# Use Existing Data from Database

The **"Use Existing Data"** feature is available with all Input Source processes.  Use it to save the setup of each job when it is started.  Next time you need to continue that job, select "Use Existing Data", highlight the job you would like to continue, add the new files if needed, click through the screens making any changes needed, process and resave.  You only fill in the stamp information once.

**To "Use Existing Data"** you must fill in the Customer Information Page if this page is left blank the information is not saved.  The Client Name is the key for the Bates program to save the information about the project you are now doing in the Bates Program Database.   Each User will see only their clients in the database.  ZZZ has access to all the clients.

**Keywords Field** – This field is displayed if you are labeling an electronic file.  If you enter any information in this field the properties of the electronic file will be rewritten with the information provide in this screen.  If you leave the keywords blank the information from this page is saved in Bates Program Database but NOT WRITTEN to the properties of the electronic file.

# Saving the Data

After selecting Print from the Preview page when the output process is complete you will be given the opportunity to save the job information if you have filled in the Client Name Information.  This information will be saved to the house account (ZZZ) and the User account of the user signed in at the Main page.
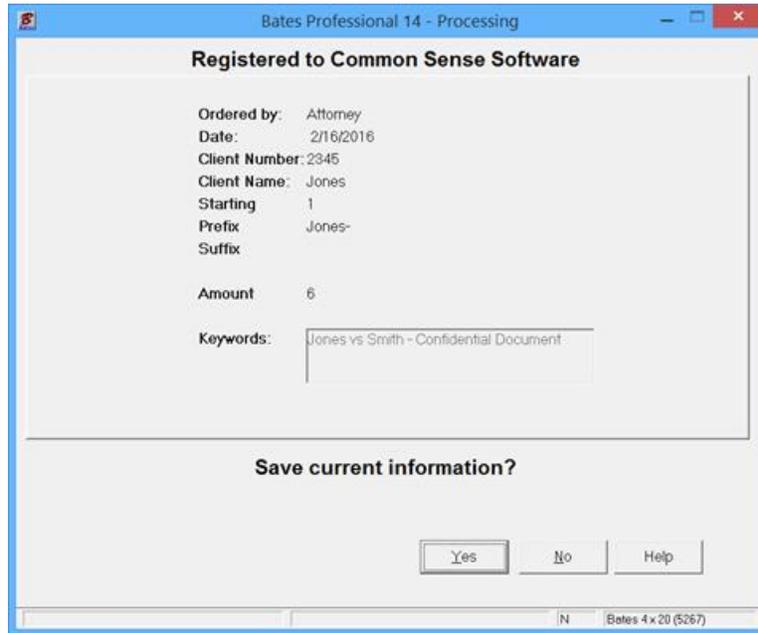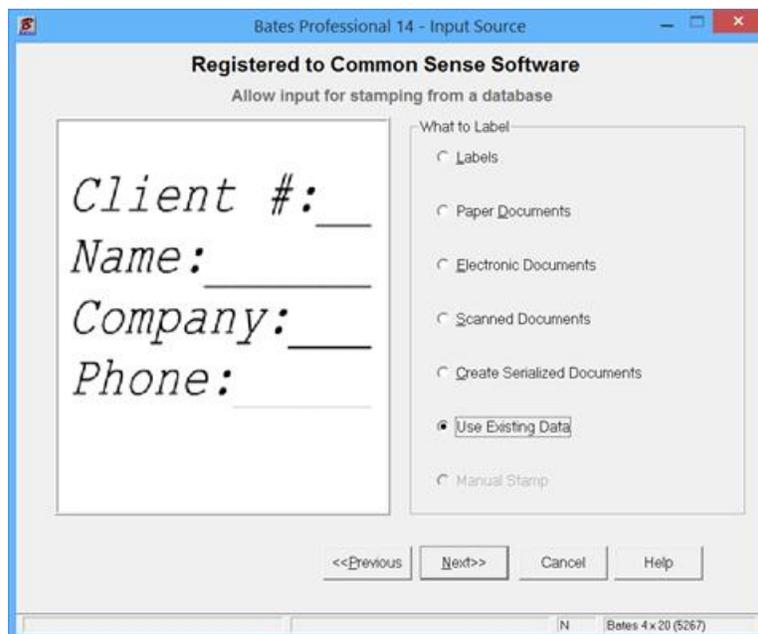


**Using the Saved Data** – "Use Existing Data" – This input source allows the use of input data from any previous Bates Process production.  This makes adding additional documents to a job very easy to do. The "Use Existing Data" selection will be grayed out if the User has not saved any data.

# "Use Existing Data" - continued

When you add Client information using to the Database, information for that set of Bates Numbering is saved in a file that may be recalled by selecting "Existing Data" from Input Source Page.

The Database saves Clients for each User separately.  To view all of the Clients in the Database select user "ZZZ" (the Bates House Account), this lists Clients for all users.  If the "Database" button is grayed out, you have not saved any Clients for the current user.

You will see an alphabetical listing of your clients.  Use the arrow keys to highlight the client you would like to review.  The information you filled in will appear on the right side with the setup for that Client in the bottom right window.

You may now Reprint a set of labels to continue a job listed in your database.  To do so, highlight the name of the client and select next.

If printing Electronic Documents as we are doing in this guide you are taken to the File Input Page. Add the next file or files that you want to process and press Next.

If printing a Paper Document you will go to the Label Type Page, the program takes you the next page you need for the type of project you are working on.

If you want to delete a client, highlight the client and click delete.

