Mitsubishi Electric is improving our workflow. We hope you've joined us by updating to Diamond System Builder to 3.0 and creating an account. With DSB Drive, Secure Cloud Backup:
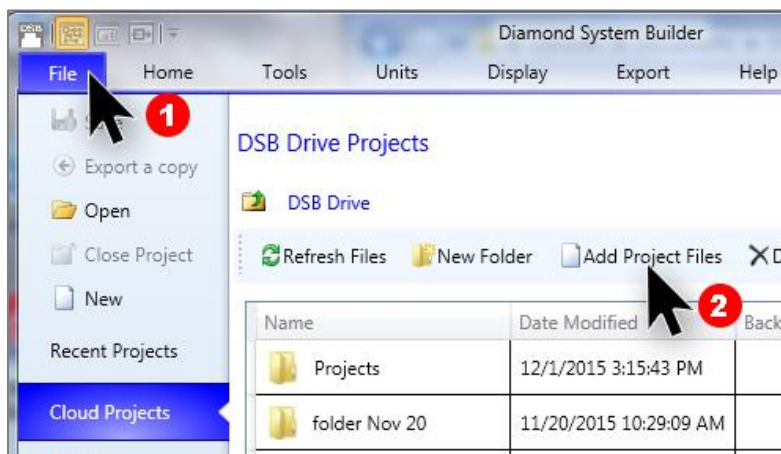
- Your files are secure, even if the worst happens to your computer.
- Access projects from any computer, anywhere.
- Work efficiently with the coming release of new features, such as file-sharing.

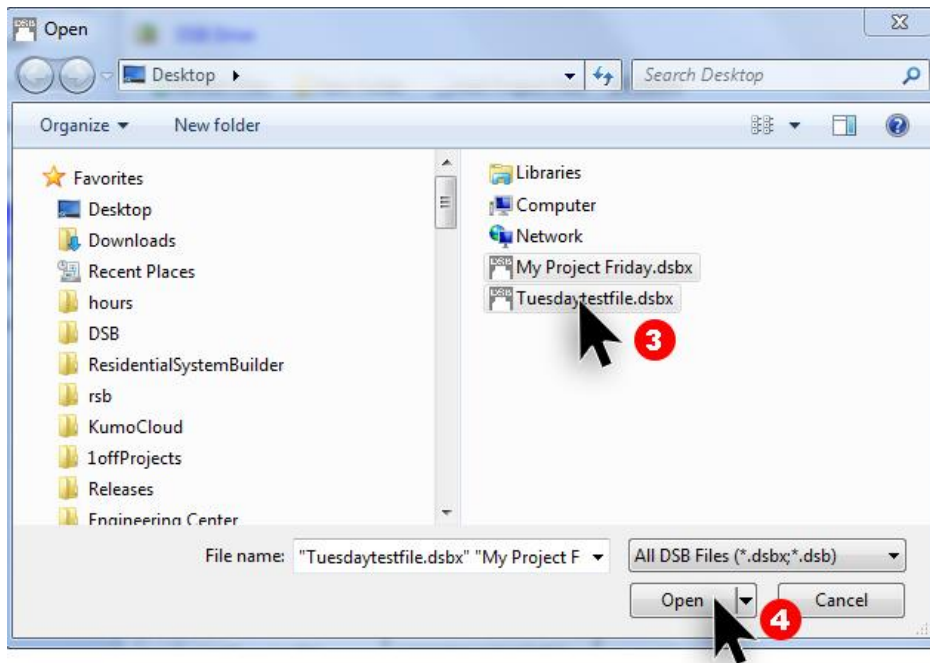The DSB team welcomes your feedback about DSB Drive. Please send a description of problems you encounter to: dsb@hvac.mea.com

