

### **IT Automation**

## **Export/Import**[Tutorial]

**XIn this document, "Exastro IT Automation"** is described as "ITA".

# Exastro

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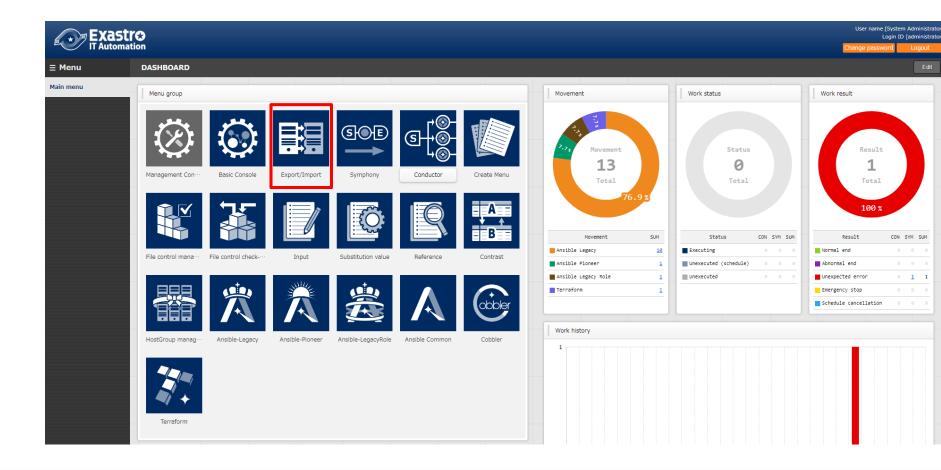
#### 2. Export/Import function



#### 1.1 Introduction

#### About this document

This document aims to explain the "Export/Import " Menu and its functions. Detailed specifications are described in the <u>User Instruction Manual</u> Please refer to it as needed.



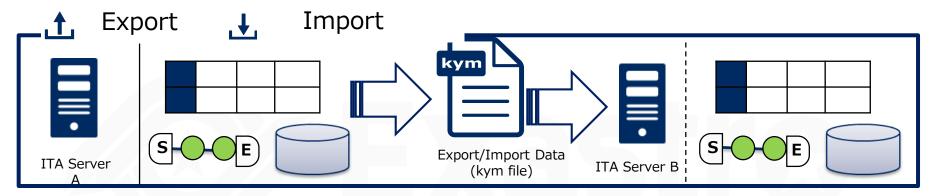
#### 2. Export/Import function



#### 2.1 Overview

#### Overview of Export/Import function

By using the "Export/Import" function, users can move Data registered in one ITA System (Parameter sheets, Conductor, Playbooks, etc) to a different ITA server.

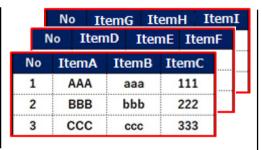


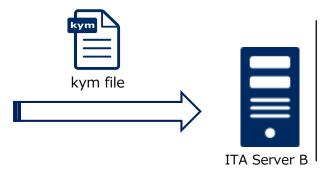
**Figure** 

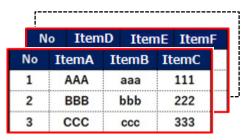


I want to move only the required menus from the test environment to the main environment (ITA Server B)









#### 2.2 Menu overview

#### Menu overview

Here is an overview of the Export/Import menus and their functions.

Main menu	
Export menu	Select and export Menus
Import menu	Import files exported in "Export menu".
Export • Import menu list	Check the Export/Import status and download the data.

#### 2.4 Work flow

#### Work flow

The export/import workflow is as follows.

The practice document goes through the operations in more detail.



