# Updating Modes Data

This document describes how to import an XML file containing updated Object elements.

1. Log into Modes with userid administrator.
2. Open the Object Records file. On the Modes laptop this is Object file 2.
3. Switch to editing mode: Enter Ctrl-e or click on the “Browsing” button on the bottom of the screen.
4. Click on *Edit* at the top of the screen.
5. In the drop-down menu select *Import*.
6. Click *Select file to import*.
7. In the pop-up box, select the new XML file to import.
8. Now select the appropriate options This is important.
   1. Key clash actions: Overwrite
   2. Show on screen: Errors only
   3. Logging: Full log
   4. Validate Yes
9. Click *Run import*. This will take a few minutes depending on your computer.
10. Click *close*.
11. Yet another box will pop up asking you to “Refresh now?”. Click *Yes*.

The updated records will now be visible.