**🚀 Importing the IMS / ISMS / DSMS SmartKit into Confluence (Cloud)**

A quick, friendly guide to import the IMS / ISMS / DSMS SmartKit into your **Confluence Cloud** —and hand it off to us for final setup & testing. ✨

**✅ What you’ll need**

* ☁️ **Confluence Cloud**
* 🔑 **Permissions:** Confluence **Site Admin** (space import requires admin rights)

**☁️ Step-by-step guide**

1. 📥 **Download the SmartKit package**  
   Save the **.zip** to your computer (**do not unzip**).

**\*\*\*PLACEHOLDER FOR DATA HERE\*\*\***

1. ⚙️ **Open Confluence administration**  
   Go to **Settings → Administration**.
2. 🗂️ **Import the space**  
   **Data management → Import spaces** → select the **Space export file (.zip)**.

🔔 **Important:** If you’re using the **IMS SmartKit**, import the **IMS** space **first**, then import the other spaces provided (ISMS, QMS, DSMS).

1. 🧰 **Skip macro repair**  
   When prompted, choose **Skip macro repair**.
2. ✅ **Finish & verify**  
   Go to **Spaces → View all spaces** and open the newly imported SmartKit space.

**🤝 Hand-off to Byght (setup & testing)**

We’ll complete the configuration and test everything so your SmartKit is production-ready. 🙌

* 👤 **Grant our service account access to the imported space:**  
  isms-smartkit@byght.de  
  **Recommended:** **Space Admin** (or, at minimum, **View**, **Add**, **Edit**, and permission to **administer** the space).
* 📣 **Let us know when you’re done**  
  Ping us once import & permissions are set—or if you’d like a guided import.

**❓ FAQs**

**Q1: “File type or format not recognized.” What now?**  
👉 Upload the original **.zip** (don’t unzip) via **Data management → Import spaces** using **Space import**.

**Q2: “Space key already exists” or name conflict.**  
👉 An earlier import or a conflicting key likely exists. Either remove/rename the existing space **or** import using a different space key/name. If you’re unsure, tell us and we’ll help.

**Q3: Can’t find the space after import / need to reset access.**  
👉 As a **Confluence Site Admin**:

* Go to **Settings → Space permissions**, find the space by **name** or **key**.
* Use **Recover permissions / Grant space permissions** to add yourself as **Space Admin**.
* Open the space → **Space settings → Permissions** and:
  + Add your standard user groups (e.g., *confluence-users*) with **View** (and any additional) rights.
  + Add your admin group/users with **Admin**.

**🆘 Need help?**

We’re happy to assist with the import, configuration, and final checks.  
📧 **Contact us:** **Fragen@byght.io**