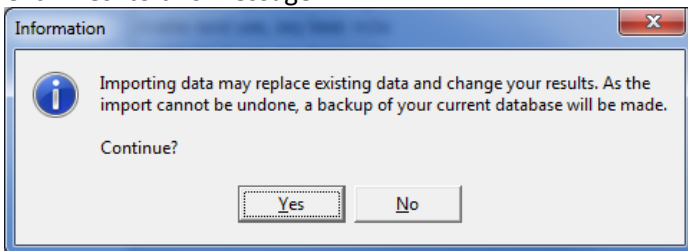


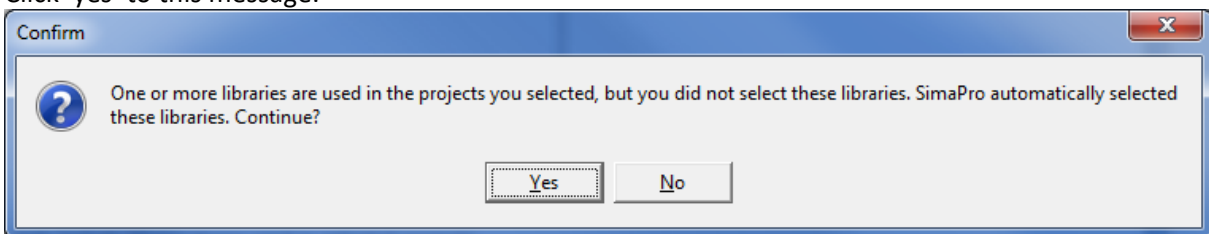
## Importing SimaPro Databases and Appending Substances

For multi-user licenses, you may need to be logged on as the 'manager' user.

1. To import a SimaPro database, open SimaPro
  - NOTE: For multi-user licenses, you may need to be logged on as the 'manager' user
2. Click File/Import SimaPro database
3. Click 'Yes' to this message:

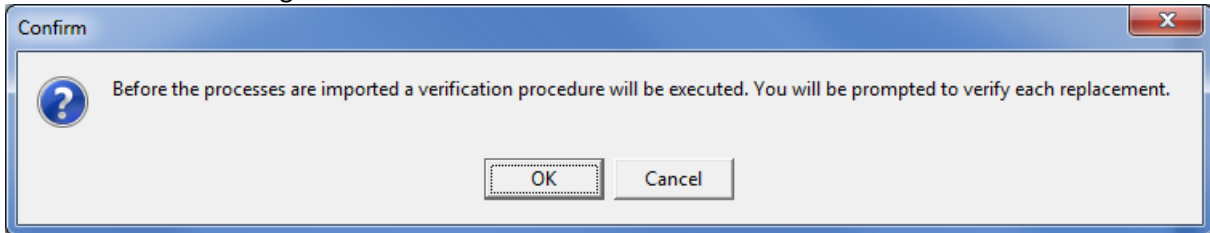


4. Then click 'browse' under 'location and name of import database' and click 'browse' again to select the folder where you saved the database, select that database under 'database name' and then click 'Open'
  - NOTE: Make sure that the database is unzipped before importing
5. Select the project/projects and library/libraries listed that you would like to import and then click 'import'
  - NOTE: you can check the box for 'only include library-items used in selected projects' if you do not need full libraries exported or 'Select All' if you wish for the entire database to be imported
6. Click 'yes' to this message:



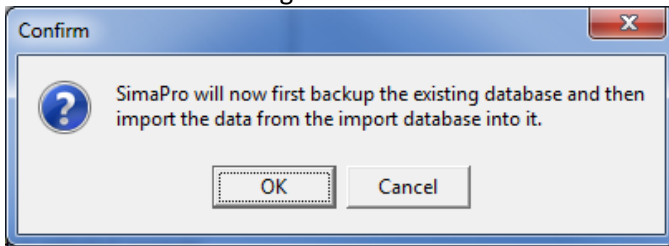
7. Click 'OK' in 'Import SimaPro database data'

