games data gets imported/exported, or use the "Find and Handle duplicate people" tool to find and eliminate duplicated records.

Results

After the import process is complete, GMS will create a report of all of the changes to people. This will detail all people created, changed, and not changed, along with their certifications, and why. You should print this report (to a PDF file if you don't need a printout) in case you have questions later as to how or why someone was changed.

Starting

Open the GMS Exchange importer by clicking on the "Import" icon then on "Import using GMS Exchange". Type in the full name of the file whose data you want to import, or click on the little folder icon for help in locating your file. (see Illustration 1, selecting import file).



Illustration 1, selecting import file

Note that if you open a .zip file that is not a GMS Exchange file, GMS will not be able to use it and will give show the error message: "This is not a valid GMS Exchange file". You may also get an error if you try to open a GMS Exchange file made in a non-usable version (for example, opening a GMS 4-compatible file in GMS 5).

Once you've selected the file, several options will come up depending on how you made this GMS Exchange file. For example, if there are no games in the file, you won't get any options for importing games. Or if there are no complete games, you'll only get options for "No games" or "Part of a single games".

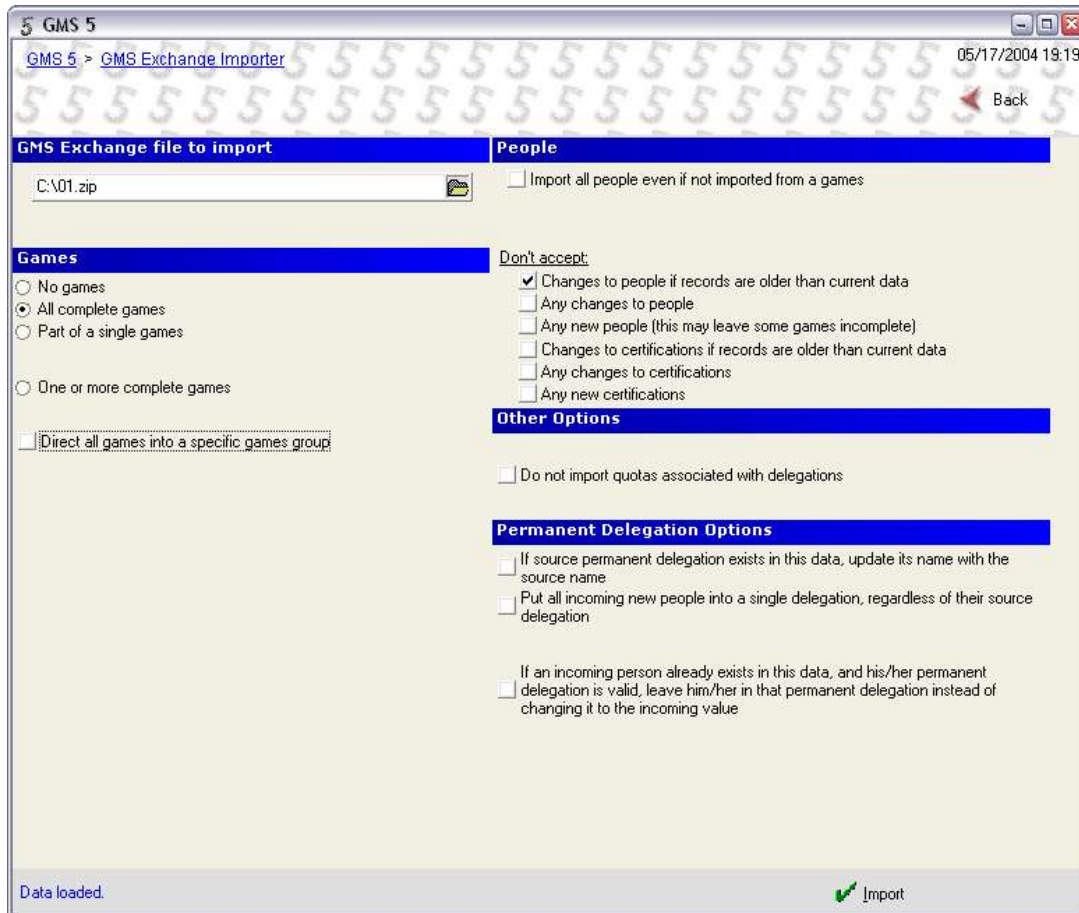


Illustration 2, sample options

Games options

If one or more games is included in this GMS Exchange file, you can import some, all or none of that games information.

