

Import and Export Board Data

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Your administrator may have set up import and/or export features on one or more of the boards to which you have access.

Note: In some WebEOC systems, the importing and exporting features are available to system administrators only. For WebEOC Enterprise clients, advanced Data Manager functions, including user-level importing and exporting, are fully integrated with WebEOC. These functions are also available to WebEOC Professional clients as an add-on. All other WebEOC clients continue to have access to the administrator data import and export features.

If the board contains an **Export** button, you can export the board data to a spreadsheet. You can only export data from your current view and data to which you have access.

You can import data if you see the **Import** button when you open the board's new record input window. The import process provides access to a template that is specifically designed for that board. You can download the template, fill in the data records you want to add, and then import those records.

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