

Project import & export

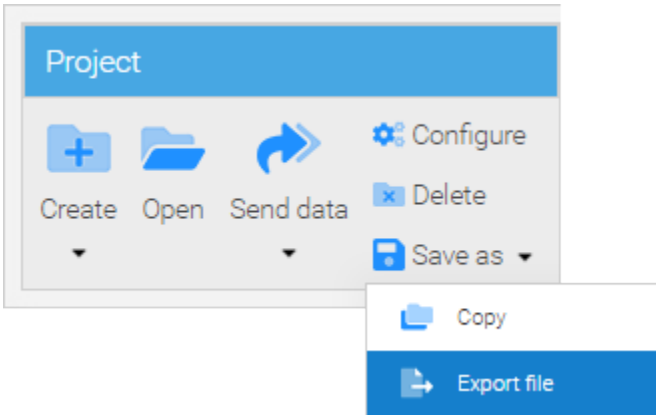
- [Project export](#)
- [Project import](#)

Project export allows preserving the current project outside of ReportFactory® Tagging tool. **Project import** allows for a project to be reverted to a previous state or to be imported under a new project name.

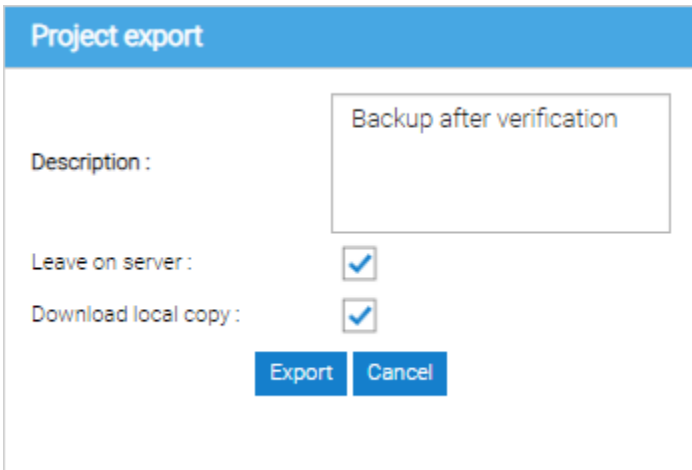
The ability to export and import a project allows for project migration across different ReportFactory® Tagging tool installations

Project export

Project administrators can export a project by clicking **Save as | Export file** in the **Project** section of the ribbon\Project menu



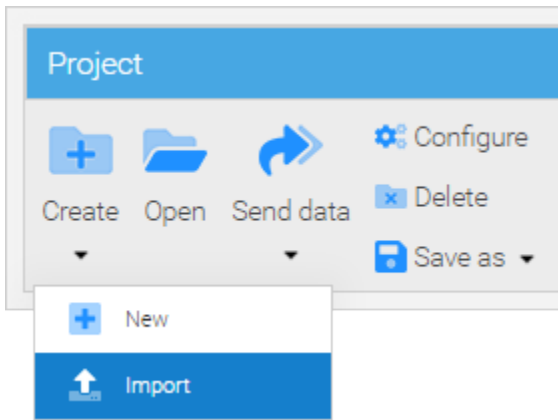
In the **Project export** dialog that will appear, you can provide the description for the exported project (this is mandatory) and decide if you want to save the project file in the server's **export** directory, by selecting the **Leave on server** option or if you want to download the project file to your computer by selecting the **Download local copy** option



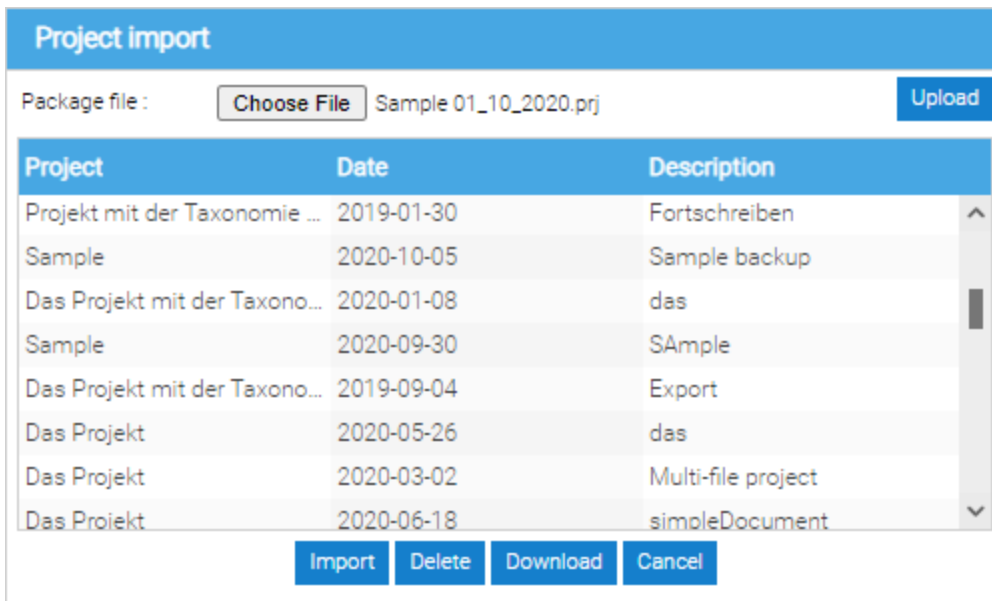
Click **Export** to start the export process

Project import

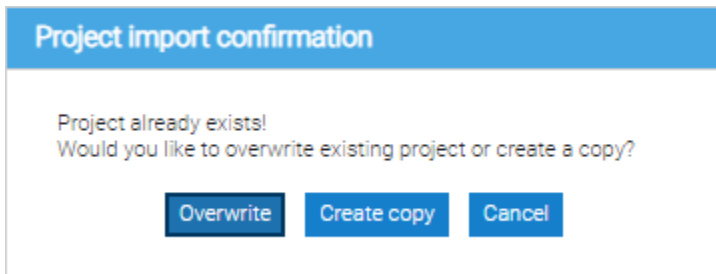
Project administrators can import a project by clicking **Create | Import** in the **Project** section of the ribbon\Project menu



The project files stored on the server are the ones that are being used for the import process. Therefore, in order to import a project that has been downloaded locally, you would first need to click **Choose file**, navigate to the project file in the dialog that will appear, and click upload to transfer it to the server. Once the upload has been completed, the project will appear alongside any other existing projects.



In order to proceed with the import process, select one of the projects displayed in the list and click **Import**. If a project with the same name already exists in ReportFactory© Tagging tool, you will be asked to either overwrite it or to copy it with a new name.



Clicking **Delete** in the **Project import** dialog will result in removing the selected project file from the server. Please note that this operation cannot be undone.

Clicking **Download** in the **Project import** dialog will result in downloading the selected project file to your local machine.

If the browser is closed during the import process, the import process will be canceled.