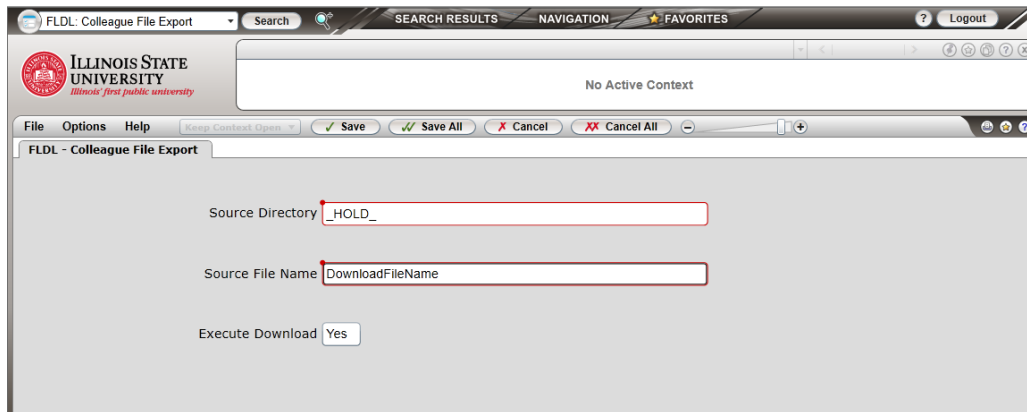# Downloading Files from UI 4.3
(Formerly Done Through Import Process)

If your responsibilities in Datatel require that you download files from Datatel to your computer or to a network drive, you need to be aware that download functionality has changed in User Interface 4.3. The **Options > File Import** download method that you used in the Desktop UI will no longer work in 4.3. You now use the **FLDL** (Colleague File Export) form to download a file.

Step 1: Enter **FLDL** in the **Form Search** field.

Figure 1: **FLDL**
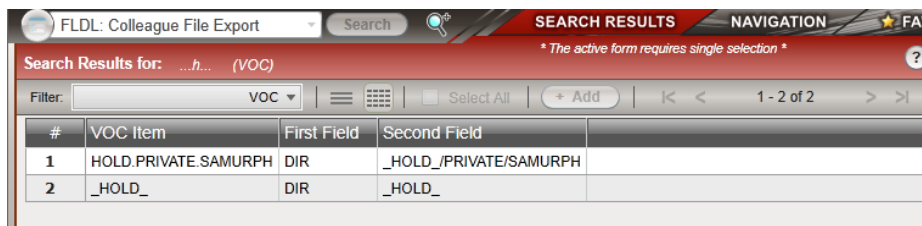
Step 2: Enter the name of the source directory in the **Source Directory** field. Typically, the source directory will be either _HOLD_ or SAVEDLISTS.

LOOKUP TIP

If you cannot remember the exact source directory name, enter the part of the directory name you can remember surrounded by three dots, "…". For example, enter "…H…" for the _HOLD_ file. On the **Search Results** form, you may either click the appropriate item listed or enter the row number in the **Select #** box towards the bottom of the screen.

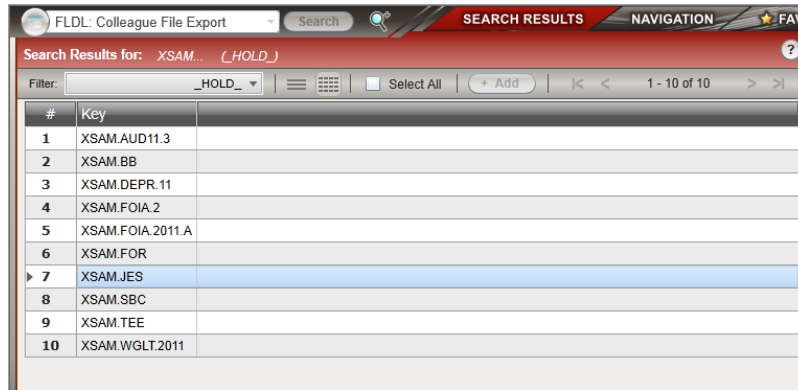**Figure 2**: Source Directory LookUp

Step 3: Enter the **Source File** name within the source directory you wish to download. If you cannot remember the exact file name, you may use the method outlined in the *LOOKUP TIP* in Step 2. ***Source file names are case-sensitive***.
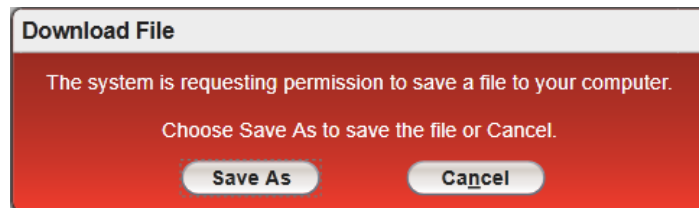
Figure 3: Source File LookUp

Step 4: To download the file to your local computer or a network drive, enter **Y** in the **Execute Download** field.

Next, click **Update** to initiate the download. You will then be prompted to grant permission to save the file to your computer. Select **Save As.**

Figure 4: Download File dialog box

Step 5: Once the file browser displays on your computer, select the location, and enter file name for the downloading file. You may rename the file, or use the same name as the original Datatel file. Click **Save**. When the file download is complete, click **OK** in the **File download complete** message box.