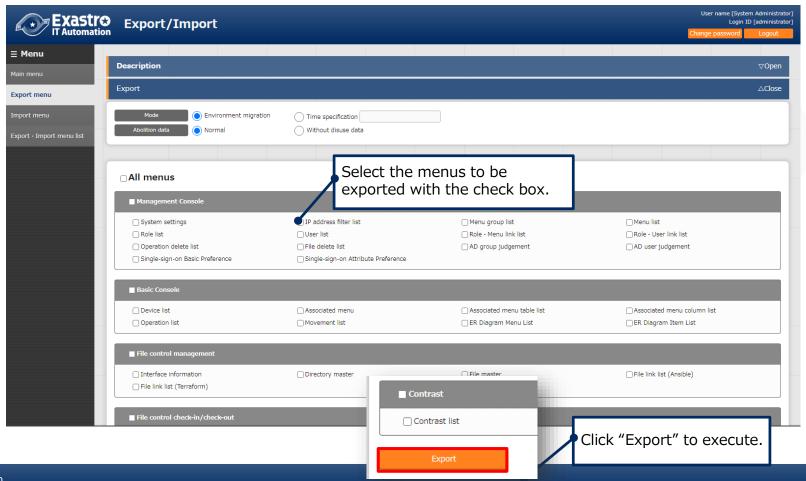
#### 2.7 Menu Description (1/3)

#### Export menu

All menus are displayed in a list and can be selected if the user wishes to export them.

There are two types of modes. One that overwrites all the existing data and one where users can choose whether to insert or overwrite data based on unique menu items (ID,No, Etc) after a specified time has passed.

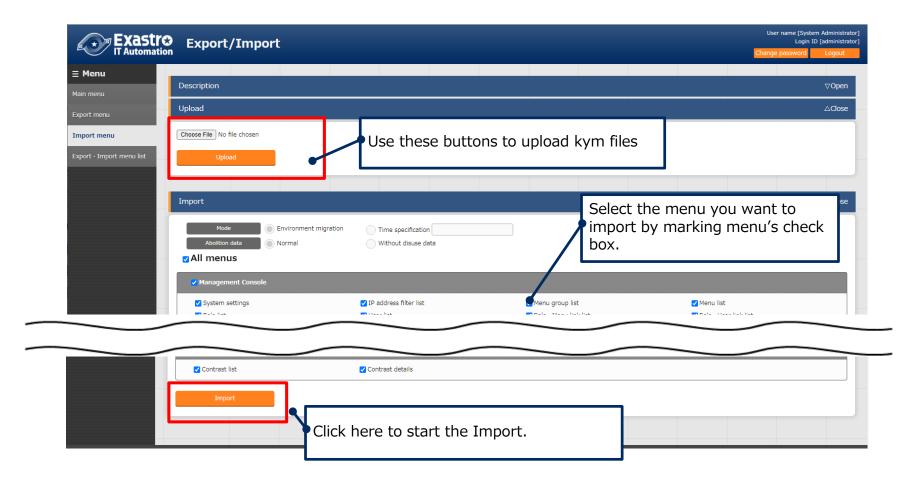
"Abolition data" decides if you want to include abolished data or not when you import.



#### 2.7 Menu Description (2/3)

#### Import menu

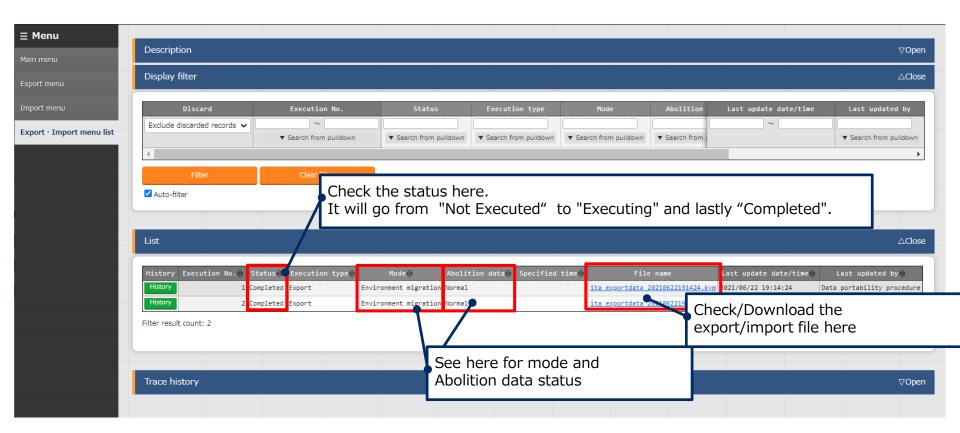
Upload the exported data in the "Export menu" and import the desired menus.