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Working from DSB Drive
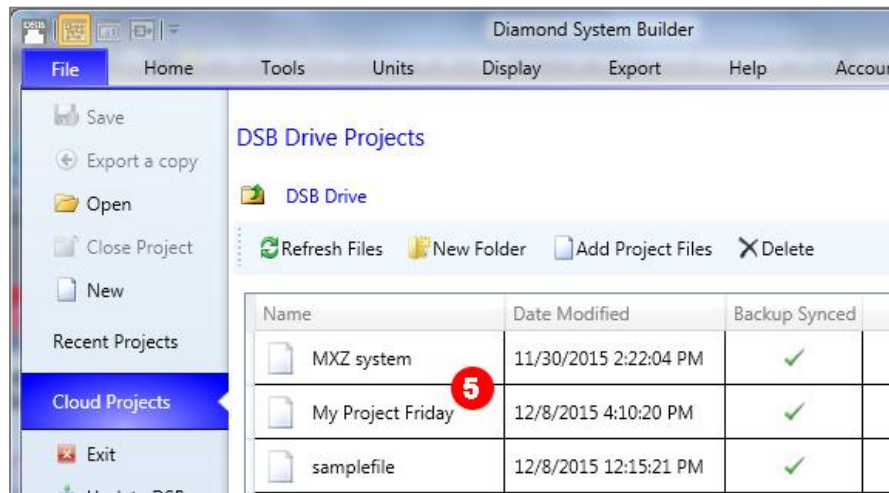**Import projects created before the DSB 3.0 update.**

1. **Open DSB**. If you've already created an account, you'll already be signed in.
   If not, click the *Account* tab and click *Log In*. Click *Sign in* on the dialogue. Switch to the *File* tab by clicking **File.**
2. From the File tab, click **Add Project Files**.

3. **_Choose projects_** to import. To select more than one, hold down the _Shift_ key while you click.
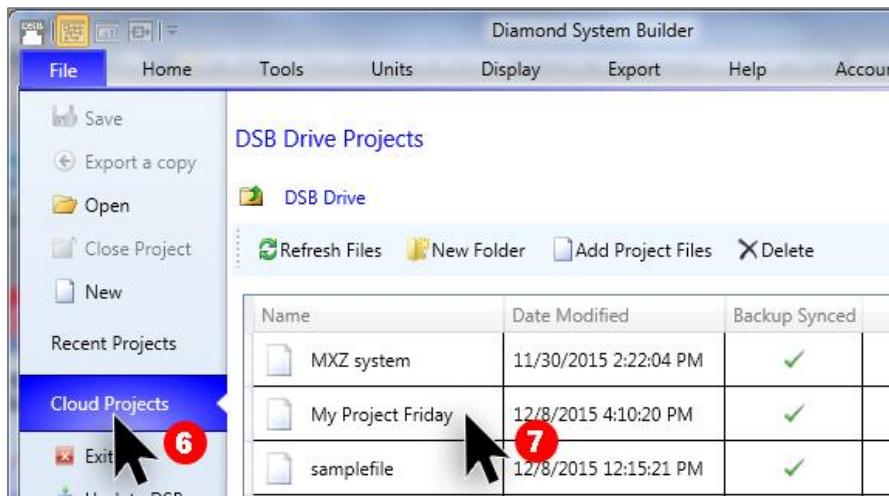4. Click **_Open_**.

5. The projects now appear in DSB Drive. Projects only need to be imported once.
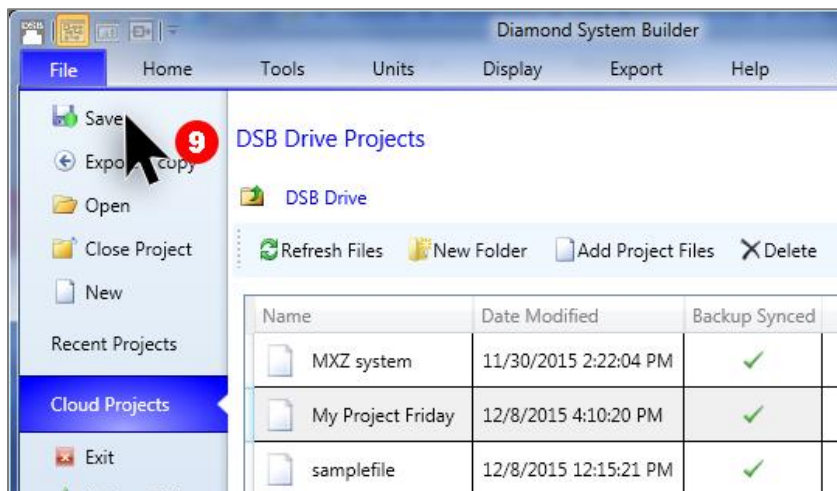
Work on a project from DSB Drive.

