Instructions to Export and Send NEAT/MHEA Set-Up Libraries

1. Create a folder on your desktop that you want to store the file
2. Have an existing client (or create a client) with a complete audit, make sure to run that audit if you want the 2019 fuel indices to be shown
3. Go to "Data Link"
4. Go to "Import/Export Data", select "With another MSaccess Database"
5. Click "Go"
6. In upper right hand corner, click "browse" (make sure you do not create a password)
7. Select the folder you created on step 2.
8. Name the file to be exported "2020 NEAT MHEA Libraries.wdz" (make sure you type in the wdz)
9. Below the file name, click "Save as type" and select "Zipped Weatherization Databases (*.wdz)
10. Make sure that "Create New Blank Database" is selected and click "Ok"
11. On left side of screen, select the client that you are certain has the most recent set-up library
12. In center of screen, click "Export"
13. Now go to folder that you stored the file and you should see the file there. Upload the file to ODOC provided link.

Instructions to Import Set-Up Libraries

1. Locate the folder that the agency library file is located.
2. Open WA 8.9 NEAT/MHEA Software Program
3. Go to "Data Link"
4. Go to "Import/Export Data", select "With another MSaccess Database"
5. Click "Go"
6. In upper right hand corner, click "browse" (make sure you do not create a password)
7. Select the folder you located on step 1.
8. Click the file you want to import into WA 8.9
9. On right side of screen, select the file you would like to import
10. In center of screen, click "Import"
11. The agency library file and client submitted should now be available to view in the WA 8.9 NEAT/MHEA Software Program