

Goad Portal Crib Sheet

Importing and exporting GXT
files in Geoconcept



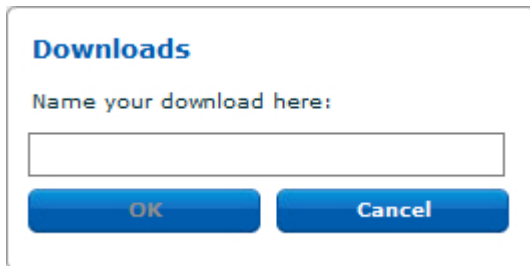
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Importing and exporting GXT files in Geoconcept

Plans that have been downloaded in Goad Portal may be opened and edited in Geoconcept. If the download and edit option was chosen, the amended plan can be exported from Geoconcept and uploaded back into Goad Portal.

Step 1 – Download the plan in Goad Portal

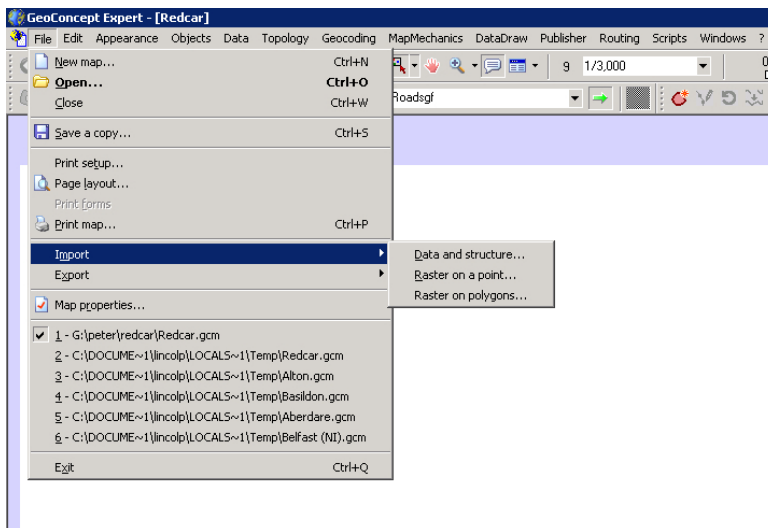
1. Open the plan you want to download.
2. Click the **Save & Downloads** heading in the panel to the left of the plan to expand the panel.
3. Click **Download & Edit** (if you want to be able to upload the plan again) or **Download**.



4. Enter the name for the download and click **OK**.
5. The **Save As** dialogue is displayed. Browse to the location where you want to save the zip file and click **Save**.

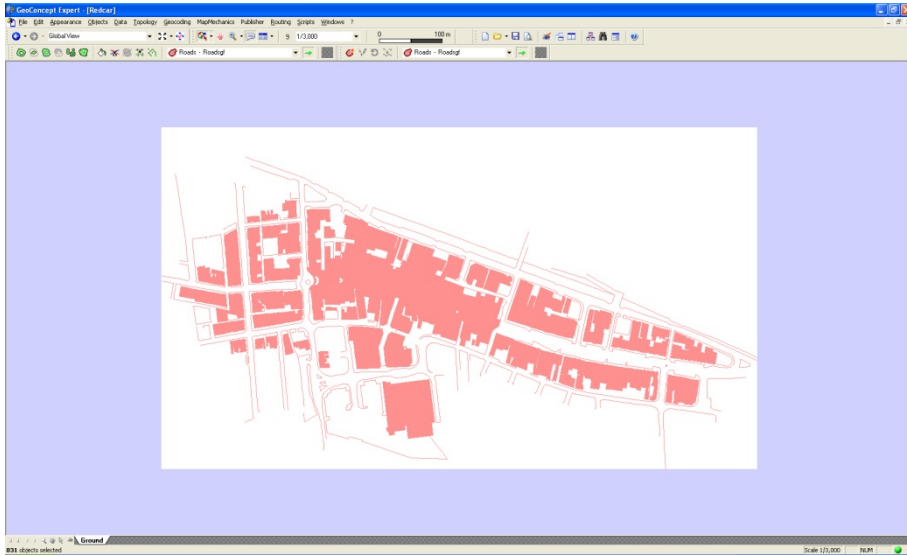
Step 2 - Import the GXT into Geoconcept

1. Locate the GXT, GCM and GCR files created when you downloaded the plan from Goad Portal.
2. Double click the GCM file to open it in Geoconcept. Nothing will be shown on screen in Geoconcept at this point.
3. Click **File > Import > Data and Structure**.



