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.

Metasys System Configuration To								
<u>I</u> tem	<u>E</u> dit	<u>V</u> iew	<u>A</u> ction	I <u>n</u> sert	Toc			
New	Archi	Ctrl+N						
<u>O</u> pen	Arch	Ctrl+O						
Close	e Arc	Ctrl+F4						
Cre <u>a</u> t	e Arc	chive C	opy					
<u>D</u> elet	e Arc	hive						
<u>E</u> xpor	t Iter	n						
Impo	rt Iter	n						
Page	Set	<u>ı</u> p						
Print	Previ	ew						
Print.		Ctrl+P						

- 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.

File	Ve.	Date	Creator	Details	Select the f	lie to import.
964-Herfage Hall	6.5	Jan 27, 2015 01:4	MetasysS.	Station 8	No Ne sele	cted.
AA Graphics	52	Sep 7. 2016 08.44	MetasysS.	Alexander B		
AA, IOC, Graphics	6.5	May 6, 2015 09:08	MetasysS.	ALC: UNK		
AA NAE-34	6.5	May 6, 2015 09:08	MetasysS.	Man in B		
AA_SR0_Graphics	7	May 31, 2016 10.5	MetasysS.	diam'r.		
ADS-01	6.5	Jan 5, 2015 01:54.	MetasysS.	diam'r.		
ADS005-001	7	Jan 26, 2016 04.0	MetasysS.	diam'r.		
AHA_Graphics	6.5	Mar 2, 2015 01.33	MetasysS.	Alastin B		
AISD_AHS_Graphics	6	Aug 22, 2016 10.1	MetasysS.	Afait and		
AISD_Graphics	6	Aug 25, 2016 12.4	MetasysS.	Alastin B		
ARD User Views	6	Aug 25, 2016 01:0	MetasysS.	diam'r.		
AliceISD_Adama MS	7	Feb 11, 2016 10.5	MetasysS.	Alexista B		
AlceISD_GardaES	7	Nov 18, 2015 08:5	MetasysS.	Alastin B		
AliceISD_Graphics	7	Feb 17, 2016 04:2	MetasysS.	Alastina		
AlceISD_HillorestES	7	Nov 18, 2015 08:5	MetasysS.	Alexand A		
AliceISD_Memorial iS	7	Nov 18, 2015 02.5	MetasysS.	Alexand Provide		
AlceISD_Noonan ES	7	Nov 25, 2015 09:2	MetasysS.	Addition in the		
AlceISD_SaenzES	7	Nov 25, 2015 09:2	MetasysS.	Alexander a		
AliceISD_Salazar ES	7	Feb 11, 2016 10.5	MetanysS.	Address in the		
AlceISD_Schaltert ES	7	Feb 11, 2016 10.5	MetasysS.	Arristing.		
Alce_ISD_Dubose	7	Nov 13, 2015 03:5.	MetanysS.	Address in the		
AREC_Graphics	7	Feb 10, 2016 08 1	MetasysS.	Aturna		
Athletic Center	7	Sep 24, 2015 10:3.	MetanysS.	446121578		
Auda China	10.9	Que 14 9045 40.9	Materia D	warmene .	5	

- 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.