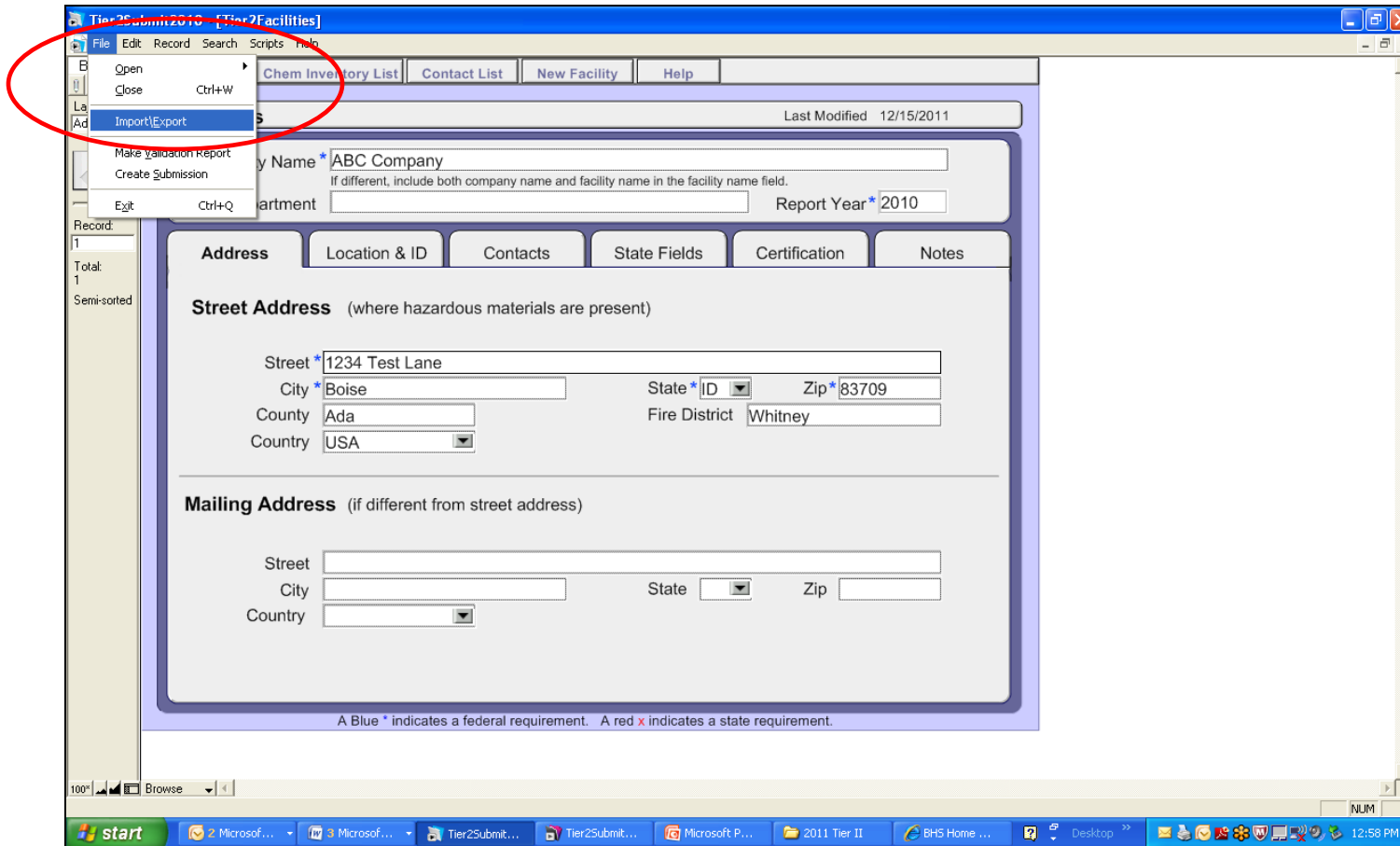
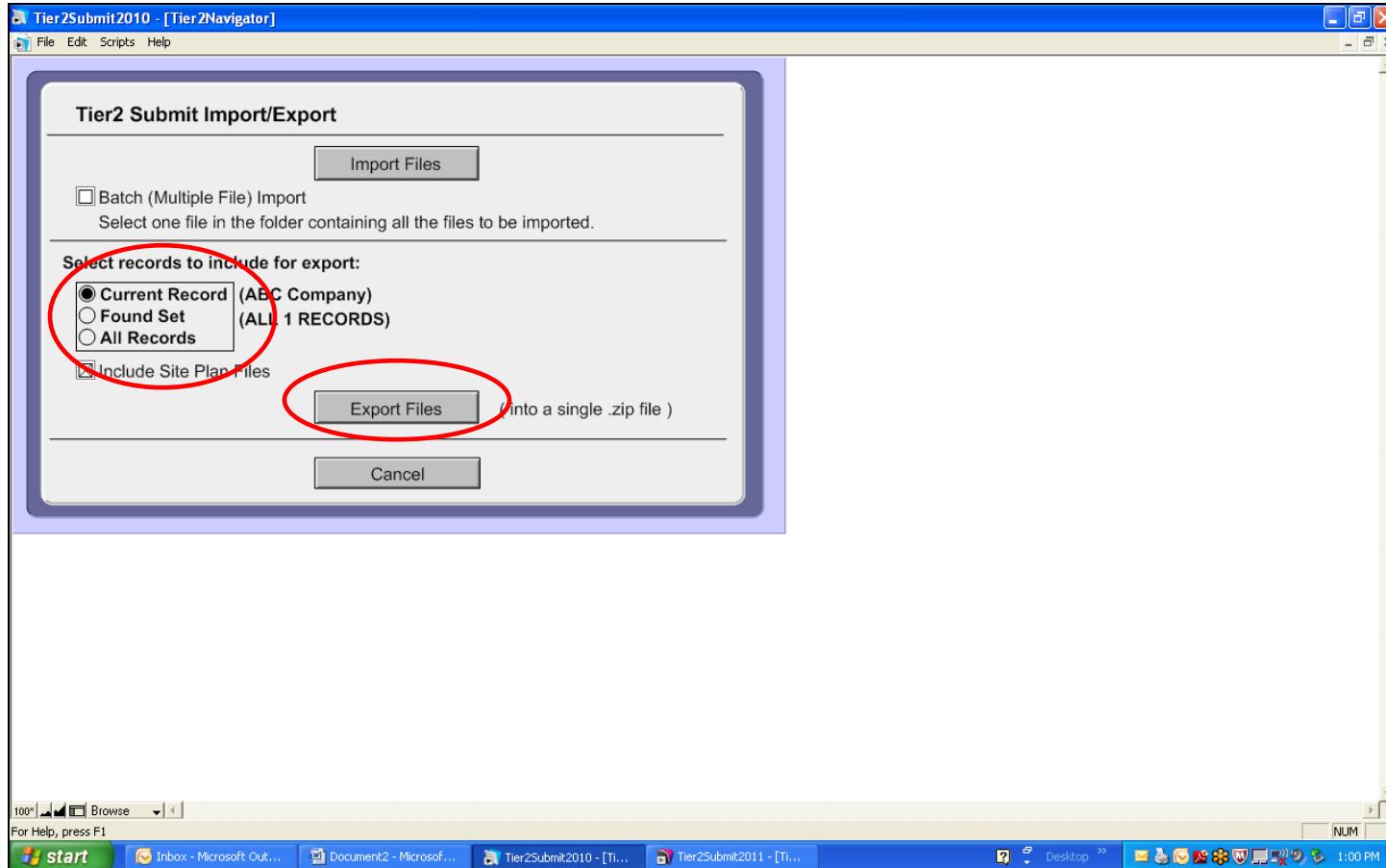


# Exporting 2010 Tier II Record(s) to 2011 Tier II Submit

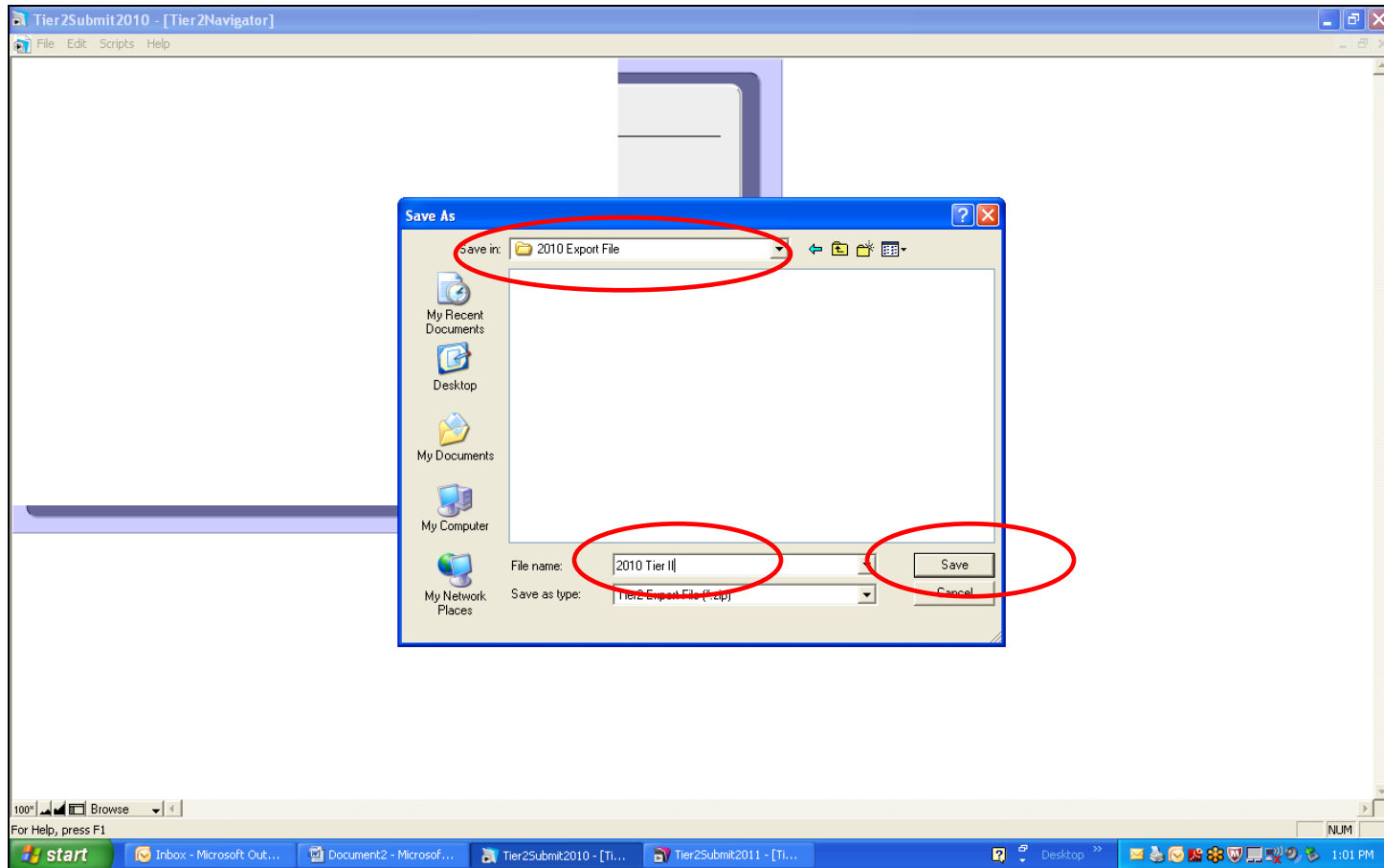