Import complete games

Use this when the incoming data represents a more up-to-date version of the games, or if you don't already have the games in your system. This is useful when bringing whole games from the main office to an event (or bringing it back), or for importing whole groups of data from a field office.

1. Click on either “All complete games” or on “One or more complete games” and select the games to be imported from the list.
2. If there are quotas assigned to your data and you do not want the quota information imported, check “Do not import quotas associated with delegations” under “Other Options”
3. If you organize your games into games groups, and you want all of the incoming games sorted into a single group, check “Direct all games into a specific games group” and select the appropriate group. This is useful for importing batches of games from field offices and organizing them so that they are separate from your main list of games.
4. Select any other options (see other sections)
5. Click [Import]

GMS will import the complete games, exactly as they exist in the incoming data.

Note: If you import a games here and it already exists in your system, the copy in your system will first be completely deleted before the new games will be brought in.

This will involve first deleting the games if it already exists (remember that GMS works on the games' ID code, not its name!), importing the games, delegations and events, then the people themselves.

Import partial games

Use this when you only want to bring in a specific subset of an incoming games. This is common when you've sent Track & Field off to a laptop for the day, then want to import just those events back into the main data. You can also use this when allowing field offices to do their own delegation registration and want to bring back in just their delegation(s).

Note: if the games you're importing does not already exist in this copy of GMS, it will be imported as "partial" and cannot be exported as a complete games later.

If the games you're importing parts does not exist, it will be created in your system, otherwise only those aspects which are being imported will be modified. For example if you already have "2002 Summer Games" in your system and you import the delegation "Area 01", only "Area 01" will be changed - no other delegations will be affected. The events that the entrants of "Area 01" are in will of course be changed, but only the people in "Area 01".

Note: events or delegations imported will *overwrite* the data in the existing copy of GMS. If there is information in the 75 meter dash event in your data, importing that event from Exchange will *delete* your event and replace it with the 75 meter dash event from the incoming data.

1. Click on "Part of a single games" and select the games you want to import
2. Check either "Selected delegations only" or "Selected events only" and then the delegations or events you want to import

Note: When you import a delegation and one or more entrants in that delegation is in an event that does not exist in the existing games, *GMS will make that event here*. When you import an event and the delegation for one or more entrants in that event doesn't exist, GMS will make that delegation. These automatically-created events and delegations are internally flagged as "partial" and cannot themselves be exported.

3. If delegations being imported should not have their quotas changed to reflect the incoming data, under "Other Options" check "Do not import quotas associated with delegations"
4. Set any other options (see other settings)
5. Click on [Import]

People

By default, all of the people required by any games and its delegations or events that you select will always be imported.

If you have not selected to import any games (or there are none in this file), GMS won't import any people. Selecting "Import all people event if not imported from a games" will let you import all of the people in the permanent delegations you select. Also by default, GMS will not overwrite people in your data if the changes in your data are more recent than the data which is coming in; you can override this and allow the incoming data to always replace people by unchecking "Changes to people if records are older than current data".