8. Click 'OK' to this message:



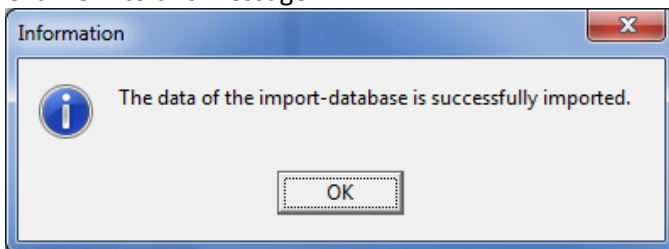
9. If you trust that the database you are importing has the most up-to-date data in it, you can click 'Yes to All,' otherwise you can manually go through each replacement

10. Click 'OK' to this message:



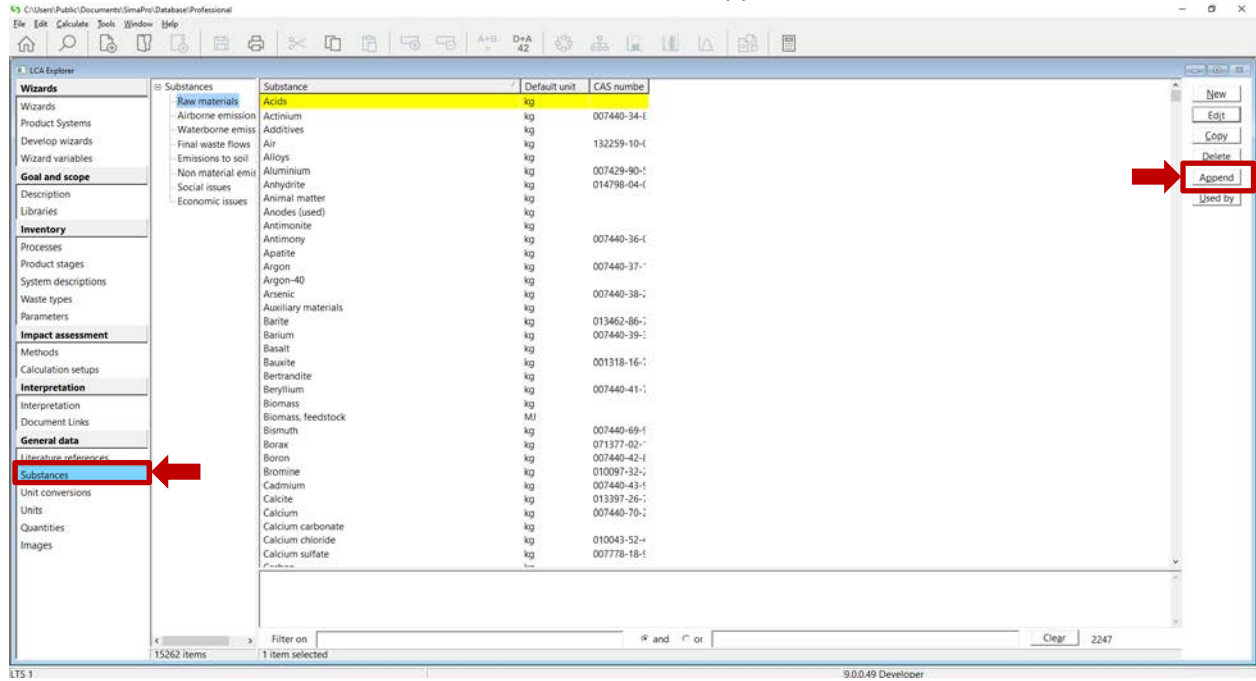
11. Select a location for your backup

12. Click 'OK' to this message:

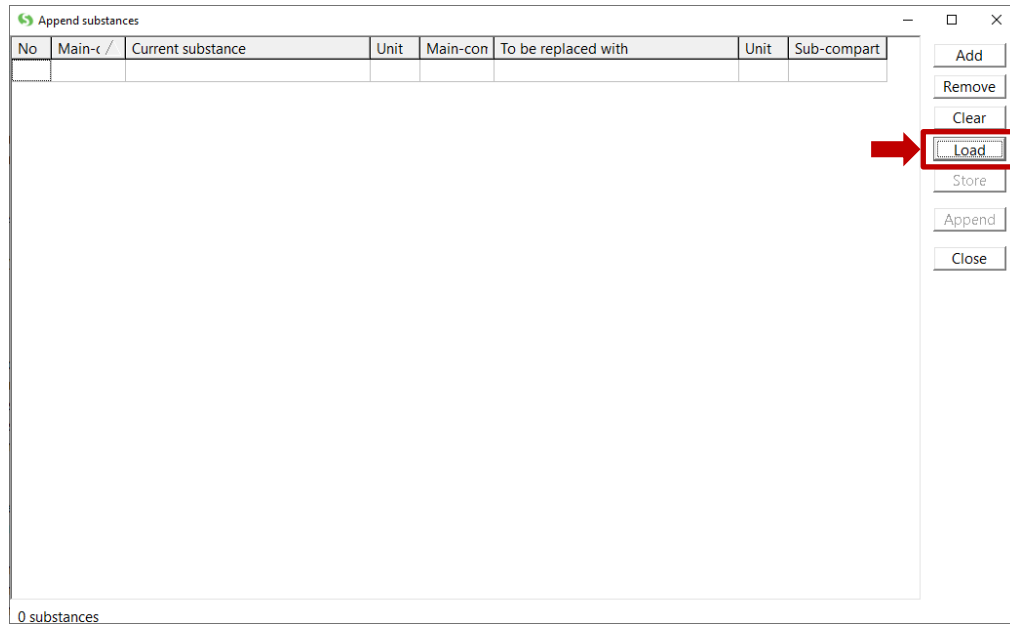


