

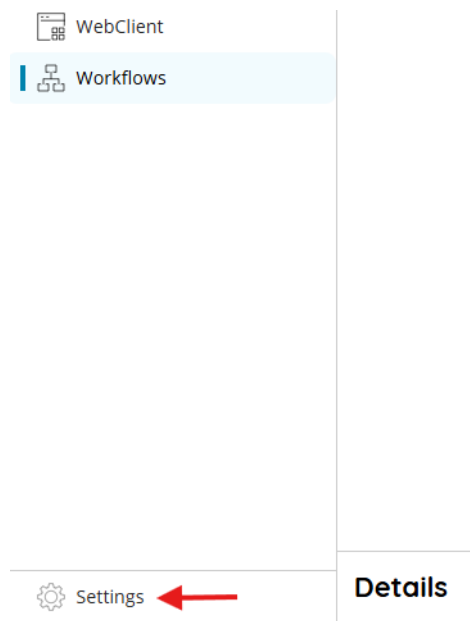
How to Export and Import Scanshare Server Data

Scanshare Server Data can be exported into a full database backup file and can be imported from this file as well. This guide will step you through those processes.

Backup Server

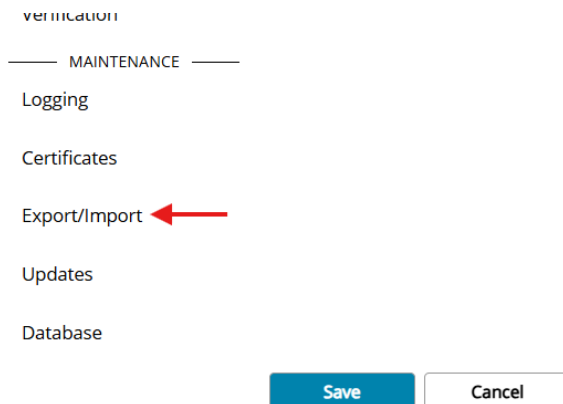
Log into the Scanshare as an Administrator

Click the “Settings” Menu in the Lower-Left Corner of the Scanshare Interface



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Under the “Maintenance” Menu, click “Export/Import”

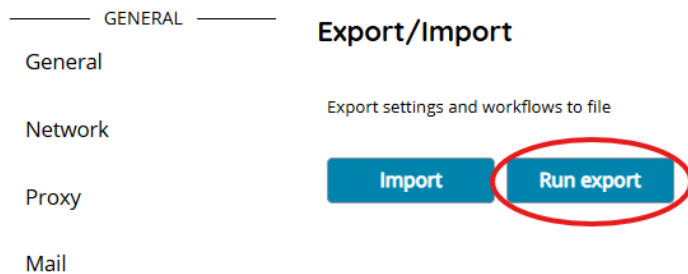


You will likely need to scroll up at this point to see the Export/Import Options

How to Export and Import Scanshare Server Data

You are presented with two options, to Export Settings and Workflows to a file or Import Settings and Workflows from a file. You will select “Run export”

Settings

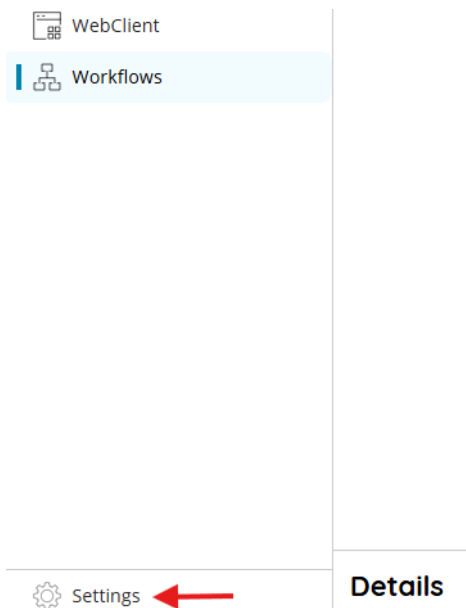


This will generate a file named “Scanshare Export.db” and by default will be saved in your Downloads folder.

Restore Server

Log into the Scanshare as an Administrator

Click the “Settings” Menu in the Lower-Left Corner of the Scanshare Interface



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Under the “Maintenance” Menu, click “Export/Import”

How to Export and Import Scanshare Server Data

Verification

MAINTENANCE

Logging

Certificates

Export/Import ←

Updates

Database

Save

Cancel

You will likely need to scroll up at this point to see the Export/Import Options

How to Export and Import Scanshare Server Data

You are presented with two options, to Export Settings and Workflows to a file or Import Settings and Workflows from a file. You will select “Import”

Settings

GENERAL

Export/Import

General

Export settings and workflows to file

Network

Import

Run export

Proxy

Mail

Next, you will click “Upload” in the lower-right corner

Upload

OK

Cancel

Navigate to your Downloads folder (or wherever your Scanshare Export.db file is located)

Once Loaded into the file selection menu, click “Scanshare Export.db”

How to Export and Import Scanshare Server Data

Select file

Uploads \

 Download  Delete  Rename

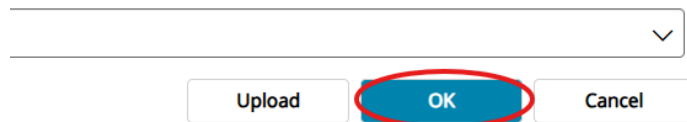
Name

Scanshare Export.db

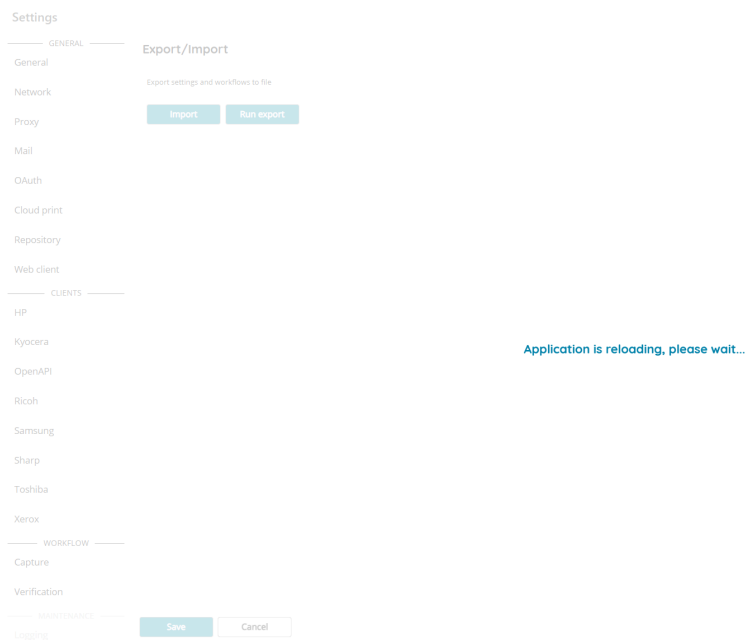


How to Export and Import Scanshare Server Data

Click “OK” in the lower-right corner



You will next see a page that says “Application is reloading, please wait...”



You will then be redirected to the Dashboard page of your Restores Scanshare Server