#### 2.7 Menu Description (3/3)

#### Export/Import menu list

Check the information that can be executed Export/Import.
User can check the progress status of each operation and download moved data.



3. Excel bulk import/export function



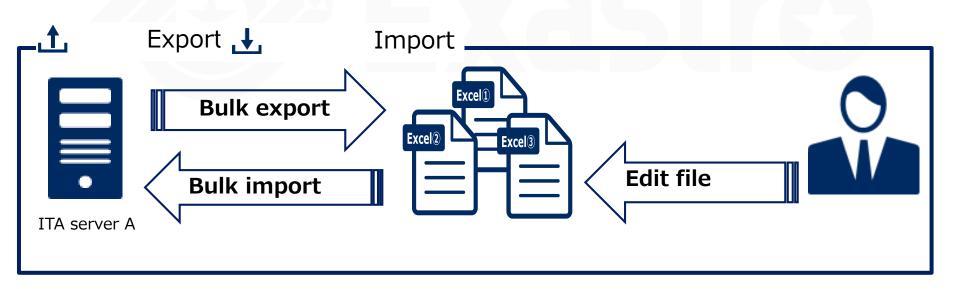
#### 3.1 Overview

#### Excel bulk export/import function overview

The Excel Bulk export/import function allows users to download and upload multiple files from/to menus.

\*\*users can press the "Excel output" button in the "Display/List" in menus in order to download bigger amount of data registered to ITA.

Users can then change the contents of the excel files and then upload them collectively to the menus.



#### 3.2 Menu overview

#### Menu overview

Here is an overview of the Excel bulk Export/Import menus and their functions.

Excel Bulk Export	 Select and export menus
Excel Bulk Import	 Imports edited excel files in bulks.
Excel Bulk Export • Import list	 Check the Export/Import status and download the data.

#### 3.3 Work flow

#### Work flow

The Excel bulk export/import workflow is as follows.

The practice document goes through the operations in more detail.

