

# Import and Export Boards

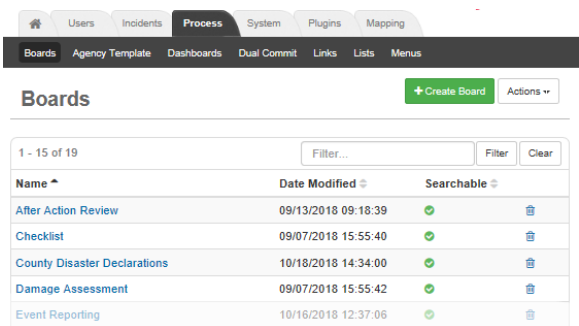
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Understanding how critical it is to be able to build functional boards and share these boards with partner organizations, WebEOC offers the option of importing and exporting boards. When importing a board, you quickly gain access to a functional board with which you can immediately begin working. When exporting a board, partners can just as quickly retrieve a board that may be relevant to them, forming an overall common operating picture between organizations during an event.

## To import a board

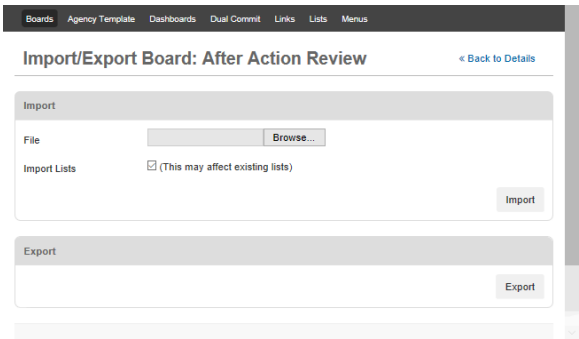
1. In the *Admin* window, go to **Process: Boards**. The *Boards* page opens.



2. Click **Create Board**.
3. For **Board Name**, enter the name of the board you are importing.
4. Click **Save**.
5. On the *Board: Edit Board* page, click **Import/Export Board**.



6. On the *Import/Export Board* page, click **Browse**.



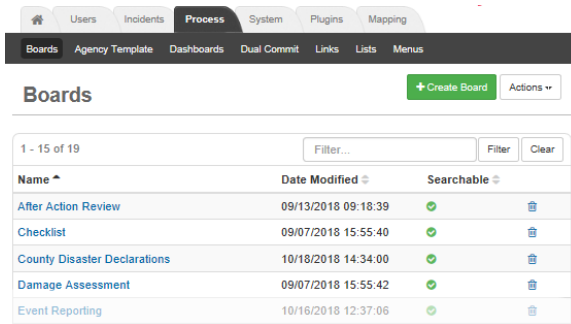
7. Locate the file, select it, and click **Open**. The **File** field displays the path to your file.
8. Click **Import**. The *Edit Board* page re-opens.
9. Make any adjustments to the options, and then click **Save**. The board you just imported appears on the *Boards* page.

## Helpful Links

[Juvare.com](#)  
[Juvare Training Center](#)  
[Announcements](#)  
[Community Resources](#)

## To export a board

1. In the *Admin* window, go to **Process: Boards**. The *Boards* page opens.

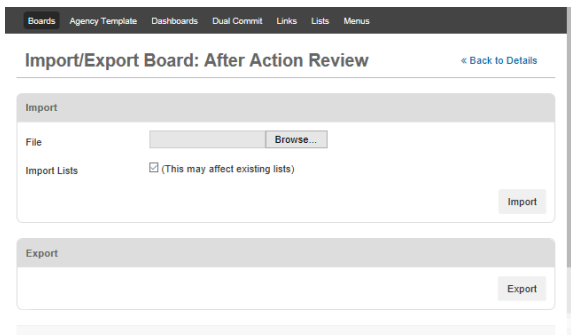


Name ^	Date Modified	Searchable
<a href="#">After Action Review</a>	09/13/2018 09:18:39	✓
<a href="#">Checklist</a>	09/07/2018 15:55:40	✓
<a href="#">County Disaster Declarations</a>	10/18/2018 14:34:00	✓
<a href="#">Damage Assessment</a>	09/07/2018 15:55:42	✓
<a href="#">Event Reporting</a>	10/16/2018 12:37:06	✓

2. Click the name of the board you want to share.
3. On the *Board: Edit Board* page, click **Import/Export Board**.



4. In the *Export Section*, click **Export**.



Import/Export Board: After Action Review [← Back to Details](#)

**Import**

File  [Browse...](#)

Import Lists ☒ (This may affect existing lists)

[Import](#)

**Export**

[Export](#)

5. Save the board to your computer. The saved board appears as a WEB (.web extension) file.