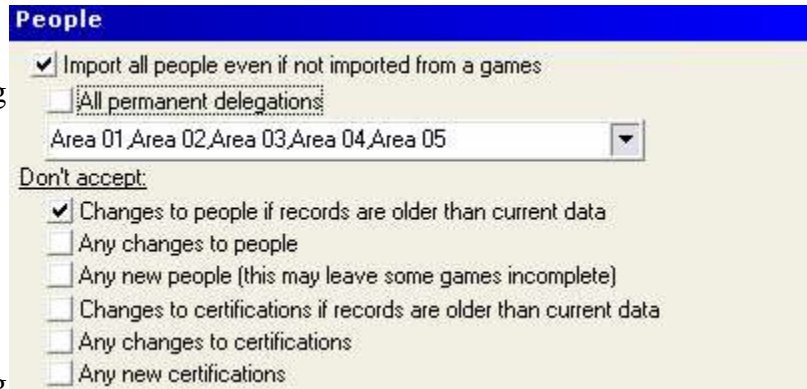


Illustration 3, people options

If the data is coming from an untrusted source, or from someone who should not be allowed to make certain changes, by checking the appropriate options you can prevent GMS from importing any changes to people, any new people, changes to certifications if the incoming data is older than the current data, not import any changes to certifications, and/or prevent any new certifications from being created. Some of these options are mutually exclusive; when this is the case GMS will hide options which are not valid.

Permanent Delegation Options

When people are being imported, GMS' default behavior is to put them into the permanent delegation specified by the incoming data. Depending on who is sending you data, you may choose to allow the incoming permanent delegation to update the name of the existing permanent delegation. (Remember that GMS always works on the permanent delegation's ID, not its name.)

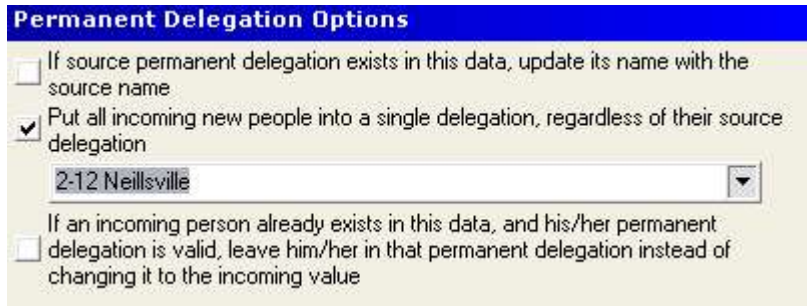
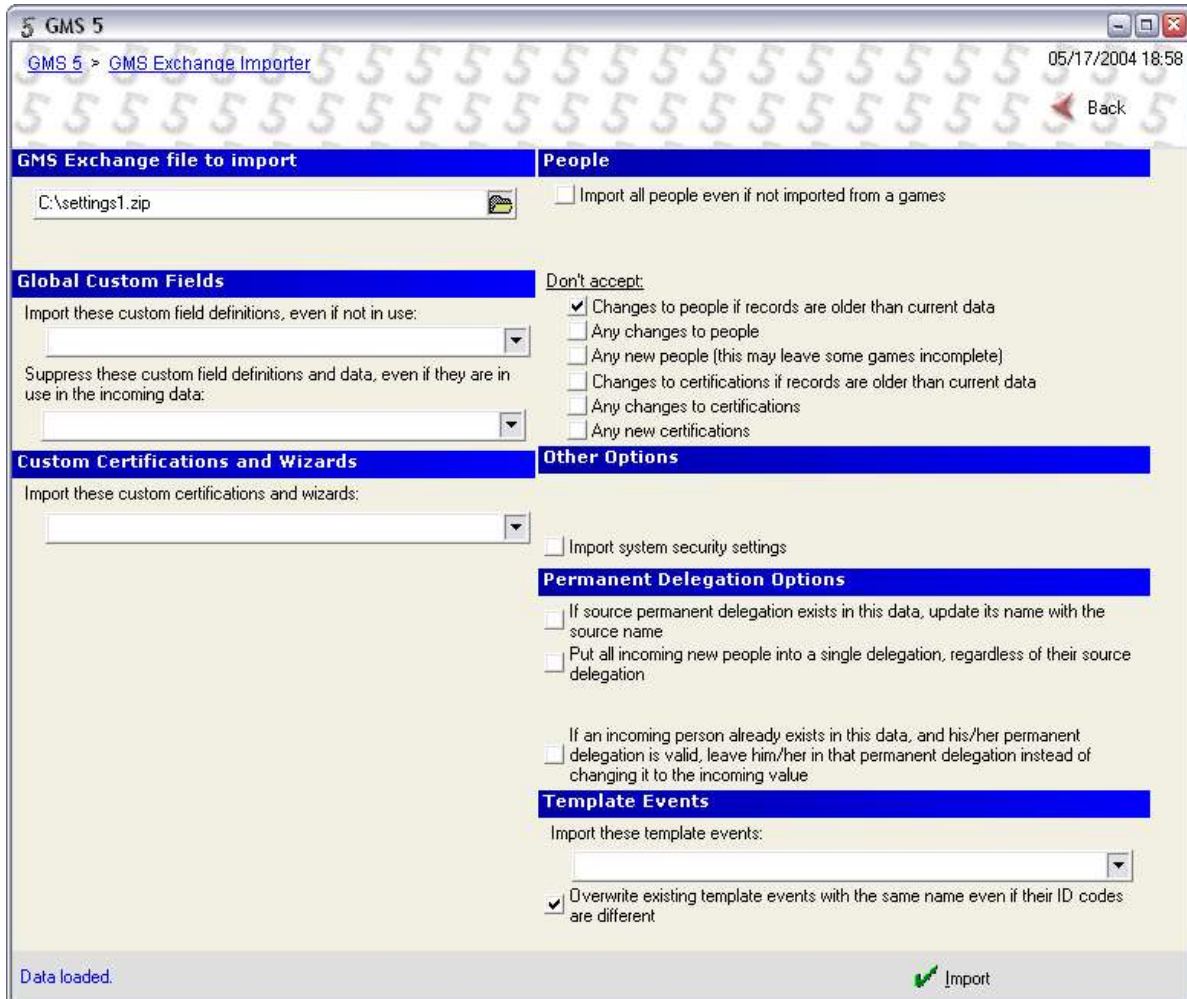


