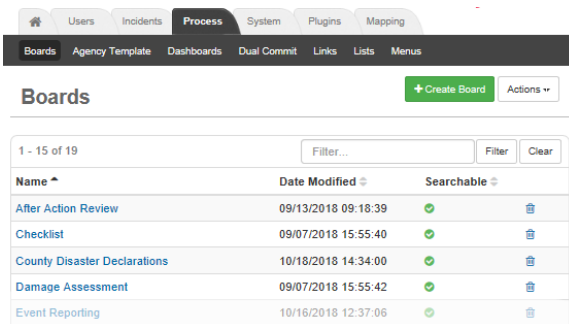# Import and Export Boards

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.

Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources
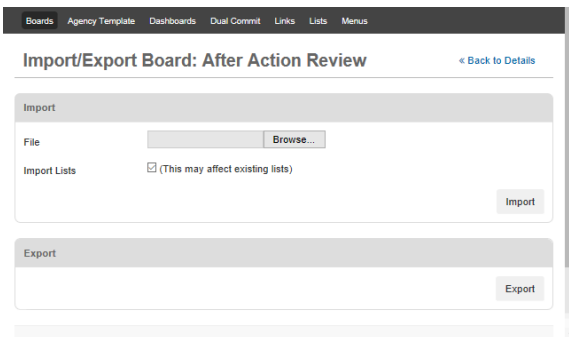
To import a board

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**.

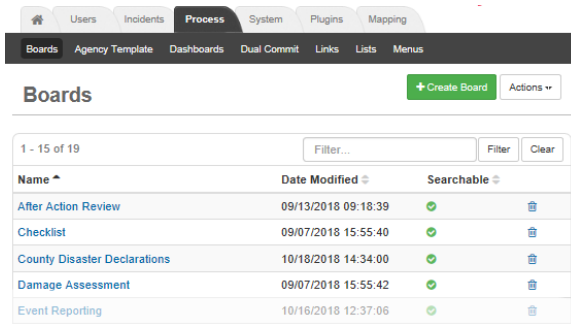6. On the *Import/Export Board* page, click **Browse**.

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.
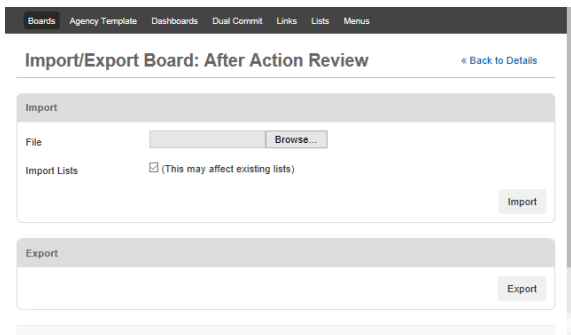9. Make any adjustments to the options, and then click **Save**. The board you just imported appears on the *Boards* page.

To export a board

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

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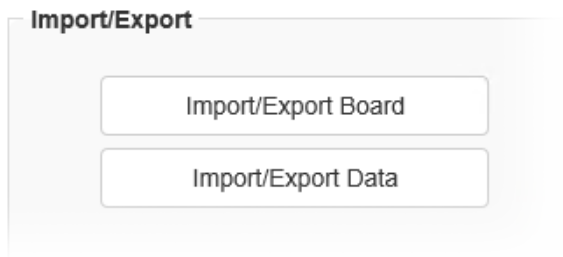
4. In the *Export Section*, click **Export**.

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