- Open 2010 Version of Tier II Submit
- From the "File" Menu, select Import/Export



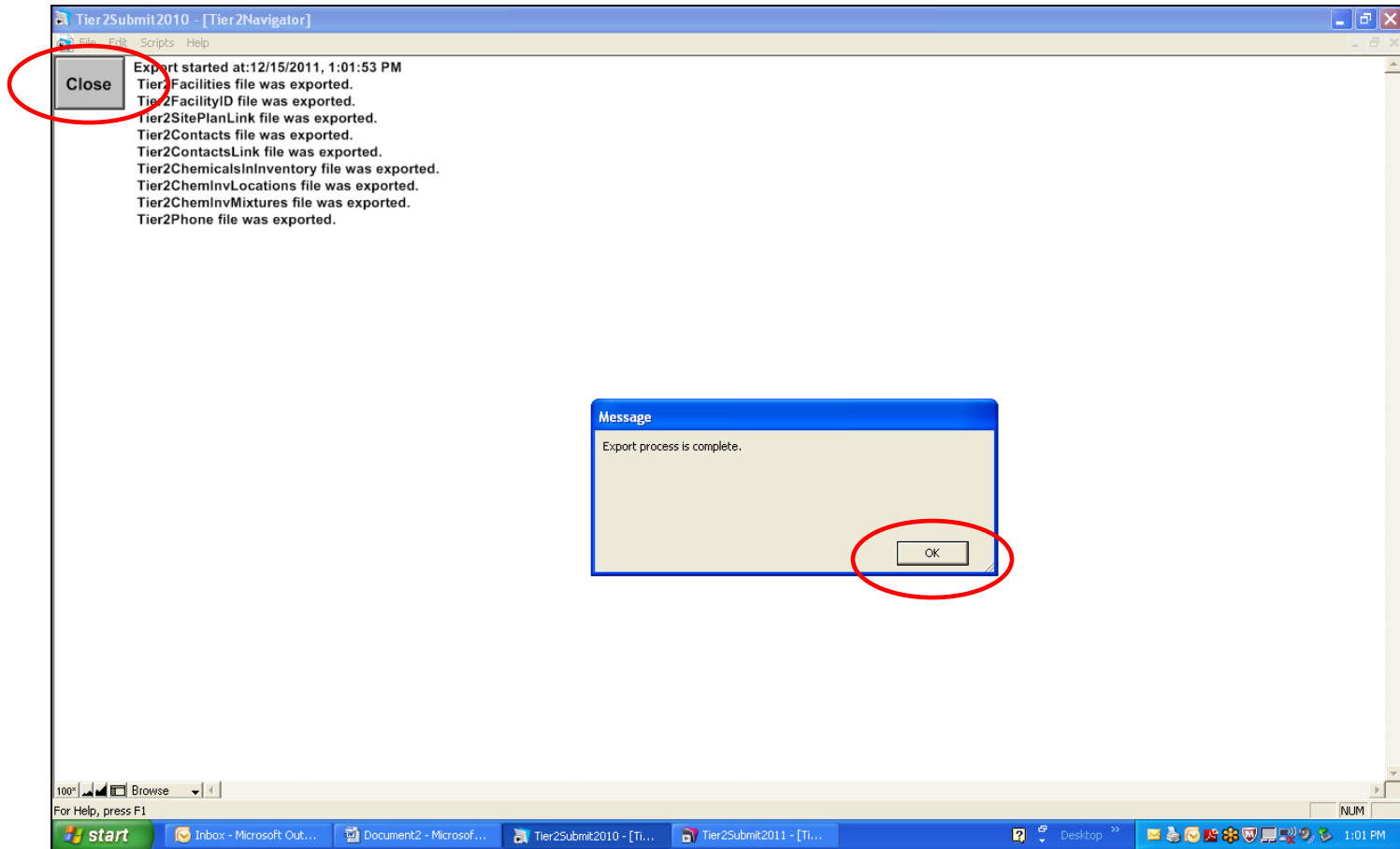
- Choose "Current Record" (for one facility), "Found Set" for a select group of records, or "All Records" for all records in the database
- Select "Export Files"



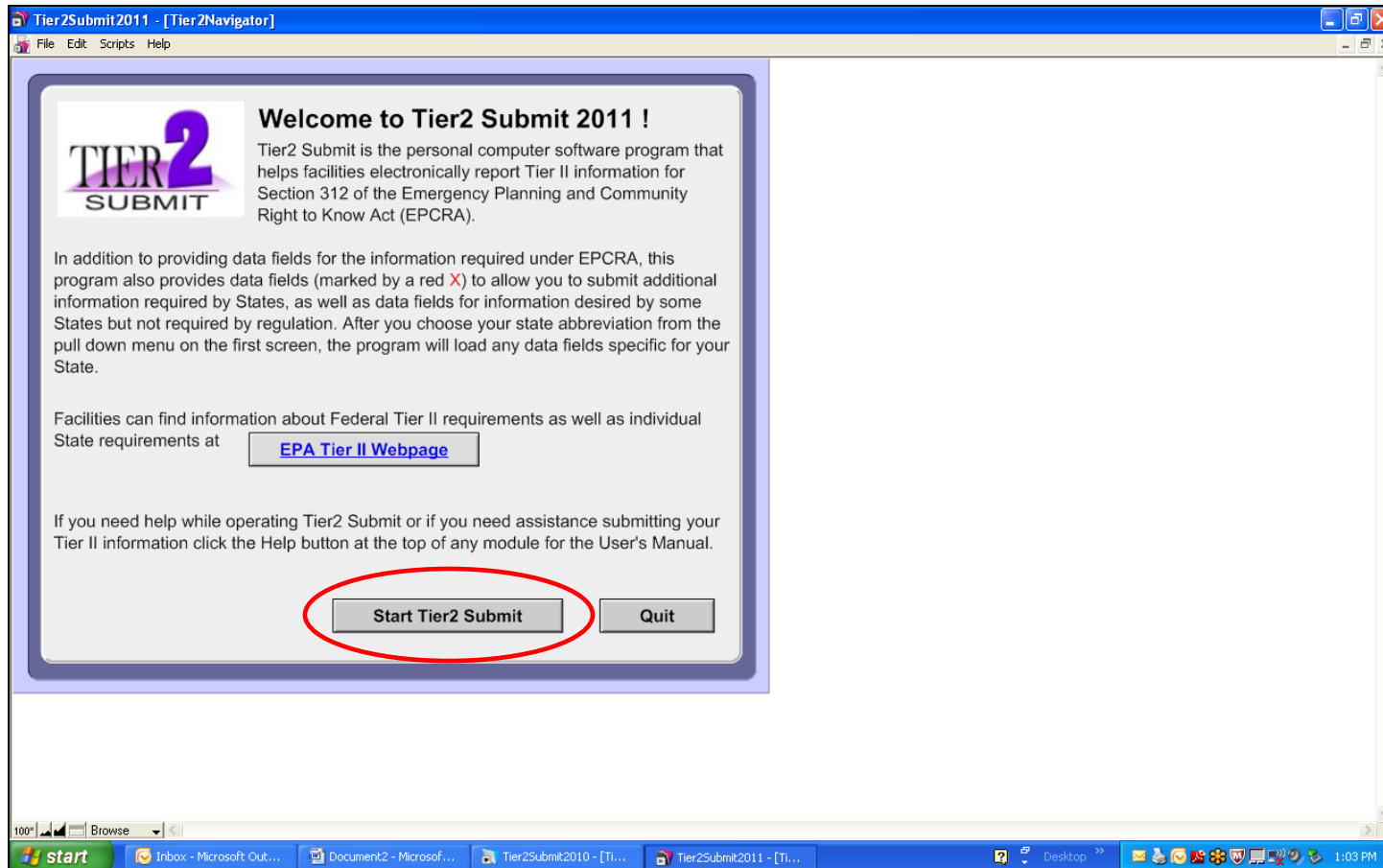
- Select the destination where the file will be saved
- Name the file
- Select "Save"