6. From the File tab, click on ***Cloud Projects***.
7. ***Double-click*** the ***project*** to work on.

8. Make any changes to the project.
9. To save, hit ***Ctrl-S*** on your keyboard. Or, switch to the *File* tab, and click ***Save.*** The project is saved to DSB Drive.
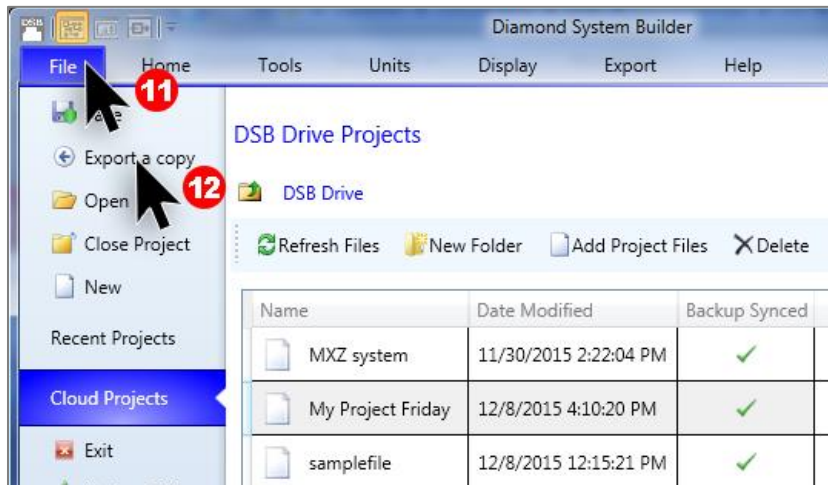

10. To access the project again, click on ***Cloud Projects*** from the File tab, just like in *Step 6.*

Export a project to the Desktop.
Exporting a project saves a separate copy of the file outside of DSB Drive. Use this feature to email a project file from DSB 3.0.3 or 3.0.4
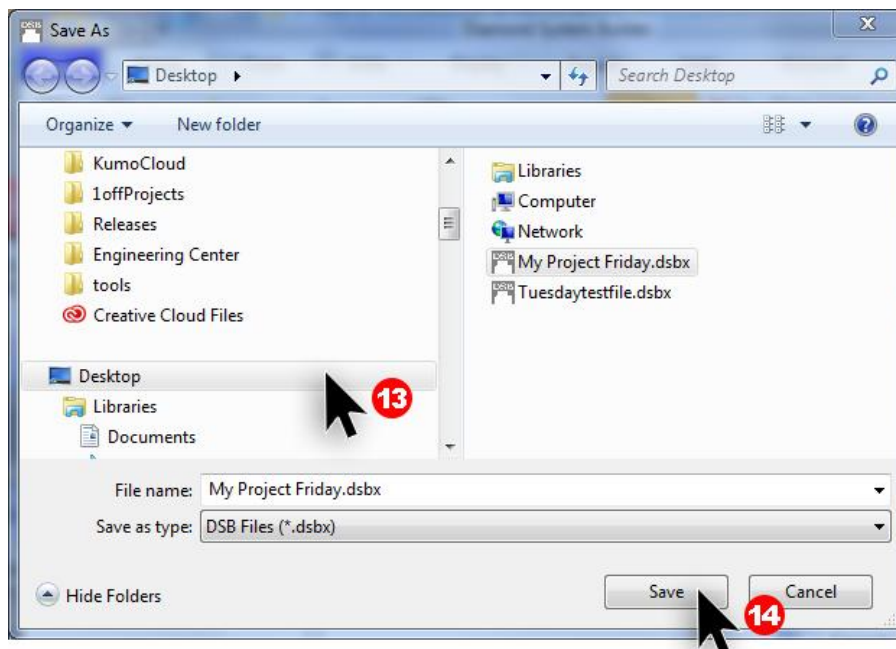 11. Click the **File** tab.
  12. Click **Export a copy.**

  13. Browse to the **Desktop** or any other location where the file copy should be saved.
  14. Edit the project name if desired, and click **Save**.