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4. On the **Import file** window ensure the file type is set to **GeoConcept (*.gxt)** and then browse to the location of your files. Select the GXT file and click **Open**.

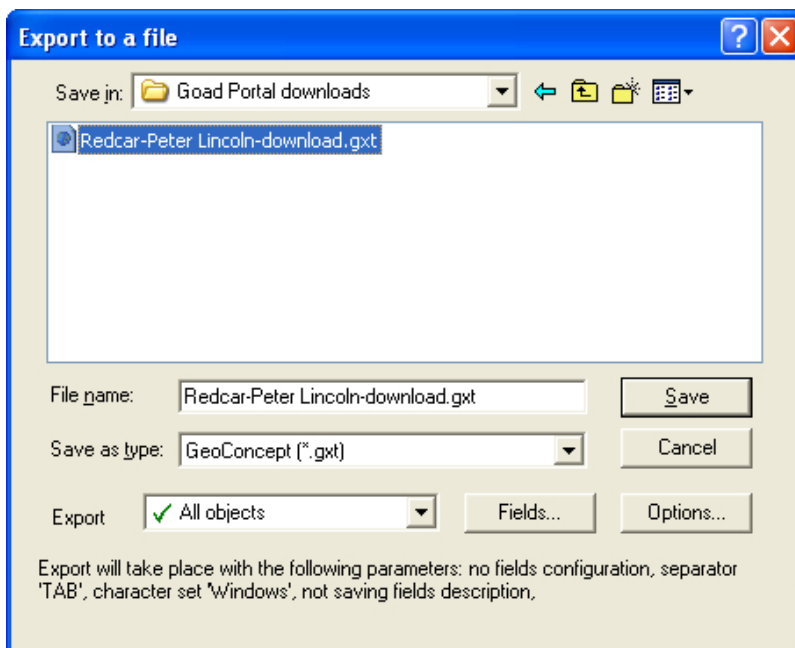


The plan is displayed with all outlets selected. Click anywhere on the plan to deselect the outlets. You can now make any changes you require.

Note: Any changes made to the colours of outlets will be lost if the GXT is uploaded back into Goad Portal.

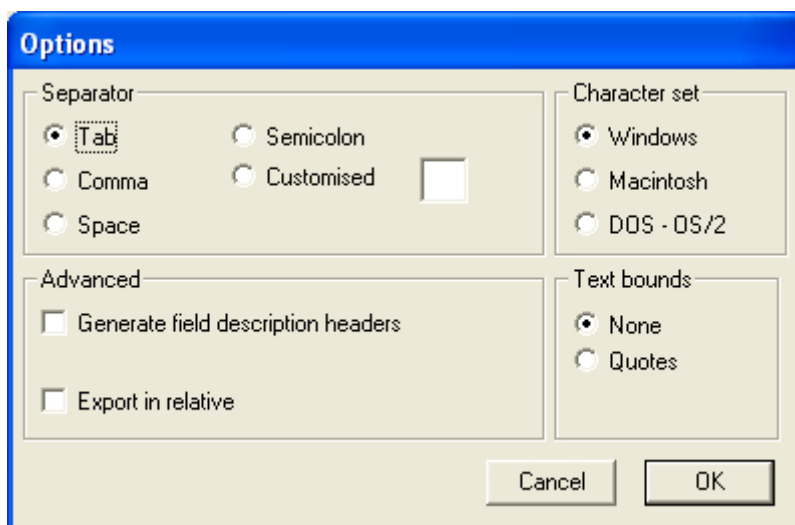
Step 3 – Export the GXT from Geoconcept

1. Click **File > Export > Data**.
2. On the **Export to a file** window ensure the file type is set to **GeoConcept (*.gxt)**. Choose the location to save the file and specify a filename. If you downloaded the plan using the Download and edit option and want to be able to upload the plan again then you should retain the same filename, overwriting the file downloaded from Goad Portal.



