

Export/import the Help item XML file – on-prem

 support.visualsp.com/knowledge-base/export-import-the-help-item-xml-file-on-prem/

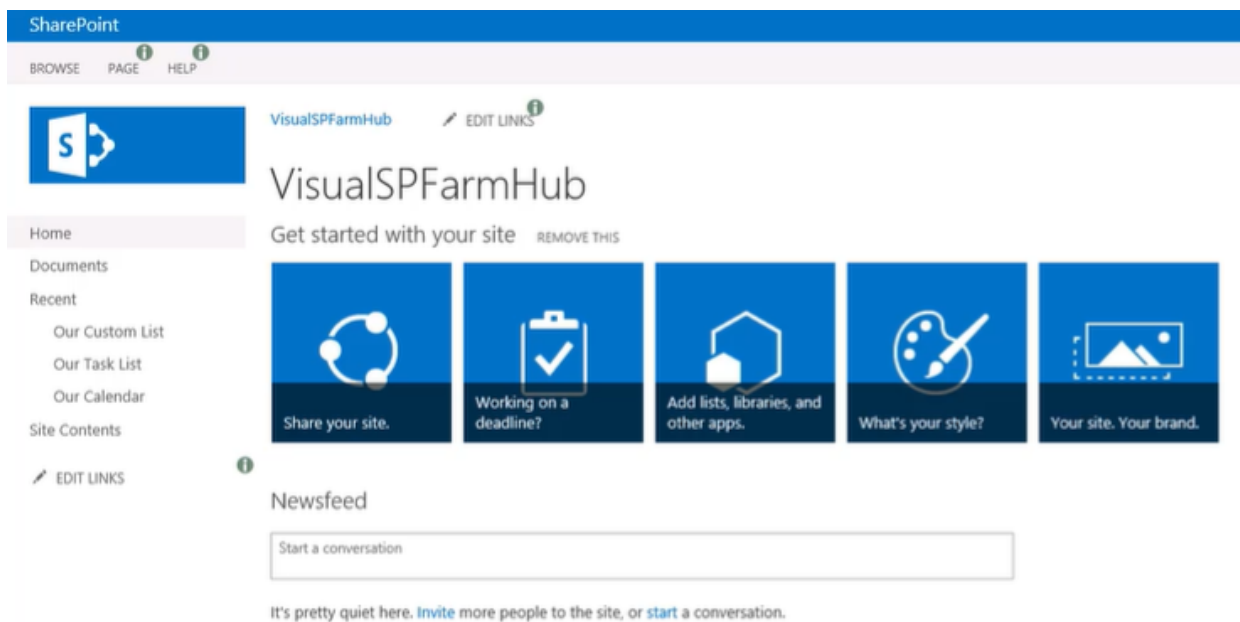
August 16, 2019

Applies to: **VisualSP Classic**

For quick editing of the Help items in your on-prem environment, you can export the Help item XML file and then quickly and easily edit the file using a text editor.

Export Process

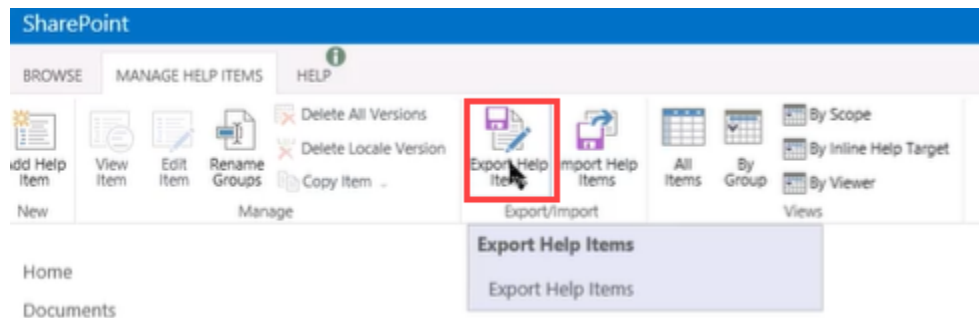
1. Go to the VisualSP Farm Hub (the root site collection for VisualSP in your environment)



2. Go to the Gear icon -> site settings -> VisualSP Settings -> Manage VisualSP Help Items:

VisualSP Settings
[Manage VisualSP Help Provider Settings](#)
[Manage VisualSP Help Consumer Settings](#)
[Manage VisualSP Help Items](#)
[View Analytics Report](#)

3. Click on **Export Help Items**:



4. You will **Export all locales** in the **XML** file format:



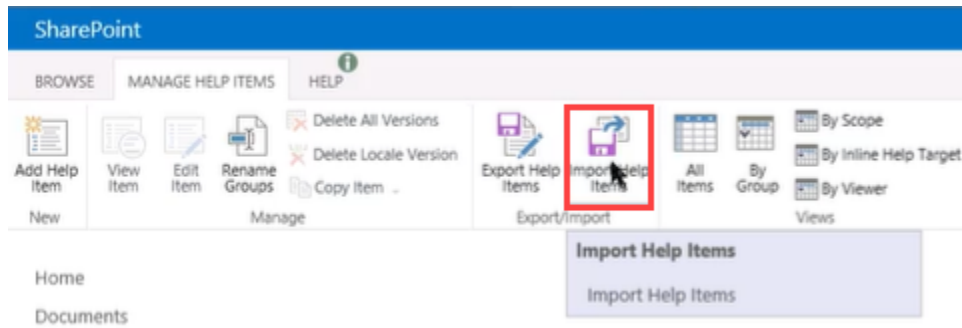
5. Save the XML in a convenient location

Once saved you can use a text editor to open the file and do a find and replace to make quick updates to your Help items.

