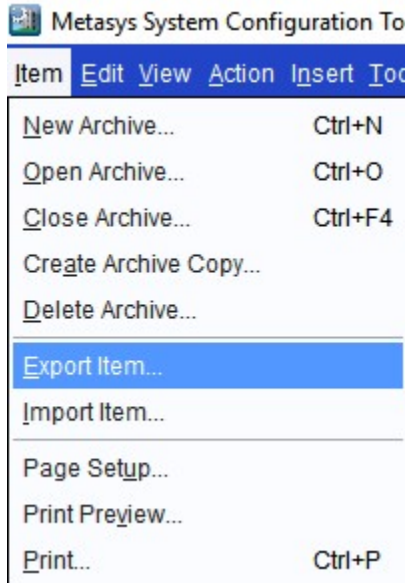# Importing and Exporting Servers, NAEs, Folders, Etc
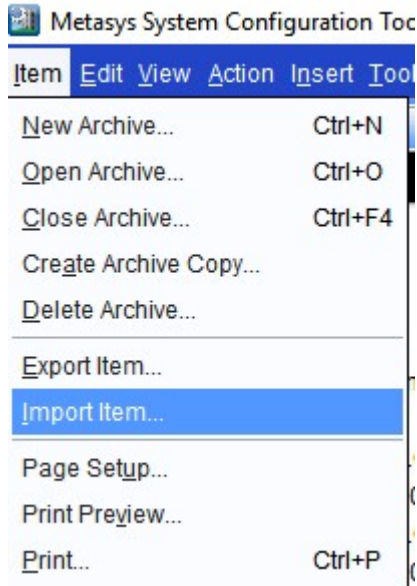
Exporting:

1. When in Metasys SCT (You cannot export from Metasys while live), select the item you want to export.
2. At the top of the Metasys SCT window select Item, then Export Item.
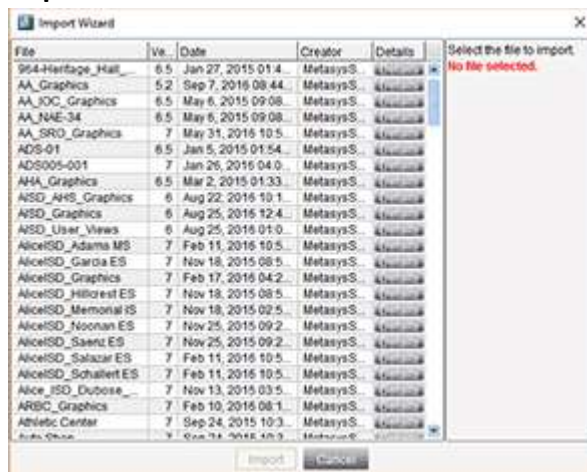

3. Once the Export window pops up, make sure that the item you want to export is selected. Depending on the version of Metasys, you may need to reselect the item.
4. Select Next at the bottom of the window, then name the export however you please (We suggest a naming convention that includes the project name and item name being exported. Example: Site_Name_NAE-XX).
5. Select Last at the bottom of the window, then select Finish at the bottom of the window.
6. Once the clock window disappears, you can find the file you exported in the Database Files folder on the machine you are using.

Importing:

1. If you are importing an item that already exists in your SCT archive, delete that item. In recent versions of Metasys it has been found that importing over an item doesn't replace that item. Instead it synchronizes the two items and can cause issues.
2. Select the archive name in the All Items tree.
3. At the top of your Metasys SCT window select Item, then Import Item.

4. **In the Import window that pops up, select the item you want to import, then select Import at the bottom of the window.**

5. **Once the clock window disappears, select cancel at the bottom of the Import window.**
6. **At the top of your Metasys SCT window select Action, then Refresh All Tabs. The item you imported will then be visible in the All Items Tree.**