

Exporting and Importing Help Items – on-prem

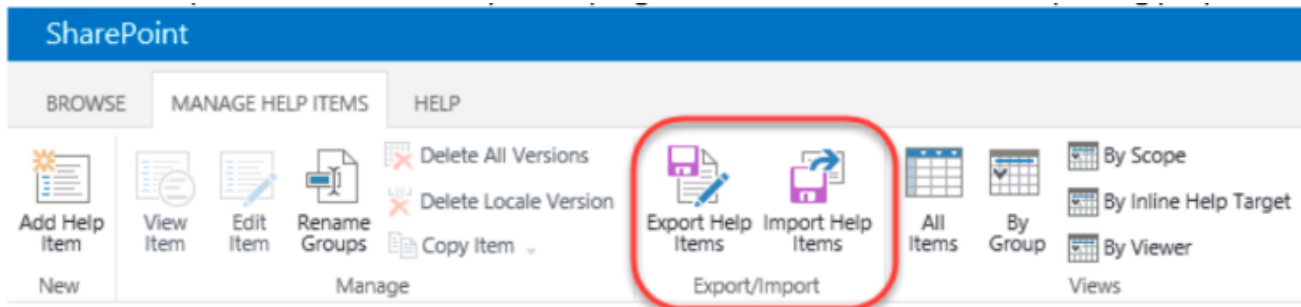
support.visualsp.com/knowledge-base/exporting-and-importing-help-items-on-prem/

July 9, 2019

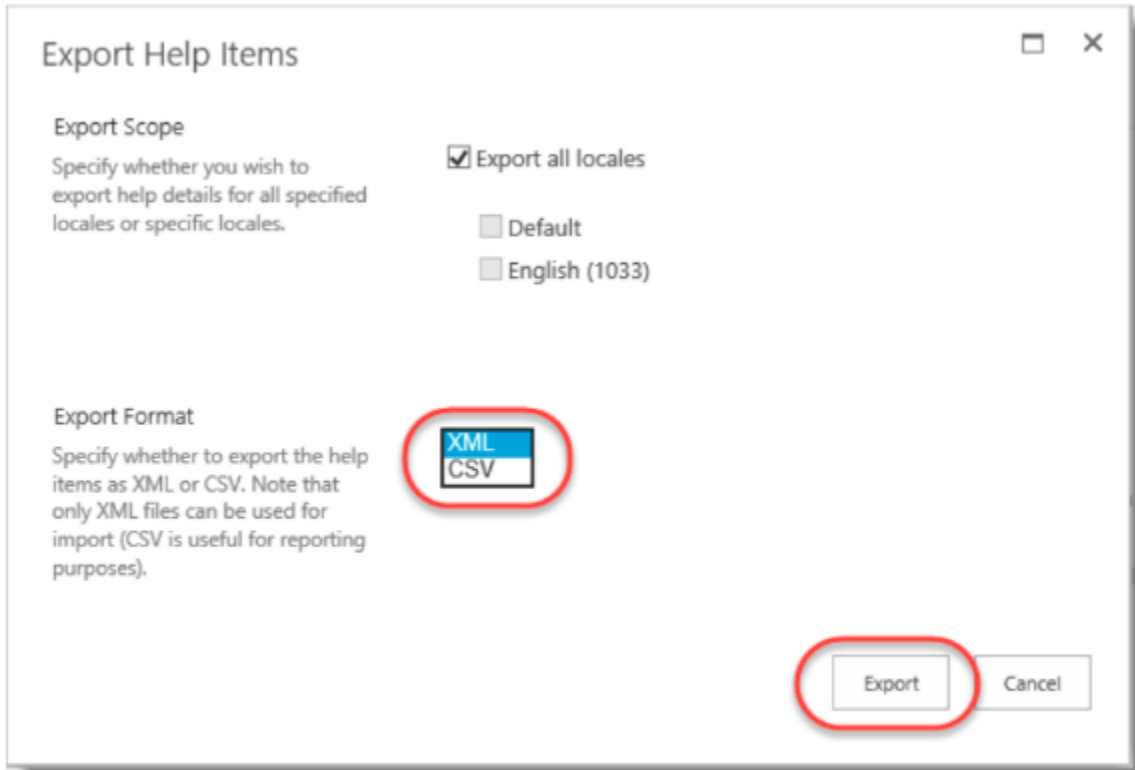
Applies to: **VisualSP Classic**

You may export Help items from one site collection and import them into another by using the buttons in the Import/Export group of the Manage Help Items ribbon. You can also export help items to a CSV file that can be opened in Excel or many other programs. This can be useful for reporting purposes.

Navigate to the **Manage VisualSP Help Items** page in the site collection from which you would like to export help items. If you don't want to export all help items, select the items you do want to export by checking the checkbox to the left of each one. Click the **Export Items** icon on the Manage Help Items ribbon.

