

How do I copy data to another location?

1. Select the location you want to copy data from.
2. Go to the module **Administration**.
3. Click on **Data**.
4. Select the desired data and click **Export**.

The screenshot shows a web interface for data management. At the top left, there is a dropdown menu set to 'Crewing'. To its right are two buttons: 'Save log' and 'Clear log'. Below the dropdown is a list of data categories, each with a checkbox. The 'Public holidays' checkbox is checked. At the bottom of the interface, there are four stacked buttons: 'Import', 'Export', 'Cleanup data', and 'Download Excel template'.

Category	Selected
Contacts	<input type="checkbox"/>
Companies contacts	<input type="checkbox"/>
Lookups	<input type="checkbox"/>
Location assets parts	<input type="checkbox"/>
All assets parts	<input type="checkbox"/>
Assets categories	<input type="checkbox"/>
Assets categories properties	<input type="checkbox"/>
Assets tasks groups	<input type="checkbox"/>
Counters	<input type="checkbox"/>
Assets tasks	<input type="checkbox"/>
Assets tasks parts	<input type="checkbox"/>
Certificate categories	<input type="checkbox"/>
Certificates	<input type="checkbox"/>
Docking intervals	<input type="checkbox"/>
Certificates operations	<input type="checkbox"/>
Safety categories	<input type="checkbox"/>
Safety	<input type="checkbox"/>
Public holidays	<input checked="" type="checkbox"/>
Counters history	<input type="checkbox"/>
Assets tasks history	<input type="checkbox"/>

5. Select the ship to which you want to import the data.
6. Select the same data within **Administration > Data** and click import.
7. Select the downloaded excel file and click **Open** and **Yes**.

If **Machines** is selected, the following is copied:

- Categories
- Category details
- Task lists
- Tasks
- Related machine running hours
- Linked documents
- Linked articles

It is not possible to copy machines if both MXSuite Gold and Silver licenses are present.

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