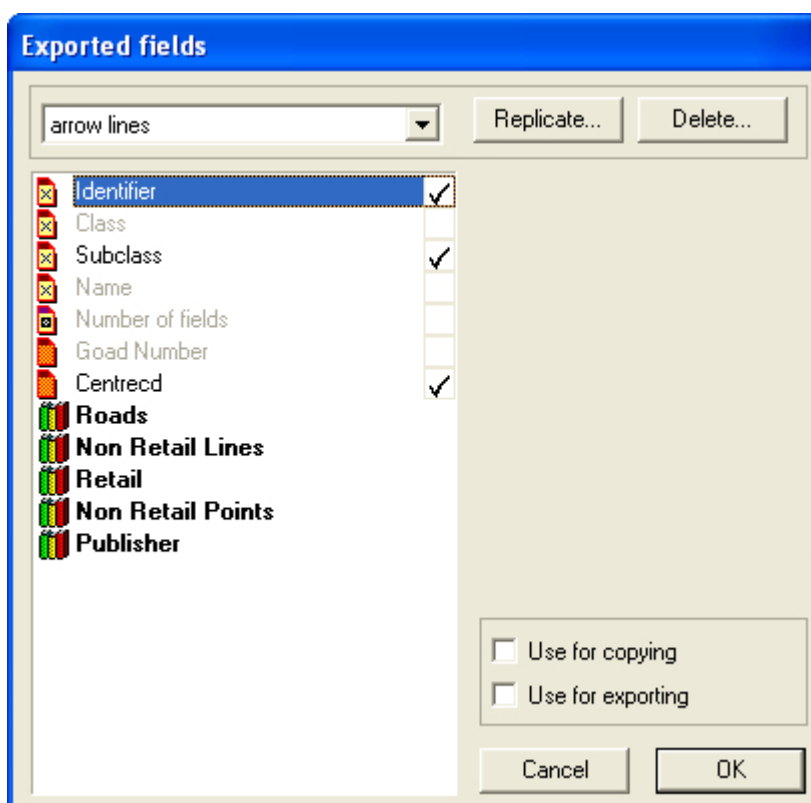
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3. Click **Options** and make sure the settings are as shown below.



Click **OK**.

4. Click **Fields** and ensure **Use for copying** and **Use for exporting** are unchecked.



Click **OK**.

5. Click **Save**.

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Step 4 – Upload the plan to Goad Portal

If you used the Download and edit option when downloading your plan you may upload it back into Goad Portal.

1. Navigate to the **Upload a Geoconcept GXT file** screen (**Upload a plan** tab on the main menu bar).

The screenshot shows the Experian Goad Portal interface. At the top is the Experian logo with the tagline 'A world of insight'. Below the logo is a navigation bar with tabs for 'Plan Search', 'Downloads', 'Upload a plan', and 'Reports'. On the right side of the navigation bar are links for 'Help', 'Password', and 'Logout'. The main content area is titled 'Upload a Geoconcept GXT file'. Below the title is a sub-header: 'Plans that you have downloaded are listed below. You can select and upload a downloaded plan or choose to cancel the edit and abandon the downloaded version.' There is a section titled 'Downloaded plans:' containing a list box with one entry: 'Redcar-Peter Lincoln-download'. To the right of the list box are four input fields: 'Filename', 'Downloaded', 'Label:', and 'Description:'. At the bottom of the list box are two buttons: 'Upload' and 'Cancel edit'.

2. Highlight the required plan from those listed in the downloaded plans list box. The name of the downloaded file, download date, plan label and description are shown for this plan.
3. Click **Upload**. The plan is uploaded and the write lock is released.

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