Though it is not always necessary, it is **best practice to append** the substances any time after importing a data base. Appending ensures the substances are up to date and picked up correctly by the various impact assessment methods. The following pages detail how to append substances in SimaPro.

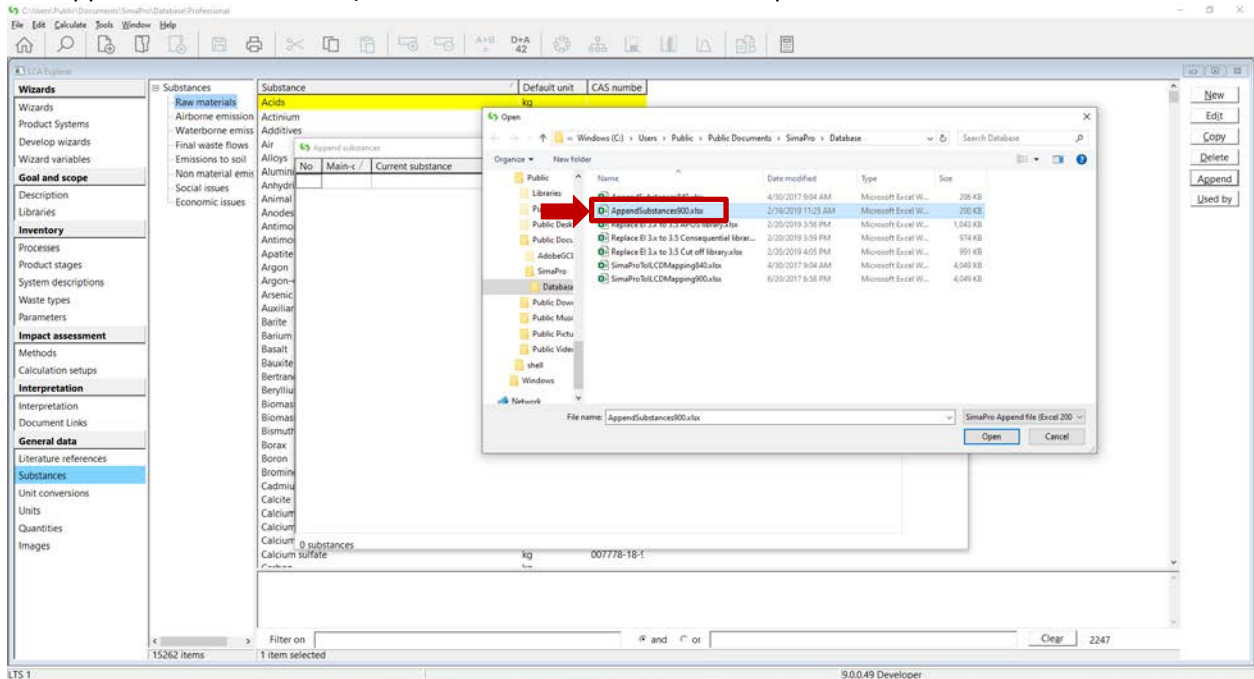
13. Click 'Substances' under 'General Data' and then click 'Append'