  15. A copy of the file was exported to the Desktop. The original file was also saved in DSB Drive.
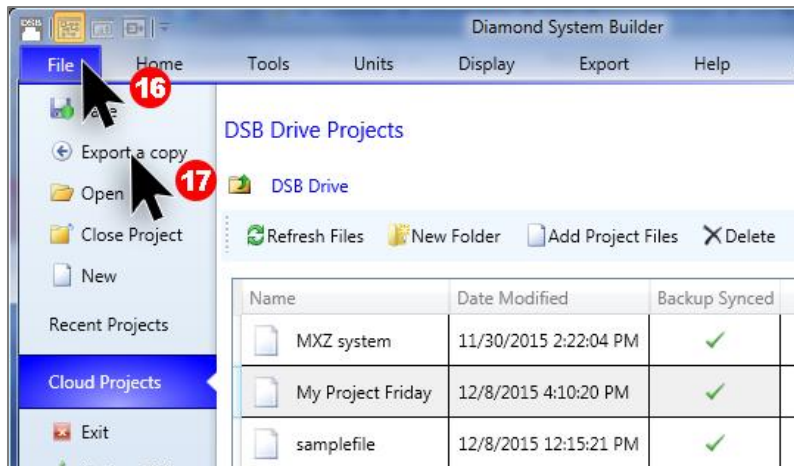

Working from local file storage

DSB Drive maintains files automatically. However, if you wish to keep files on your local hard drive or network location, be sure to follow this procedure every time any changes are made to the file.
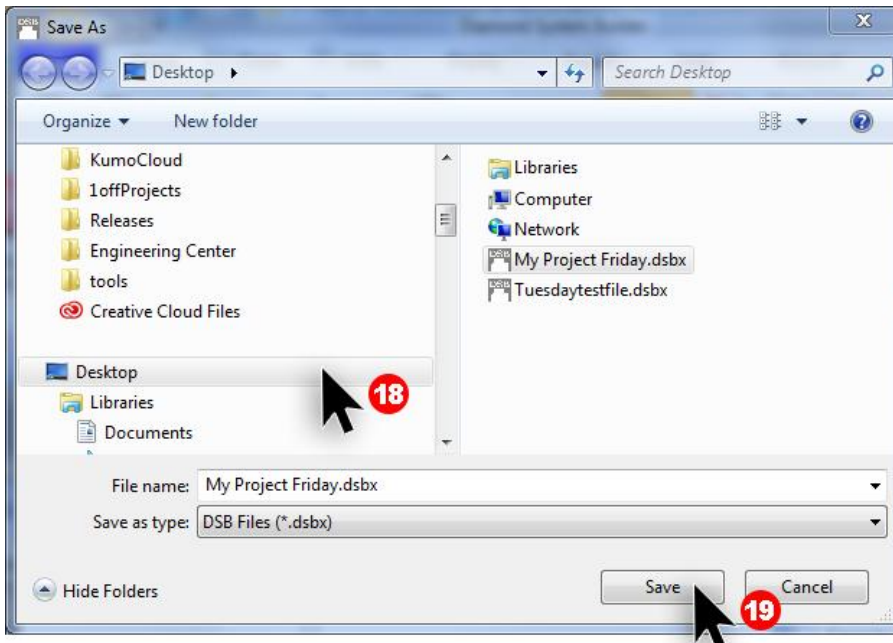
Export the project to the Desktop.
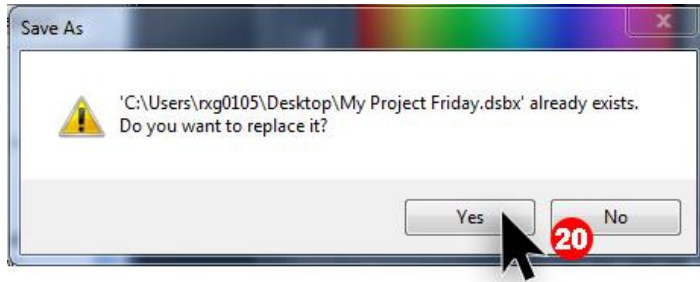16. Click the **File** Tab.
17. Click **Export a copy.**