1. Export

Excel bulk export

2. Download zip file

Excel bulk export/Import list

3. Extract files, edit contents and save the file.

4. Import

Excel bulk import

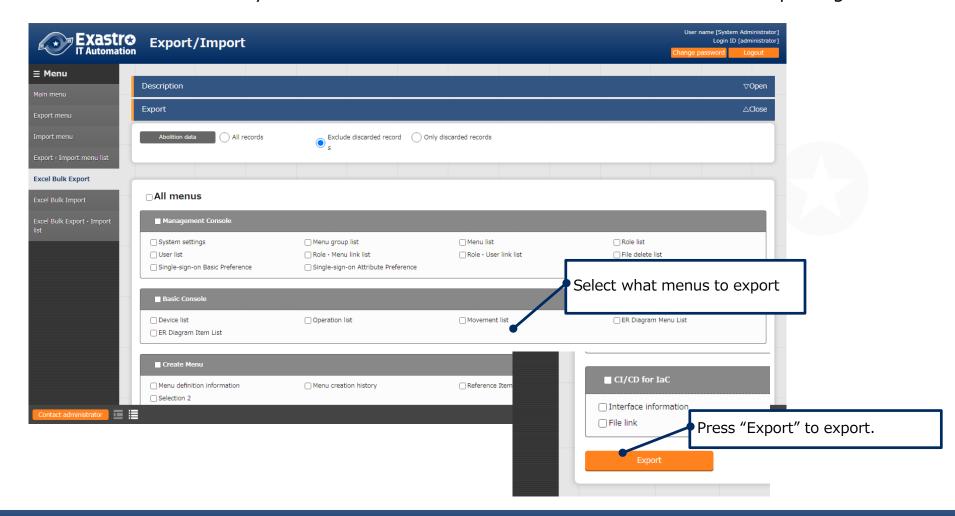
**5.** Check import status

Excel bulk import/Import list

#### 3.4 Menu description(1/4)

#### Excel bulk export

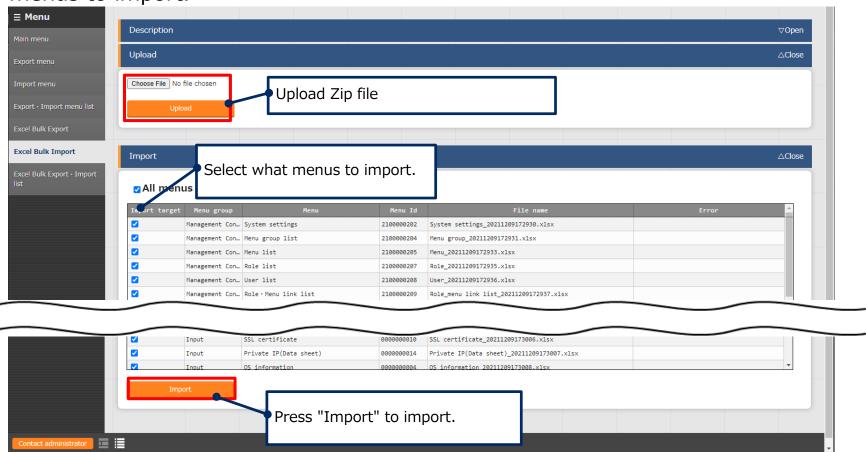
The available menus are displayed and users can select the menus they want to export. Users can choose if they want to include or exclude deleted information when importing.



#### 3.4 Menu description(2/4)

#### Excel bulk import

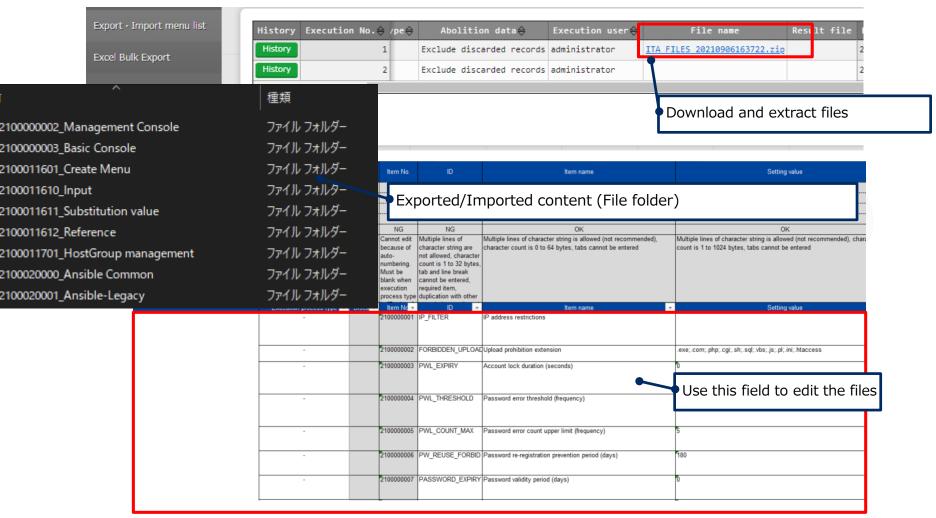
Upload the file downloaded from the "Excel bulk export" menu and select what menus to import.



#### 3.4 Menu description(3/4)

#### Excel bulk export/import list

Download and extract files and edit them.



#### 3.4 Menu description(4/4)

#### Excel bulk export/import list

This menu allows users to see the information for previous excel bulk exports/imports.

Users can also see the progress status for the operations and download their respective data.