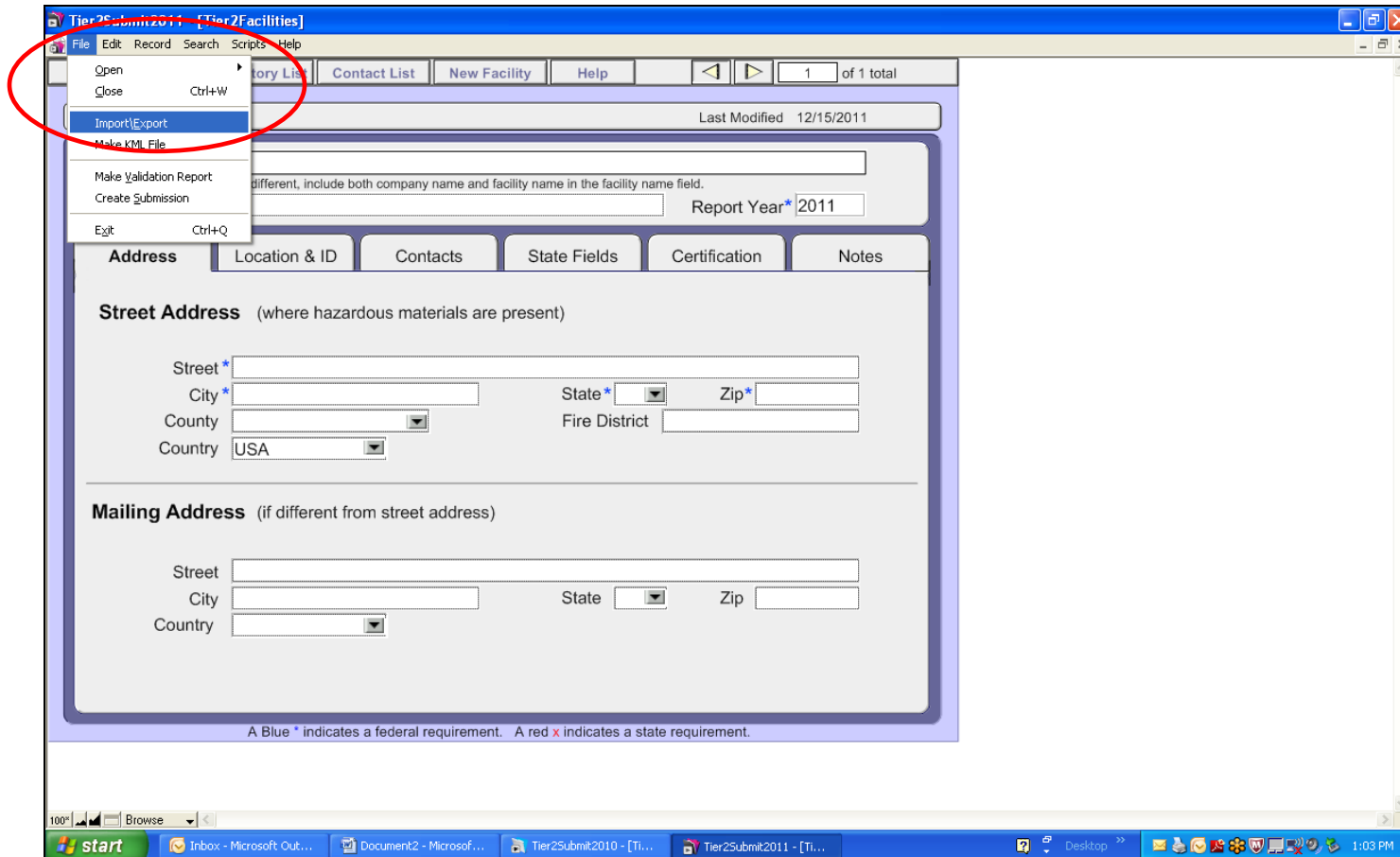
- When the message appears that "Export process is complete", select "OK"
- Close the dialog box



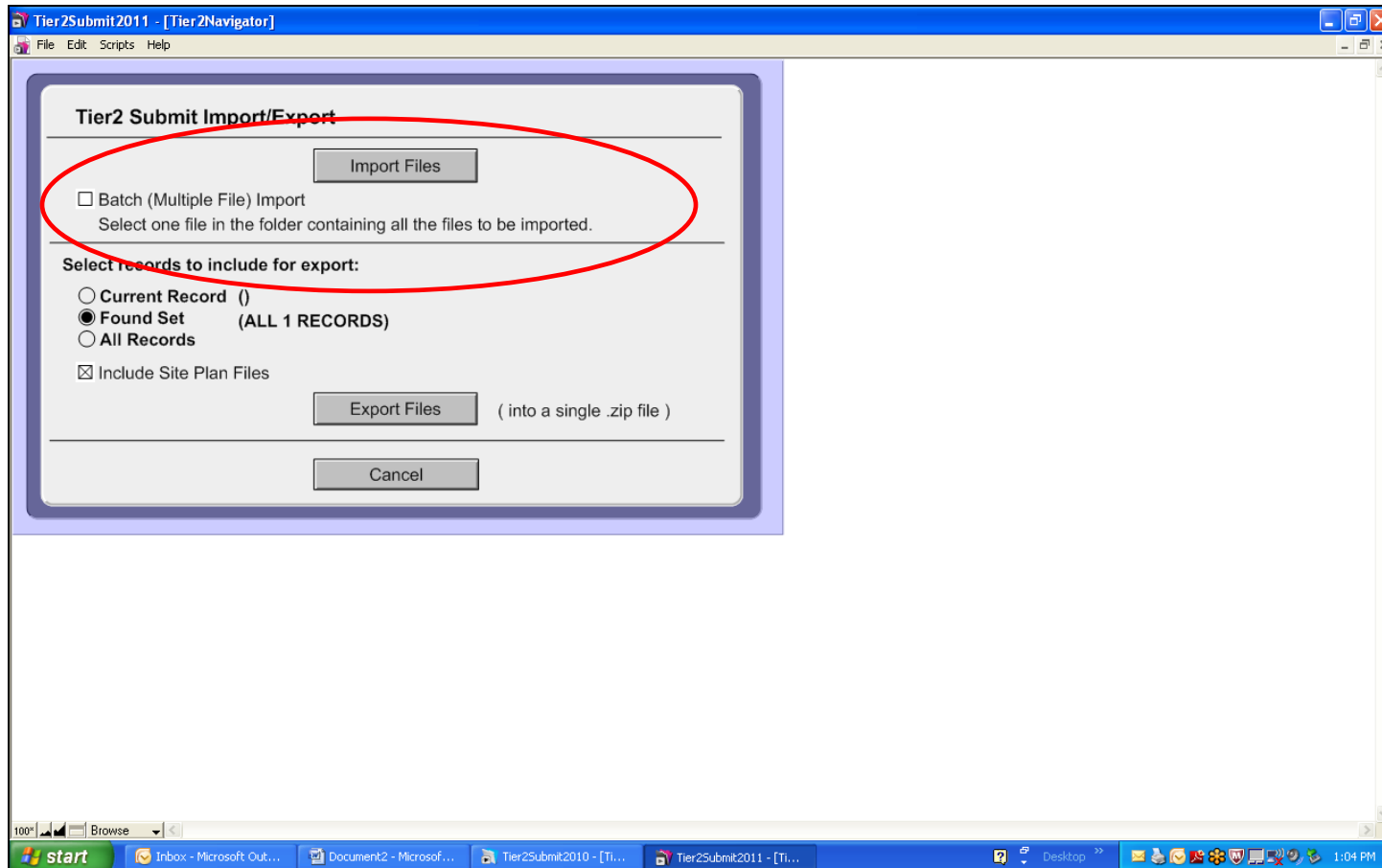
- Open Tier2 Submit 2011
