

# 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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