# 29.05. Sync Site Import

Having exported an XML of your data, you can then import the data into a new datafile.

## Pre-requisites

To import data, you must:

1. Have the XML file to import - to create one, refer to 29.04. Sync Site Export.
2. RENAME the XML file!

   This datafile and the XML file you would like to import must have the same name. You will likely want choose a good name for the data file, and rename the XML file accordingly before carrying out the following steps.

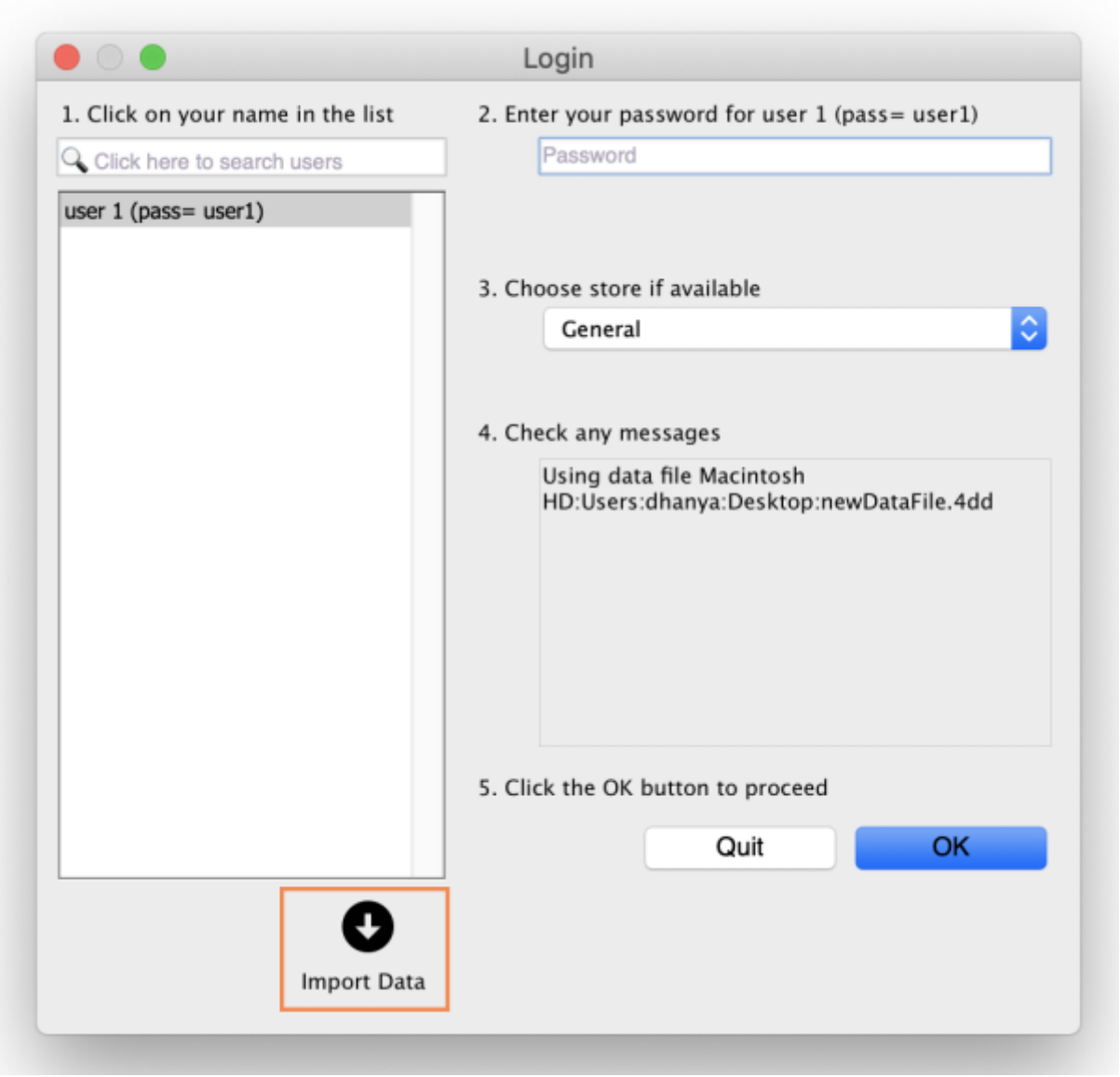
3. Be using a **single-user** version of mSupply - you can't create a new datafile from an mSupply client.
4. Be using a version of mSupply that is *the same version* as the version of mSupply that created the XML of your data.
5. Create a new datafile - refer to Creating a new data file. But don't actually log in.

## Importing a datafile

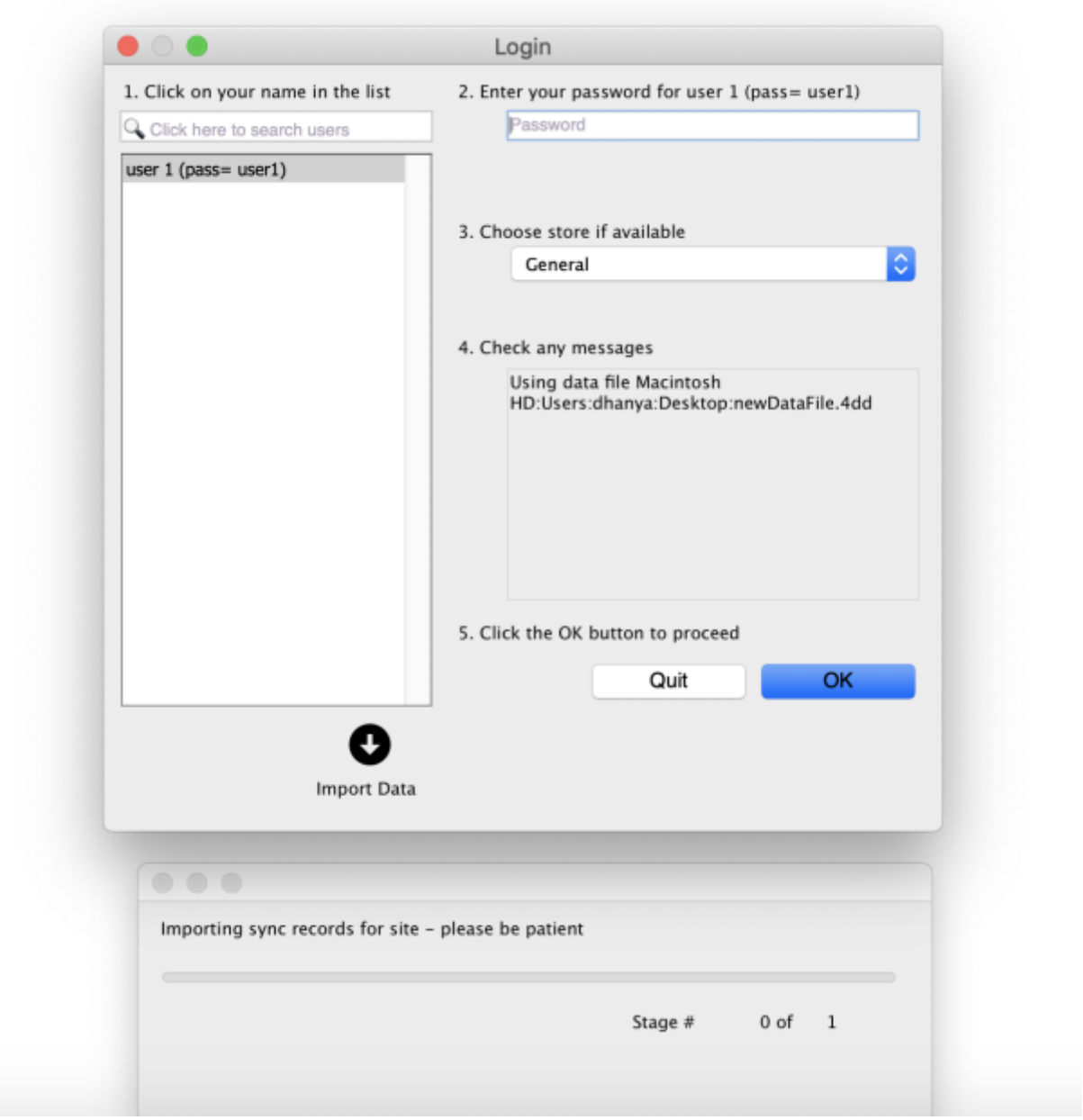
1. Open mSupply

   DON'T LOG IN!

   You will see an **Import data** button on the bottom left.




2. Click the **Import data** button. This will display a open/save window where you can choose the file you want to import.
3. Choose the XML file you created in the sync site export, and click **OK** to confirm the import. If the XML file has the same name as your datafile, you will then see a progress bar appear.