14. Click 'Load'



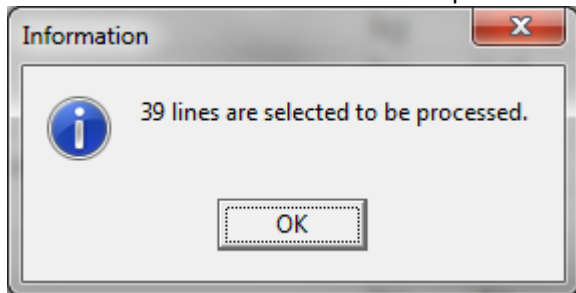
15. Locate the append file which should match the version of SimaPro you are using (e.g. SimaPro 9.0 = AppendSubstance900.xls) in the database folder and click 'Open'



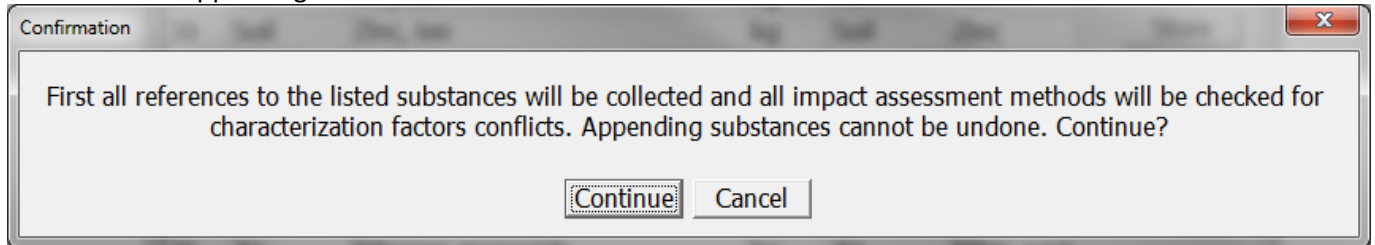
16. Click 'Continue' if only warnings appear. If you receive any errors, click 'Details' and 'Copy' and send them to [support@ltsexperts.com](mailto:support@ltsexperts.com) with your license details (version number, registration code)



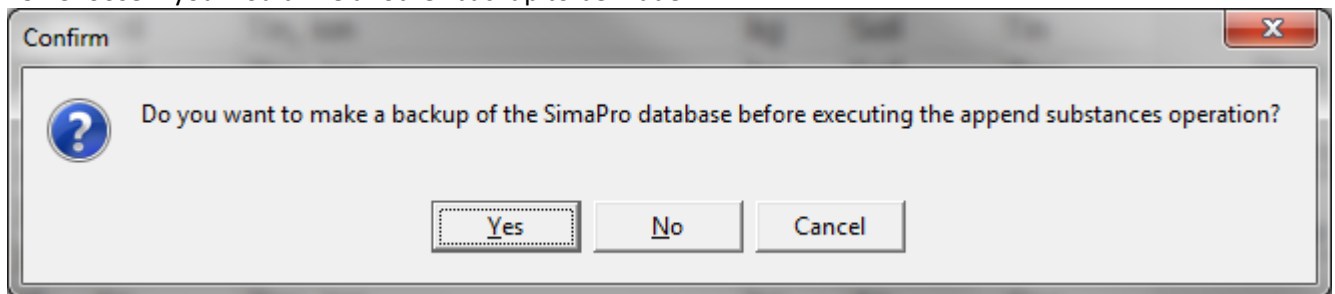
17. 'OK' to the number of lines to be processed



18. Then click Append again. Click Continue' to confirmation



19. Choose if you would like another backup to be made



20. Click 'OK' to the message below:

