

1. Make sure that 'Managed Metadata Web Service' service running on your SharePoint Server.

http://{admin_site}:8888/_admin/Server.aspx



Excel Calculation Services	Started	Stop
Lotus Notes Connector	Stopped	Start
Managed Metadata Web Service	Started	Stop
Microsoft SharePoint Foundation Incoming E-Mail	Started	Stop

2. Make sure that user is a "Term Store Administrators"

http://{admin_site}:8888/_Layouts/termstoremanager.aspx?tsid={GUID}


Term Store Administrators
You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

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3. Make sure that user is a "Group Managers" for the group you are trying to import/export

http://{admin_site}:8888/_Layouts/termstoremanager.aspx?tsid={GUID}

 **TestGroup**

Group Managers
Enter user names, group names, or e-mail addresses in order to grant group manager permissions. Separate multiple users with semicolons. These users will have contributor permissions and will also be able to add users to the contributor role.

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