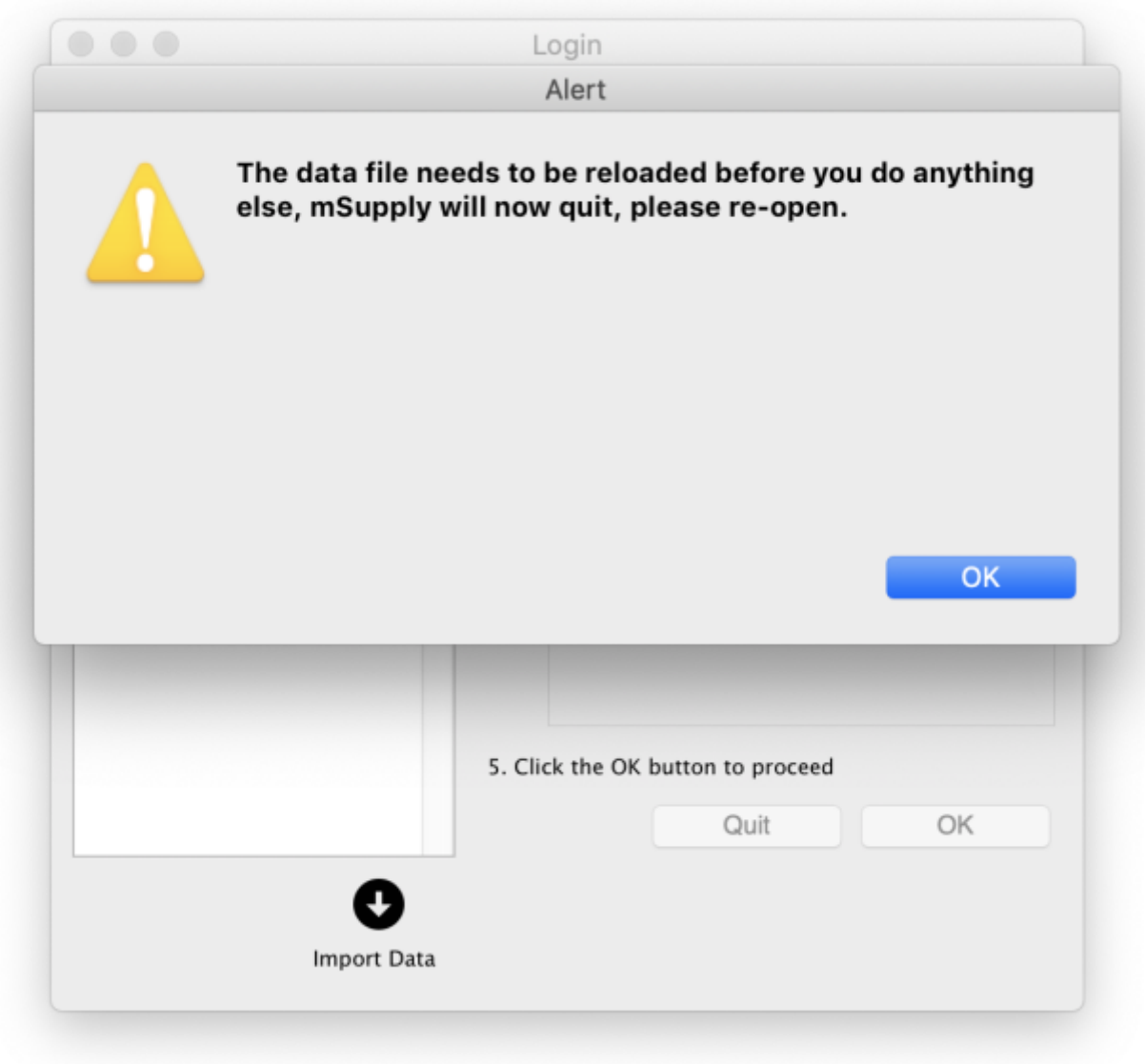



Once the import is completed, you will see an alert pop up to enter sync password. \\


Login
1. Click on your name in the list
2. Enter your password for user 1 (pass= user1)
Click here to search users
Password
user 1 (pass= user1)
Enter password
This datafile needs a password to start syncing. Please enter the password below, or click "Do it later"
Do it later
OK
Version: V7-12-00-Beta14
Quit
OK
Import Data
Importing sync records for site – please be patient
Stage #
0 of 1




mSupply needs to reopen for you to use the new datafile. mSupply will alert you that it will be closing, and automatically close.




4. Reopen and start using your new datafile.

If the data file you exported had a sync site created for the store, the import will automatically configure the sync settings. Since v5.07 these are visible in the Sync Sites window.

Before sync can start working:

- The datafile will need to be registered

This requires technical assistance from the mSupply Foundation support@msupply.foundation

## Client / Server use

If this data file is for use on a Single-user sync machine, then nothing more needs to be done, you are ready to go. If it needs to be used on a server in a Client / Server environment, then you will need to transfer the data file to the server and install it as discussed in Obtain and run the mSupply Server installer

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