

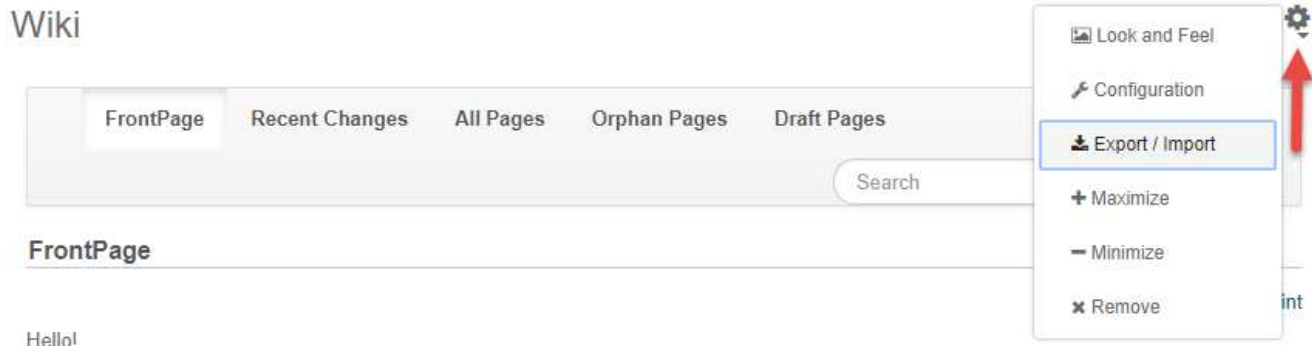
Export/Import Site Applications (Portlets)

myGateway site applications (or portlets) can be easily exported to a backup file and imported back to the site if necessary. There are two methods that will be detailed in this guide:

- Export/import a single site portlet
- Export/import multiple (or all) portlets

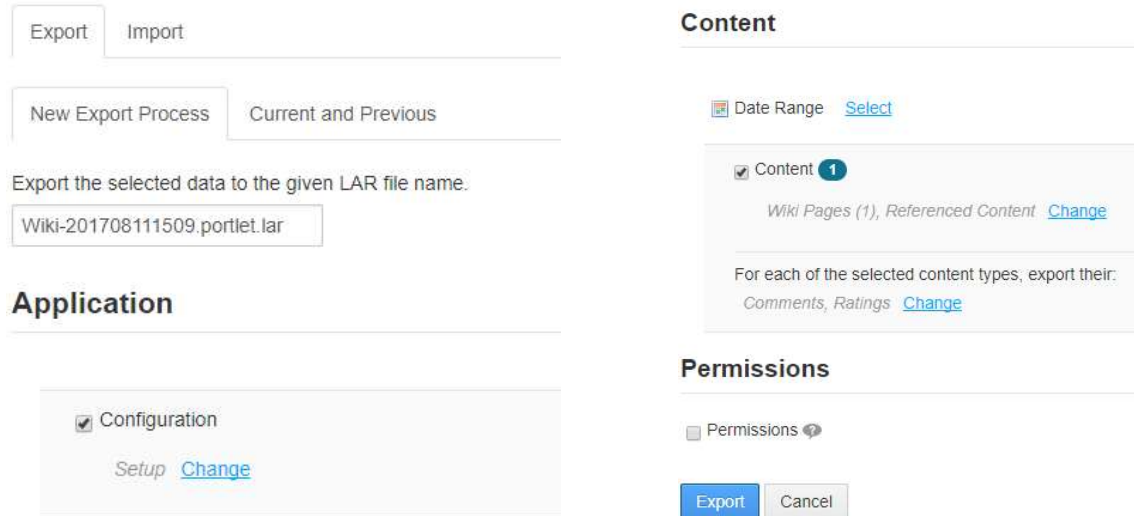
Export/Import Single Site Portlet

Click on the gear icon located at the top right corner of any site area and select on the **Export/Import** option.



Export

The setup page for site area import/export operation will display, starting with the Export feature.

A screenshot of the 'Export/Import' setup page. The 'Export' tab is selected. There are two main sections: 'Content' and 'Permissions'.
Under 'Content', there's a 'Date Range' section with a 'Select' link. Below it, 'Content' is checked with a '1' next to it. Underneath, 'Wiki Pages (1), Referenced Content' is listed with a 'Change' link. A note says 'For each of the selected content types, export their: Comments, Ratings' with a 'Change' link.
Under 'Permissions', there's a 'Permissions' checkbox which is unchecked. At the bottom, there are 'Export' and 'Cancel' buttons.
On the left side, there's a 'New Export Process' section with 'Current and Previous' tabs. Below it, a text box says 'Export the selected data to the given LAR file name.' and a text input field contains 'Wiki-201708111509.portlet.lar'.
At the bottom left, there's an 'Application' section with a 'Configuration' checkbox checked and a 'Setup Change' link.

1. Set the export file name if the generated one is not needed
2. To save data created within a defined date range, set the start/end dates by clicking the **Select** link besides the *Date Range* option.
3. Next is the type of content that will be exported and the available list will vary depending on the site area. Simply check/uncheck to include/exclude the type of content.
4. To save the permissions of site members who can access the site area, check the Permissions option

5. Click **Export** to begin the process

The screenshot shows the 'Export' tab selected. Below it are two tabs: 'New Export Process' and 'Current and Previous'. A table displays the export process details:

User Name	Status	Create Date
	In Progress Exporting... Documents Folder 36	3 Seconds Ago

6. Once the export process is complete, a Completed message will display in the Status and a link to the export file will appear in the Download column.