18. Browse to the **Desktop** or any other location where the file copy should be saved.
19. Click **Save**.

20. Choose "**Yes**" in the dialogue box to replace the local copy of the file, if saving an existing file.
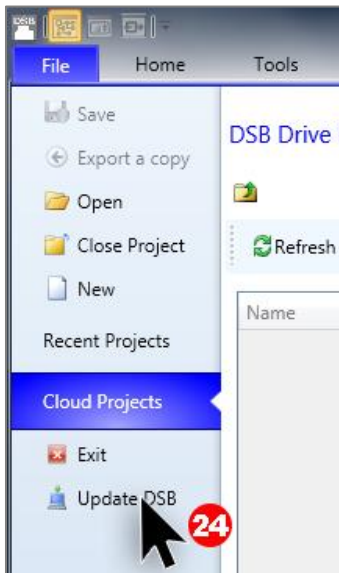21. The local copy of the file has been updated. The file was also saved in DSB Drive.

Open the file from the Desktop.
22. To continue working on the file, **double-click** on it from the Desktop (or wherever you saved it.)
23. *Follow the steps above to **Export a copy** again, to replace the local copy when you're finished working. See *Step 16.**
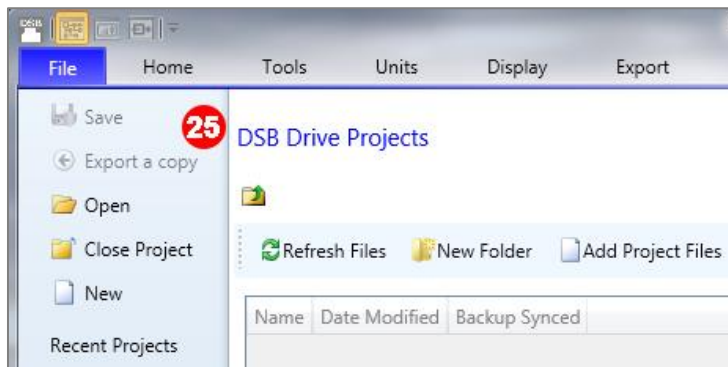

Working Offline
24. ***Be sure to update DSB to the latest 3.0.4 to take advantage of a fix for Save while working offline.***
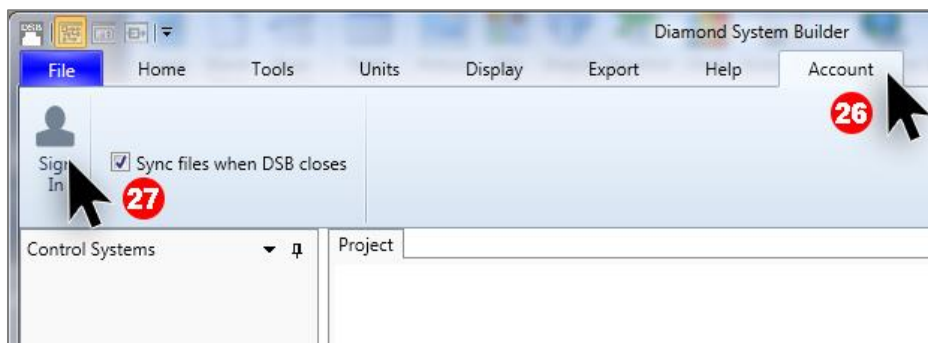
Working without signing in

