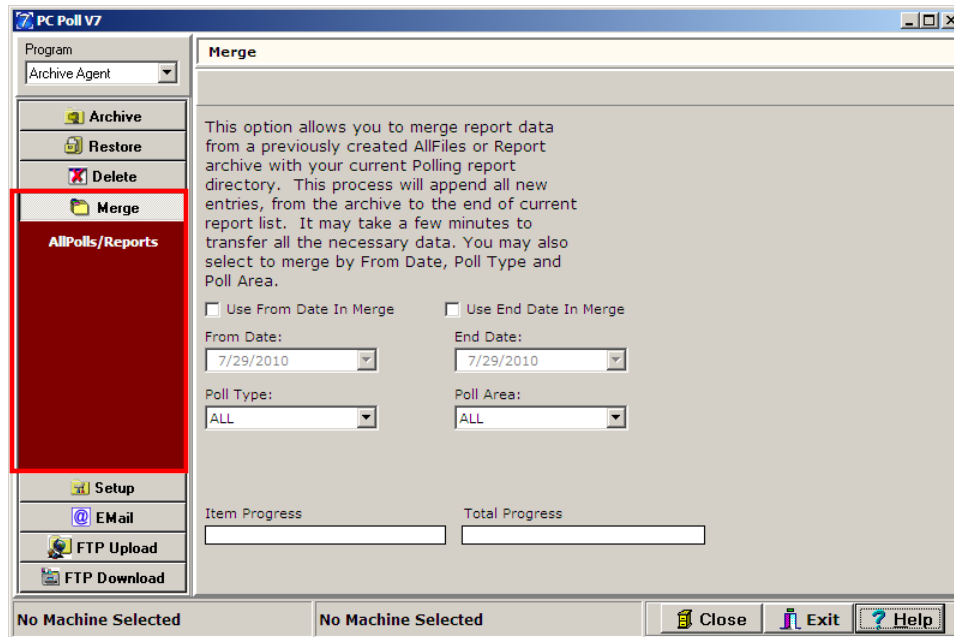# Merge

The Merge Menu allows users to merge report data from previously created All File and Report File archives into their current V7 Polling AllPolls area. The merge process will extract the archive and add only the reports that are not currently in the AllPolls table to the V7 software. The new reports are added to the end of the reports table and from there users can view, print, and even consolidate the data.

The Merge option can be used as a report recovery tool or as a corporate polling solution. As a recovery tool, users can return to a previously created archive and merge in any missing report data to help undo accidental user deletes or to recover from computer crashes. The Merge feature will check the date-time stamp on the reports and insert any missing reports back into the AllPolls database.

To use the Merge feature, click on **Merge** on the menu on the left side of the screen, and then select the AllPolls/Reports icon.

Merge

This option allows you to merge report data from a previously created AllFiles or Report archive with your current Polling report directory. This process will append all new entries, from the archive to the end of current report list. It may take a few minutes to transfer all the necessary data. You may also select to merge by From Date, Poll Type and Poll Area.