- Select "Start Tier2 Submit"



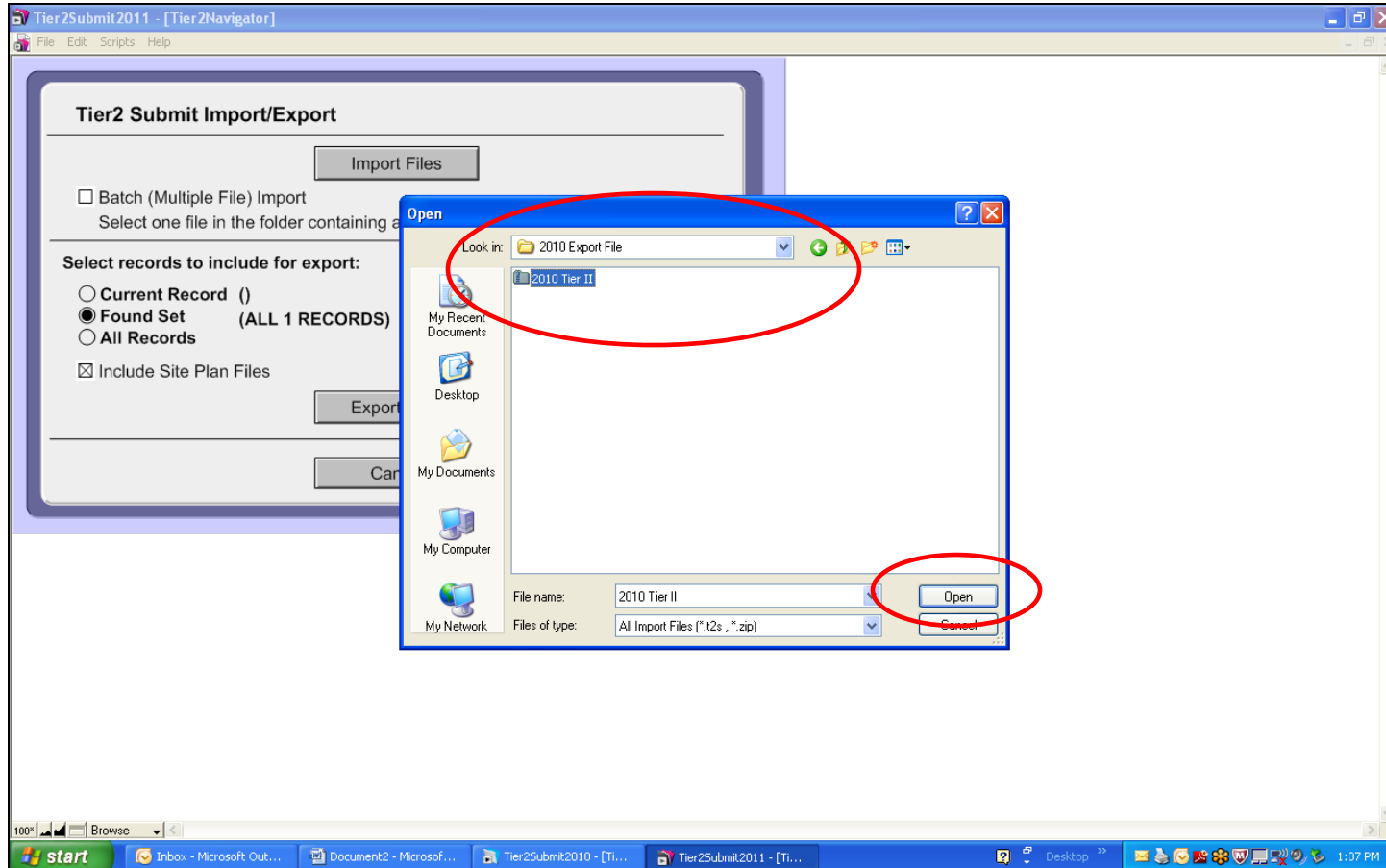
- From the "File Menu" select "Import/Export"



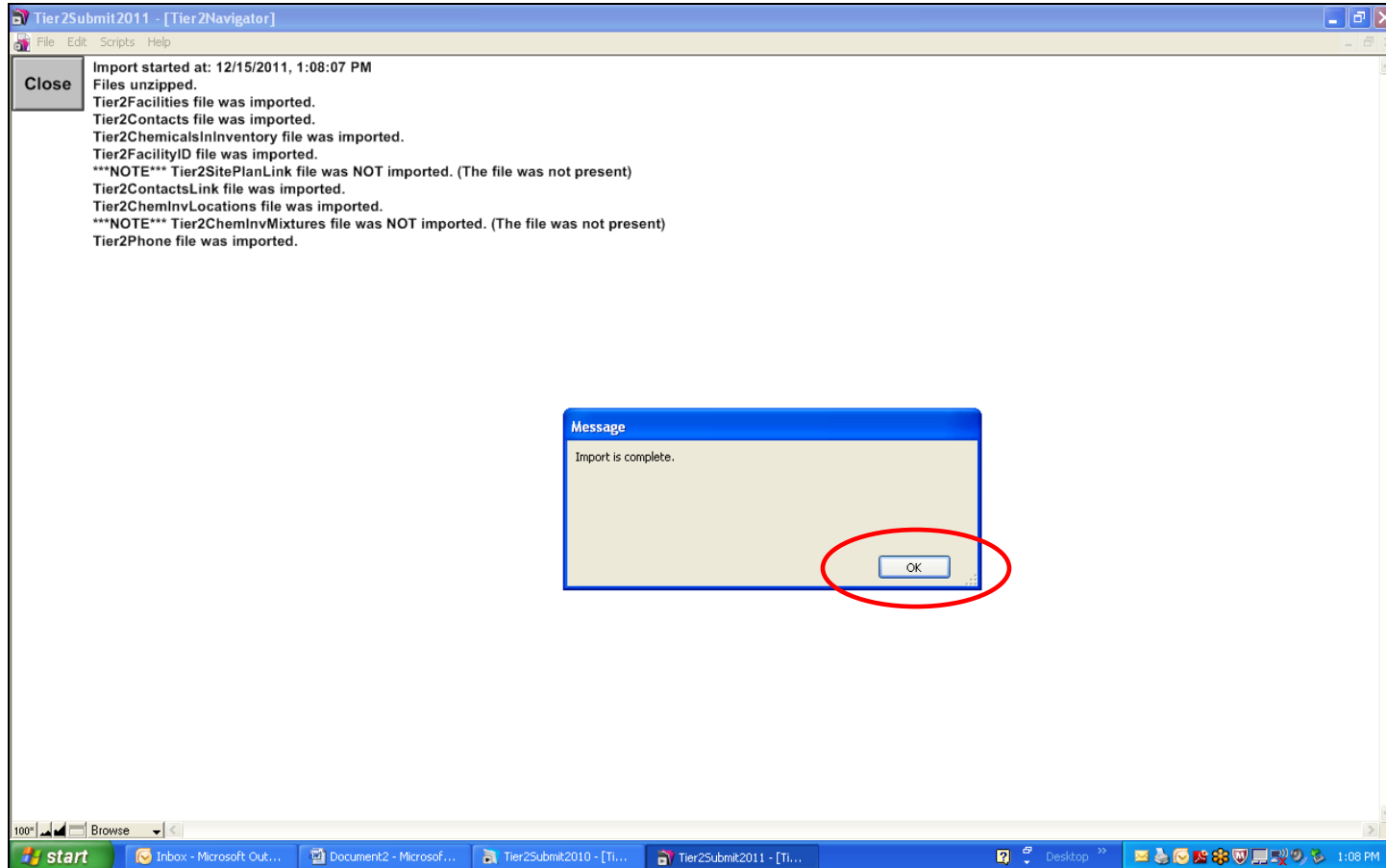
- Choose "Import Files" (if multiple