25. If working in DSB without signing in to your DSB Drive account, neither *Save* nor *Ctr-S,* or *Export a copy* is available.
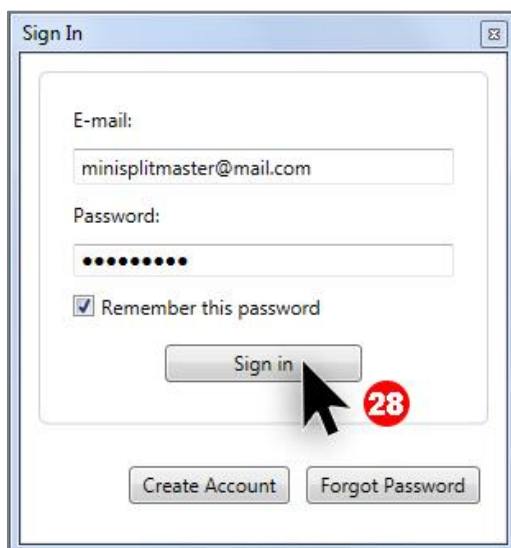

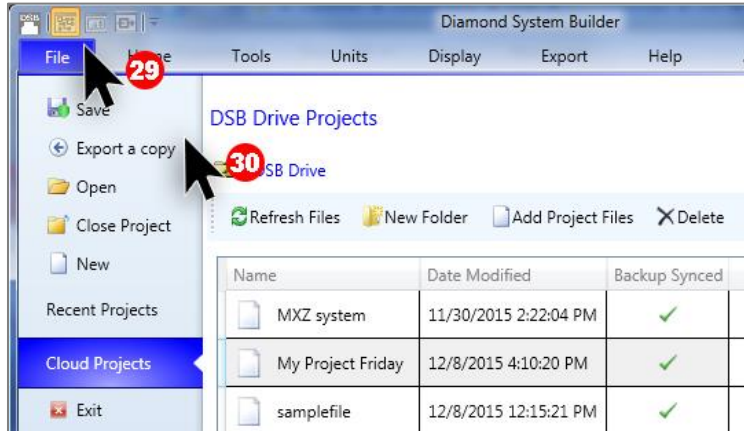26. Click the ***Account*** tab.
27. Click **Sign In.**

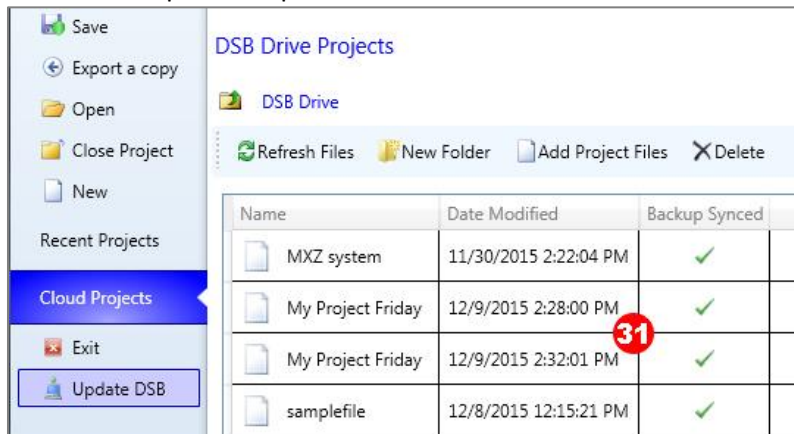28. Click ***Sign in*** on the dialogue.

29. Switch to the *File* tab by clicking **File**.
30. Click **Save** to save to DSB Drive or **Export a copy** to save locally.

Creating accidental duplicates

31. *Working from local file storage* as described just above, will create duplicate files in DSB Drive. (As of DSB Version 3.0.3 and 3.0.4) Check the **Date Modified** column to see which version is the most recent.
32. If a file has already been added to DSB Drive, using the *Add Project Files* button, adding it again, will create duplicate copies.

Losing project edits

33. *Working from local file storage* as described just above, won't automatically save changes back to any local copies. Be sure to *Export a copy* to save changes locally.
34. *Working from local file storage* as described above, will create duplicate files in DSB Drive. Be sure to open the most recent copy to avoid losing work.
35. In DSB Version 3.0.3, when working offline, hitting *Ctrl-S* does not save. Be sure to *Export a copy* to avoid losing work. Or update to the latest version of DSB, 3.0.4.
36. In DSB Version 3.0.3 when working offline, DSB will not ask to save the current file before it closes. Be sure to *Export a copy* before closing DSB to avoid losing work. Or update to the latest version of DSB, 3.0.4.