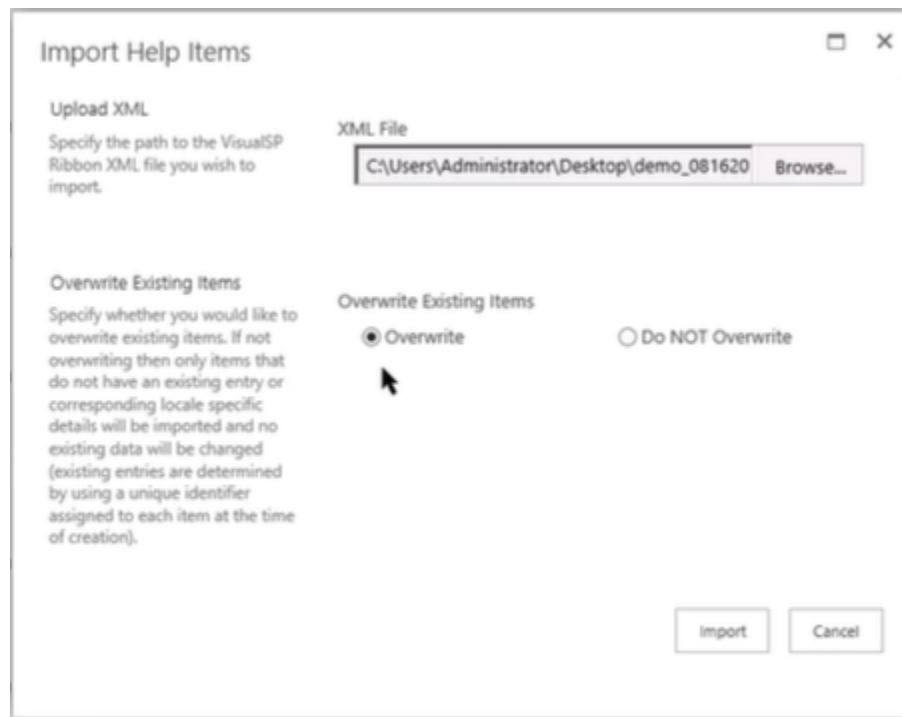
Import Process

1. Follow steps 1 and 2 above

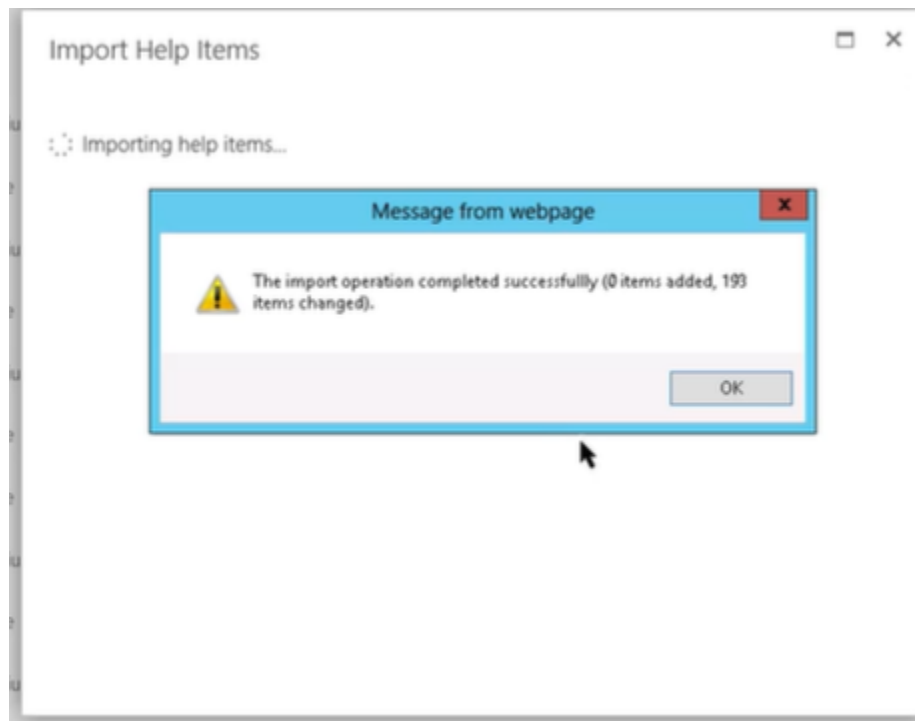
2. Click on **Import Help Items**:



3. Browse to select the file you just edited. By default, **Overwrite Existing Items** will already be selected. Click **Import**:



4. The system will then import the Help items:



You will receive a message letting you know how many items were changed. Click **OK**.

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Tagged: VisualSP Classic

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