# How do I synchronise manually (offline sync)?

To create and save a synchronisation package:

1. Go to the module **Synchronization.**
2. Select the location.
3. Click on **Export last** or on **Create package.**
4. Select **Offline.**
5. Click on **Ok.**
6. Save the file to the desired location.

To load a synchronisation package:

1. Go to the module **Synchronization.**
2. Select the location.
3. Click on **Load package.**
4. Select **Offline.**
5. Click on **Ok.**
6. Open the desired file.

The file name is structured as follows:

<ship name>_Data_<package number>.mxs

<ship name>_Documents_<package number>.mxs

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