

# MERL Laptop Use: Switching from Network to Stand-alone and Back Again

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**Scenario:** You have a laptop running MERL connected to a network SQL Server database. You need to be able to take that laptop out in the field to view and/or edit a MERL Contract.

To switch back and forth between Networked and Stand-Alone MERL, your laptop will have to have it's own instance of SQL Server running. This instance can be installed from the MERL CD (MERLSQLEXPRESS.EXE) or you can download and install the MERL SQL Express Database Server from <http://merl.michiganltp.org/Download.html>.

Once you have created a MERL database on your laptop, you will be able to switch back and forth.

## Check out the Contract from the Server:

In MERL, from the Network menu, choose **Check Out** and select the contract you will be working with in the field. *Note: If you do not plan to make changes to the contract in the field, you can skip this step.*

## Export the Contract:

In MERL, from the File Menu, choose **Export Contract/Project/Estimate**. Select the contract you will be working with in the field and choose **Export → MERL Contract File**.

## Switch to Stand-Alone:

Close MERL and run the MERL Database Manager. Choose **Connect to Existing Database** and select your local server (<yourmachinename>\TDG) and your local MERL database. Hit the **Test and Save Connection** button.

## Import the Contract into Stand-Alone Database:

Close the MERL Database Manager and run MERL (you should now be connected to your stand-alone database). From the File Menu, choose **Import MERL File**. Browse for the folder where you did the export previously. Select the file and click **Import Selected & Open Contract** overwriting any existing contract with the same name.

## Export the Contract from Stand-Alone:

In MERL, from the File Menu, choose **Export Contract/Project/Estimate**. Select the contract you worked on in the field and choose **Export → MERL Contract File**. *Note: If you did not make changes to the contract in the field, you can skip this step.*

## Switch to Back to the Network Server:

Close MERL and run the MERL Database Manager. Choose **Connect to Existing Database** and select your network server (click the green arrow button next to the Server drop-down for a list of recent connections) and your network MERL database. Hit the **Test and Save Connection** button.

## Import the Contract into Network Database:

Close the MERL Database Manager and run MERL (you should now be connected to your network database). From the File Menu, choose **Import MERL File**. Browse for the folder where you did the export previously. Select the file and click **Import Selected & Open Contract** overwriting the existing contract with the same name. *Note: If you did not make changes to the contract in the field, you can skip this step.*

## Check in the Contract on the Server:

In MERL, from the Network menu, choose **Check In** and select the contract you worked on in the field. Click the **Check In** button to push the changes to the server (now other users will see your changes). *Note: If you did not make changes to the contract in the field, you can skip this step.*