**Import from another Case**

**Purpose:** This document explains how to export from one case and import into another. An example use case is dose sums from plans in different cases.

1. In the old plan, ensure the correct ROIs and POIs are included versus excluded from export. Note the name of the planning exam.
2. Export the old plan, dose, image, and structure set to a temporary folder in **T:\Physics\Temp**.
3. If both the old and new cases have a POI of type Localization Point, change the type of that POI in the old plan.
   1. Import the exported data into a temporary new case.
   2. Ensure that **Consider imported dose as clinical** is unchecked for all beam sets.
   3. Unapprove the plan and structure set.
   4. Change the type of the POI from **Localization Point** to **Undefined**.
   5. Recompute final dose and save the patient.
   6. Empty the temporary folder from step (2) and export the updated plan, dose, image, and structure set to the folder.
   7. Delete the temporary case.
4. Import the data from the step (2) into the new case. Rename the imported old planning exam to match the name in the old case.
5. Delete the temporary folder you created in step (2).