Illustration 4, permanent delegation options

Checking "Put all incoming new people into a single delegation..." will force GMS to ignore the permanent delegations on incoming people and instead to put anybody who's new to the system into the permanent delegation you specify. Checking "If an incoming person already exists..." will tell GMS that if the incoming person is already in GMS to not change the permanent delegation he/she is already assigned to.

System Settings

System settings are comprised of several groups: global custom fields, template events, custom sports, custom certifications and wizards, security settings and other options.



Global Custom Fields

Global custom field definitions will always be imported if any people are imported with data in those fields. If no people are being imported, or to ensure that the definitions for fields are updated, check the fields to be imported. You can also prevent the incoming data from changing your custom fields' definitions by checking fields under "Suppress these custom fields..."

Template Events

Template events are only exported via exporting "System setup using GMS Exchange". Unlike most other parts of GMS, template events can be imported by *name* rather than ID. This is useful when you already have an existing set of template events and want to update them rather than have duplicate template events, even when the incoming data was created by a different system.

Note that selected incoming template events will always overwrite an existing template event, regardless of which was most recently updated.

Custom Sports

If present in your file, select the custom sports you want to import. Custom sport codes are “magic” in GMS, since their internal ID codes are derived from their names, so it's impossible to have two custom sports with the same name accidentally.

Custom Certifications and Wizards

If there are any in your file, select the custom certifications and/or wizards that you want to import.

Note that selected incoming custom certifications and wizards will always overwrite an certification/wizard, regardless of which was most recently updated.

Other Options

To import security settings in the incoming data, check “Import system security settings”. Note that to get the security users in the data, you must import the people by selecting “Import all people even if not imported from a games”.