

Export/Import Form Defaults

You can easily **transfer form defaults** to different users and from test to live sites to allow groups of users to use the same default without the need to recreate it for each user. This is done using the Export/Import functionality.

Firstly, find the **default** you previously created and wish to export.

Click the **export icon** and **confirm** the export.

Depending on the browser you are using you may see the download at the bottom left corner of the screen.

You do not need to open this file.

Gold CONSULTANT, DEMO

User Settings

PATHWAY TYPES
21 ITEMS SELECTED

SHOULDER PATHWAY PROCEDURE

Filter Defaults by Name

Default Pack (click to edit form) Props Copy Export

Shoulder Procedure

Add a New Default

Import a Default

Default Pack (click to edit form)

Shoulder Procedure

Add a New Default

Import a Default

FormDefaultP...formdef

Now, find the **destination** site to import the default to. This may be another account of your own or another user who wishes to have the default.

You must import to the **same pathway and same form type** that you exported from.

Click **Import a Default**.

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User Settings

PATHWAY TYPES
56 ITEMS SELECTED

SHOULDER PATHWAY PROCEDURE

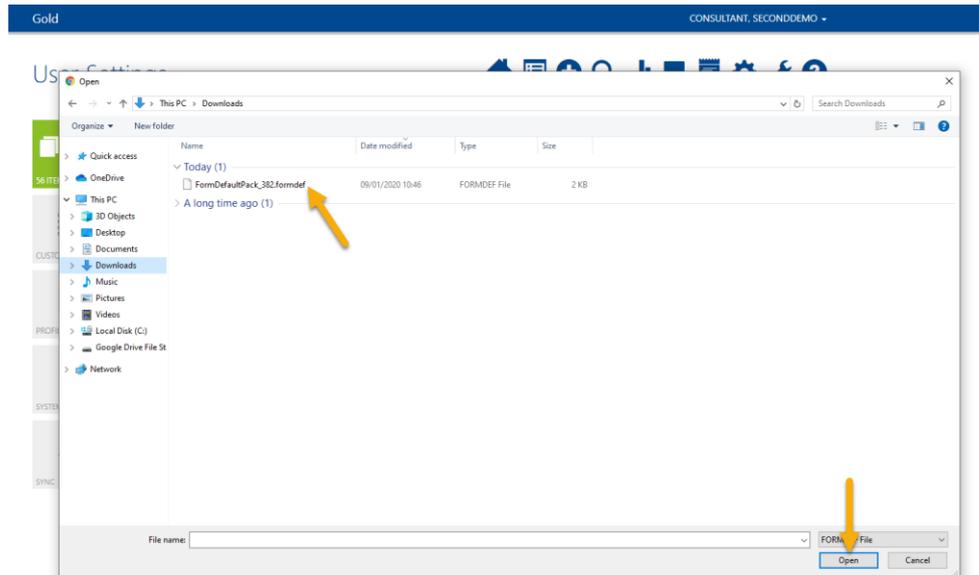
No existing default packs

Add a New Default

Import a Default

This will open File Explorer. You can find the exported file in your **downloads** folder.

Select the file and click **Open**.



If imported successfully the default will appear.

If the pathway and/or form do not match you will receive an error message.