Press Next to continue.
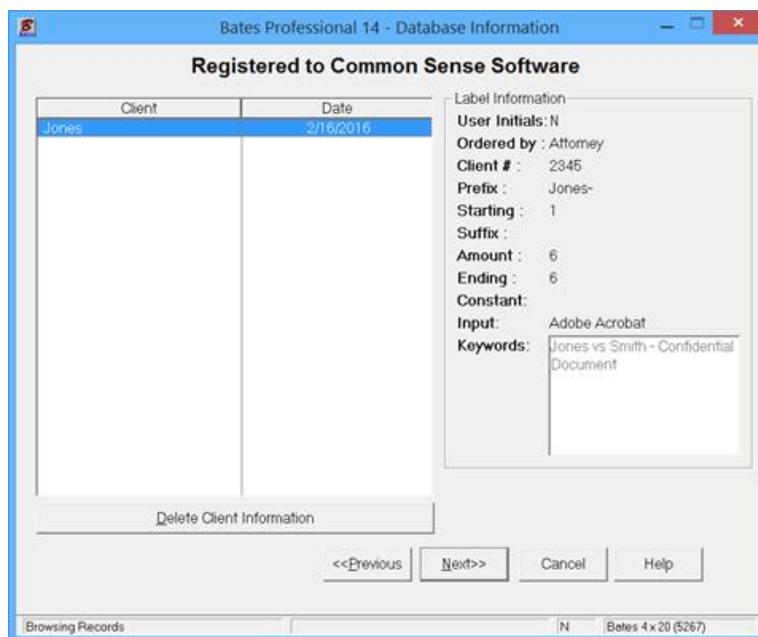
# "Use Existing Data" - continued

As you progress the screens all the fields from the selected job will be filled in. In Electronic Document processing you are taken to the Input File page. Add the files you would like to process. You may also change any of the saved data when you go through the screens except for the Client Name. Press Next to continue through the screens.



Notice that the next number for your job is filled in for you and all the other fields are as before. To continue through the screens Press Next.

# "Use Existing Data" - continued

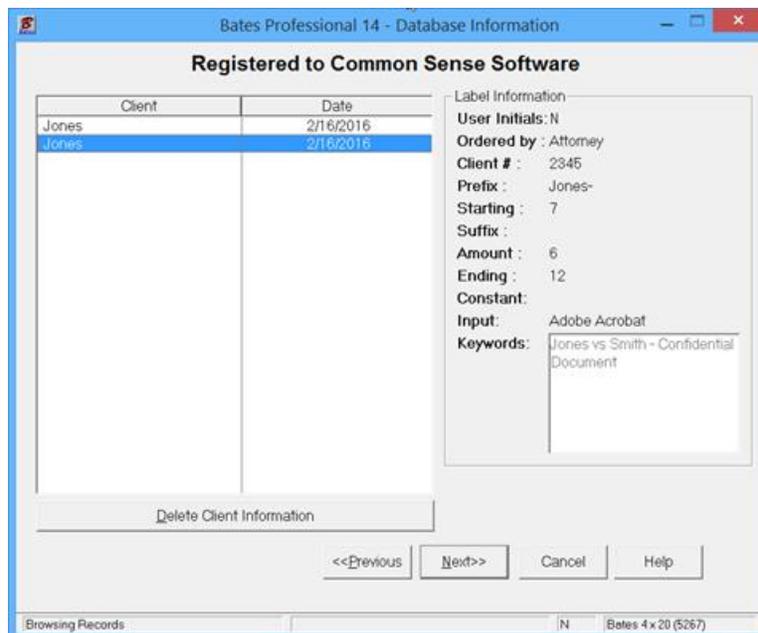You will be asked if you want to save the Data again after processing the job.
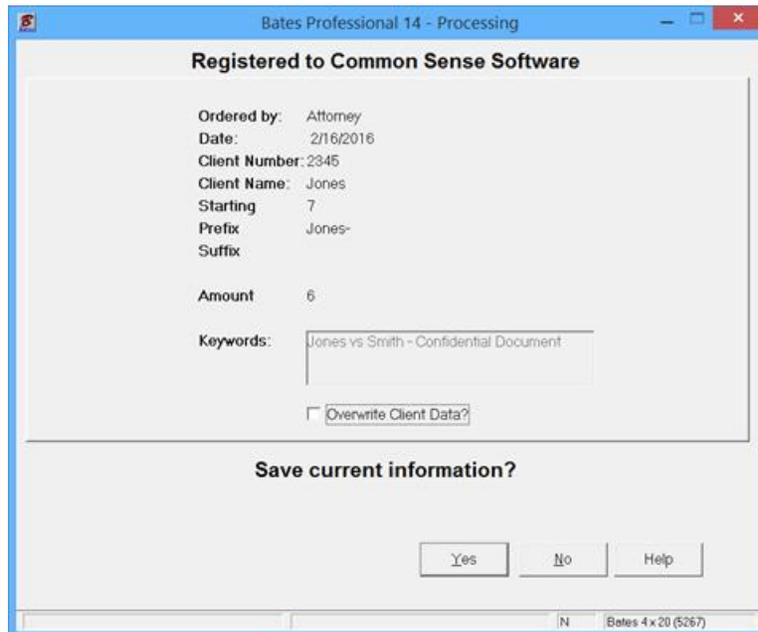


When you continue the job by selecting "Use Existing Data" you will find this last job listed directly below the first job you did and so on. You also have the option to Overwrite Client Data by checking the box, this allows you to limit the Data for a Client to the last job processed. Database storage is recommended as long as a project is open. When finished with it you can delete the information for that client.