files were exported from the 2010 version, select "Batch (Multiple File) Import")



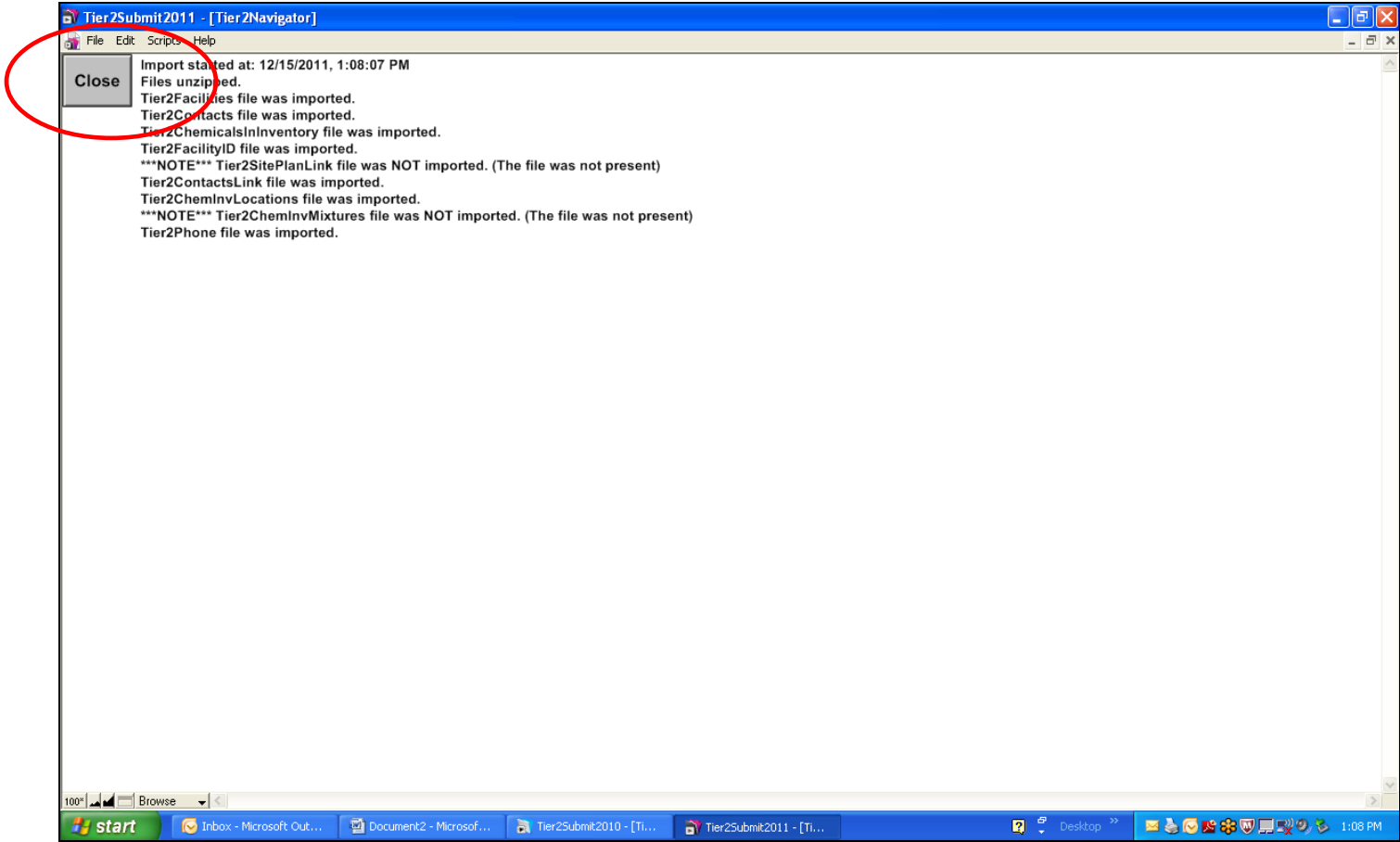
- Browse to the file location of the exported 2010 record
- Select "Open"



- A message will appear when the import is complete
- Choose "OK"



- Select "Close" to complete the Import



The import process is complete. Make any changes to the 2011 information necessary to accurately reflect the Facility(ies) or Chemical(s) in Inventory before validating the record and preparing the submission for the State, Local Emergency Planning Committee and local emergency responders.