☑ Use From Date In Merge   ☐ Use End Date In Merge

From Date: End Date:
7/ 1/2010   7/29/2010

Poll Type: Poll Area:
ALL   ALL

Item Progress   Total Progress

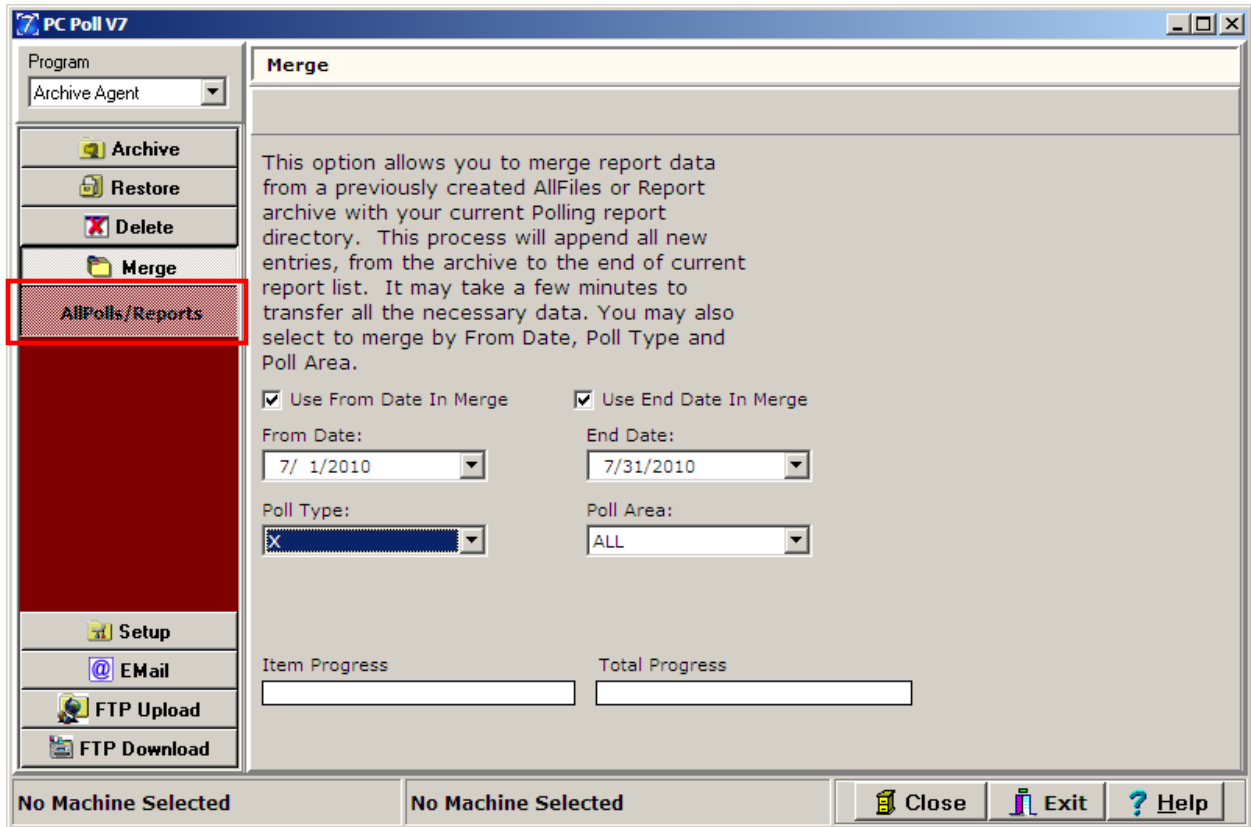Check the **Use From Date In Merge** to make the calendar function active for the From Date.

Use the down arrow button (in the red box above left) to open the dropdown calendar and click on the correct date on the calendar to enter it in the **From Date** entry box. Do the same to fill in the **Use End Date In Merge** date.
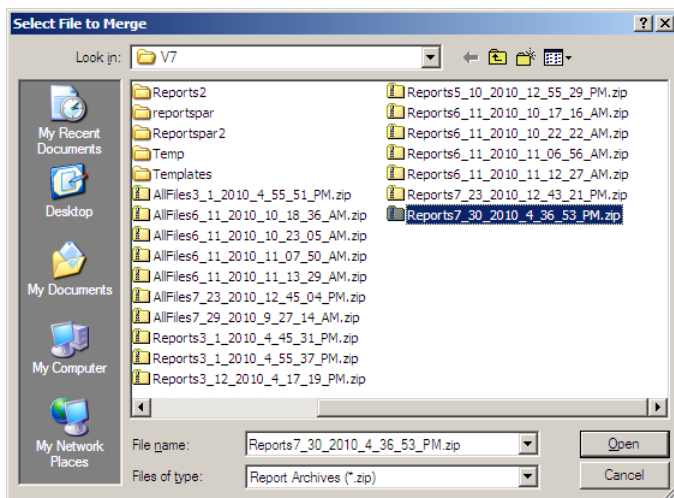

Pick the **Poll Type** for the drop down menu above left. Pick the area to poll for the **Poll Area** drop down menu on the right above.

To process the merge, click the AllPolls/Reports button on the menu on the left side of the screen (in the red box). The Item Progress and Total Progress bars will flash as the program processes the merge.

Next, an Open dialog box will appear and allow the user to select a previously created All Files or Report file archive. Find the desired archive and click the **Open** button.

The software will then extract the archive's data into a temporary data folder. When all the files have been extracted, the message below will appear.

Click **Yes** to proceed with the merge. Clicking **No** will cancel the merge. The software will then delete the extracted files.

When **Yes** is selected the software will begin reading the report files and comparing the archive's report date-time stamps with the data contained within the current V7 Polling AllPolls database. If a report is already in the AllPolls database, it will be skipped. If it is missing, it will be added to the table.

After the merge process is completed, Archive Agent will display a message stating the total number of files merged. Lastly, the software will delete the extracted archive files.

The merge area also allows users to merge reports based upon report options. Users can select a From Date, Poll Type, and Poll Area. To select a From Date check off the **Use From Date In Merge** option and select a starting date. All reports prior to the From Date will be automatically ignored. The Poll Type selection allows users to choose between X (readings), Z (clearings) or ALL (both X and Z) reports. The Poll Areas 1-5 refer to buffers contained within the cash register. Most registers only have two buffers Daily (1) and Periodic (2). For more information on report, types please consult a cash register dealer.