

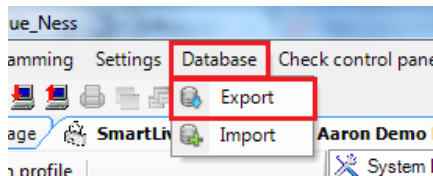
How to import and export accounts

Introduction

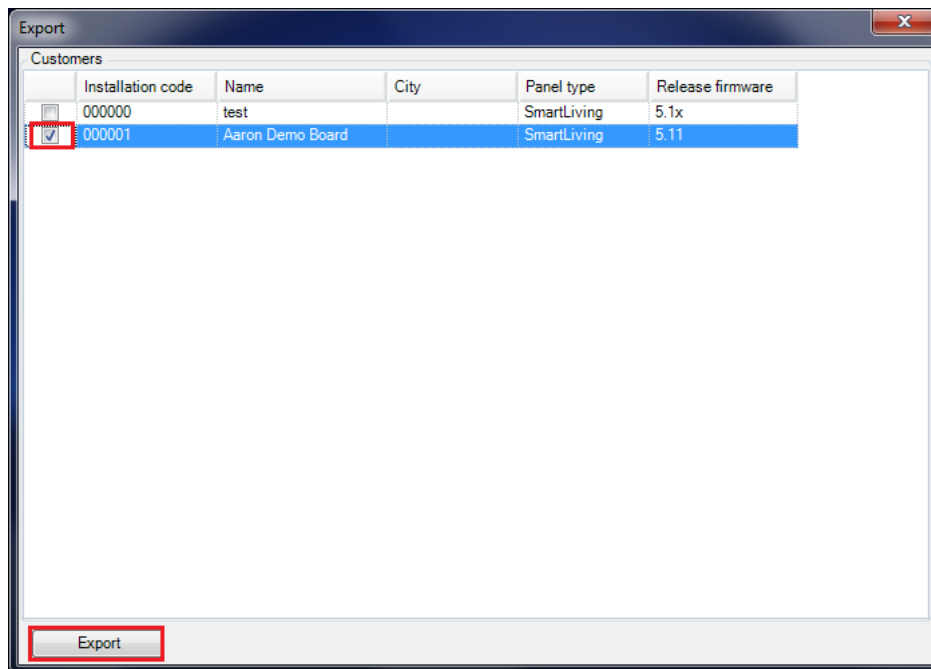
This technical note will show you how to import and export accounts in the SmartLeague software.

Exporting a Account

1. Click on **Database** from the menu along the top and click **Export**.



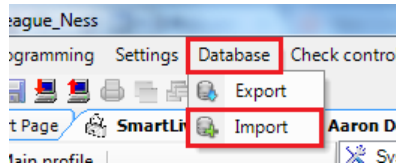
2. Tick the checkbox next to each account you wish to export/backup then click **Export**.



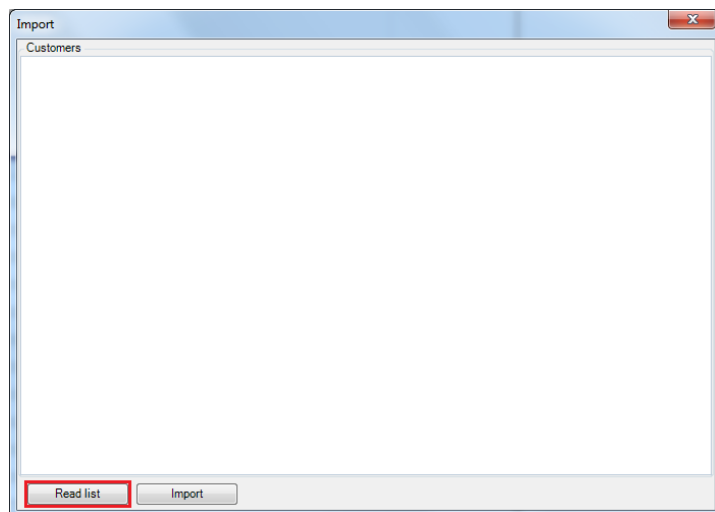
3. It will then ask you where you want to save the export to. Choose a location on your computer where you want to save it to. (e.g. Desktop)

Importing a Account

1. Click on **Database** from the menu along the top and click **Import**.

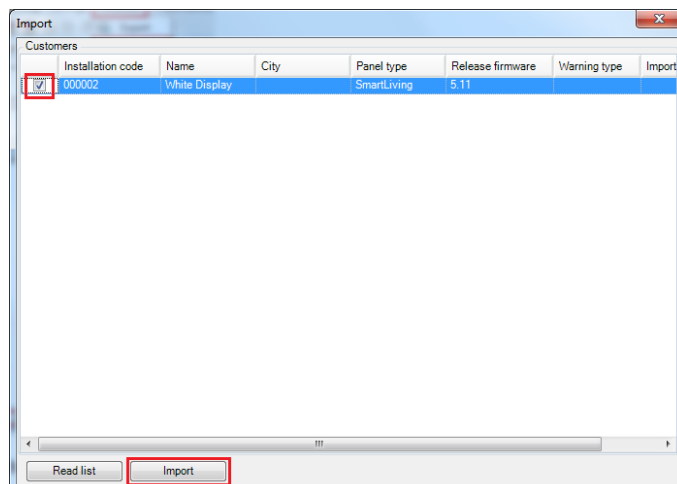


2. Click on **Read list**.

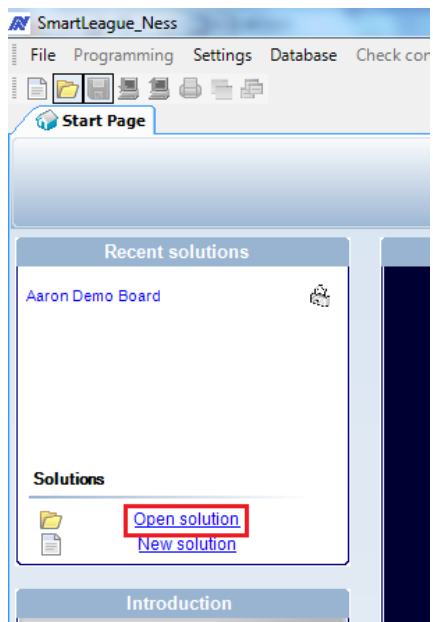


3. Browse to your export file and then choose **Open**.

4. Select the account you want to import by ticking on the box next to the account and then click on the **Import** button down the bottom.



5. Now click on **Open solution** from the start page.



6. You will now find your new account you just imported and you can begin to use it in the software.

Additional Information:

Customer Service

Phone: 1300 551 991 (M-F 8:30am – 5:00pm)

Email: customerservice@ness.com.au

YouTube: www.youtube.com/nesscorporation