The screenshot shows the 'Export' tab selected. Below it are two tabs: 'New Export Process' and 'Current and Previous'. A table displays the export process details:

User Name	Status	Create Date	Completion Date	Download	
Philip Lau	Successful	5 Seconds Ago	2 Seconds Ago	Wiki-201708111509.portlet.jar(28k)	× Clear

Import

To import a file to the site, click on the Import tab at the top of the setup page. Drag the import file from your PC or click the **Select File** button to open up the file manager, navigate, and select the file. Once the file is uploaded, the file name will appear below the import box as a confirmation. Press Continue button to proceed.

The screenshot shows the 'Import' tab selected. Below it are two tabs: 'New Import Process' and 'Current and Previous'. A dashed box contains the text 'Drop a LAR File to Import' and a 'Select File' button. Below the dashed box, the file name 'Wiki-201708111509.portlet.jar' is displayed with a close button (x). At the bottom, there is a 'Continue' button.

The Import setup page will appear and it will look similar to the export page shown in the previous section. The contents of the import file will appear. By default, all content listed will be imported. If necessary, uncheck the boxes beside the content that will not be part of the import. If permissions for site member access needs to be imported, check the permissions option. Click **Continue** button.

The next setup page offers options on how data is updated with each import and attributing content author.

Export Import

New Import Process Current and Previous

Update Data

- Mirror
- Mirror with overwriting
- Copy as New

- Mirror – The data and contents of the LAR file will be created as new the first time referencing the source. Subsequent imports from the same source will update the site, rather than create new entries.
- Mirror with overwriting – Same process as mirror, but will overwrite any file or image with the same file name
- Copy as New – All data and content in the LAR file will be created as new entries on the site each import

Authorship of the Content

- Use the Original Author
- Use the Current User as Author

Back Import

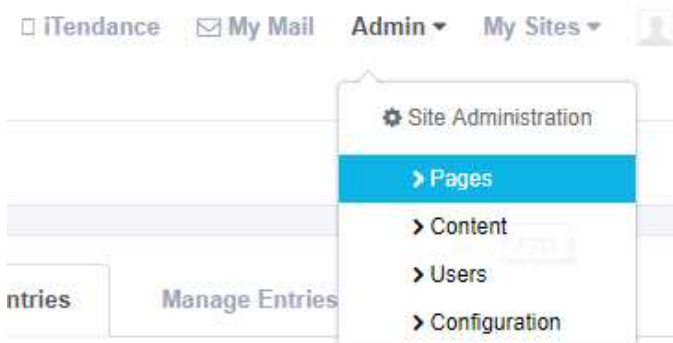
- Use the Original Author – Keep authorship of imported content whenever possible. Use current user (you) as author if original is not found.
- Use the Current User as Author – Assign the current user (you) as the author of all imported content

Once the options are chosen, click the **Import** button at the bottom to complete the import process.

Export/Import Multiple (or All) Portlets

To export or import multiple or all site applications, use the method available in the site administration page.

In the top menu, click on the **Admin** link and select the **Pages** option.



Click on **Export** or **Import** link in the top menu (*Public Pages* tab)

Site Pages [?]

Public Pages Private Pages

- [Public Pages](#)

- [Home](#)
- [Content](#)

[View Pages](#) [+ Add Page](#) [↓ Export](#) [↑ Import](#)

Export

1. Select which pages and applications will be included in the export file. By default, all pages and application are included. Click the **Export** button to start the process.

Export

New Export Process [Current and Previous](#)

Export the selected data to the given LAR file name.

Pages

Selected Pages, Site Pages Settings, Theme Settings, Logo [Change](#)

Application Configuration

Content

All Content [?]

Choose Content [?]

Permissions

Permissions

[Export](#) [Cancel](#)

2. A progress bar will appear showing the export progress and also display a message in green text when the process has successfully completed.

Export ×

[New Export Process](#) [Current and Previous](#)

User Name	Status	Create Date	Completion Date	Download
	In Progress 14%	6 Seconds Ago		Public_Pages-201708141755.lar

Export ×

[New Export Process](#) [Current and Previous](#)

User Name	Status	Create Date	Completion Date	Download
	Successful	28 Seconds Ago	1 Second Ago	Public_Pages-201708141755.lar(7.7MB) ✕ Clear

3. To download and store the export file, click on the link in the Download column (see above). The file name also includes the size of the file itself.

Import

1. Drag the exported LAR file into the file upload area from your computer or storage device. You can also click the **Select File** button and use the file manager that appears to navigate your computer or storage device to find and select the file.

Import ✕

New Import Process [Current and Previous](#)

Drop a LAR File to Import

or

[Select File](#)

Public_Pages-201708141755.lar ✕

[Continue](#)

2. Once uploaded, the file name will appear underneath the file upload area. Click the **Continue** button.
3. If necessary, select the site pages, applications, content, and permissions to be imported from the file. The default settings will import everything from the file. Click the **Continue** button when finished.

Name	Public_Pages-201708141755.lar
Export	18 Minutes Ago
Author	
Size	7839k

Pages

[Site Pages Settings](#), [Theme Settings](#), [Logo](#) [Change](#)

Application Configuration

- All Applications [?](#)
[Setup](#), [Archived Setups](#), [User Preferences](#) [Change](#)
- Choose Applications

Content

- All Content [?](#)
[Select](#)
- Choose Content

Permissions

- Permissions

[Back](#) [Continue](#)

4. Select the method in which the content will be updated on the site. Also determine if the original author is kept (where possible) or assigned to the current user (you) for imported content. Click the **Import** button to start the process.

Import

Update Data

- Mirror ?
- Mirror with overwriting ?
- Copy as New ?

Authorship of the Content

- Use the Original Author ?
- Use the Current User as Author ?

Click on the ? icons for more information on each of the options. The selected options shown in the above screenshot are the defaults.

Important: It may take more than one attempt to successfully import the content into the site. Errors may occur depending on the update data method chosen.