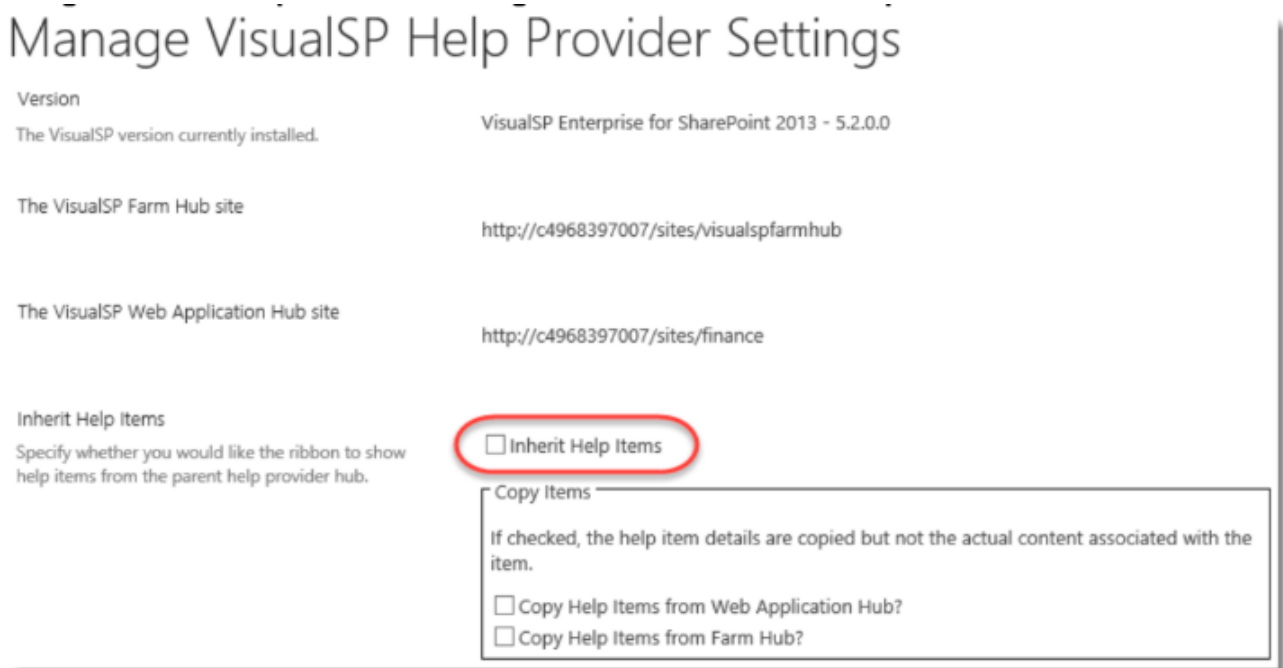


In the **Export Help Items** dialog, select the locales for which you do want to export; by default, content for all locales will be exported. If you want to import the exported help items into another site collection, select the **XML Export Format**. Click the **Export** button.



Respond yes to the prompt to save *VisualSPHelpItems.xml*. The file size is generally small and can be easily transported.

Navigate to the site collection into which you want to import these items. Before you import any items, check to see if it is inheriting items from a parent help provider hub. Click **Site Actions -> Site Settings -> Manage VisualSP Help Provider Settings**. Notice if the **Inherit Help Items** box is checked or not.



Return to the Site Settings page by clicking your browser's back button. Click **Manage VisualSP Help** Items. If this site is inheriting Help items (like shown in image above) then you may not see any existing Help items in the *Manage VisualSP Help Items* page. Any Help items you add to a site collection that is inheriting Help items will appear in addition to the inherited Help items.

Click the **Import Help Items** button in the Manage Help Items ribbon. Click the **Browse** button, navigate to the **VisualSPHelpItems.xml** file you exported previously, and select it. Select whether or not you want to overwrite any existing help items and click the Import button. The imported Help items will appear on the Manage VisualSP Help Items page in this site collection.

Import Help Items [Close]

Upload XML
Specify the path to the VisualSP Ribbon XML file you wish to import.

XML File [Browse...]

Overwrite Existing Items
Specify whether you would like to overwrite existing items. If not overwriting then only items that do not have an existing entry or corresponding locale specific details will be imported and no existing data will be changed (existing entries are determined by using a unique identifier assigned to each item at the time of creation).

Overwrite Do NOT Overwrite

[Import] [Cancel]

If you chose the CSV Export Format, you can open the file in Excel. This is a great way to get a better overall view of how your help items are configured.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Title	Modified	Created	Uniqueid	Group	Locale	Size	Link	Description	ShowIn	Viewer	Icon	TabScope	Selector	Per
2	Tasks List quick reference	8/4/2016 18:59	2/4/2016 21:27	9de02f1d-Quick Reference			Large	http://	Reference card for Tasks li	FALSE	Image	http://c49/#Tasks;#			;RA
3	Lista de referencia r�pida	8/4/2016 18:59	2/4/2016 21:27	9de02f1d- Documentos de Ayuc			1036 Large	http://	Carte de referencia para	FALSE	DefaultVi	http://c49/#Tasks;#			;RA
4	Lista de referencia r�pida	8/4/2016 18:59	2/4/2016 21:27	9de02f1d- Documentos de Ayuc			3082 Large	http://	Tarjeta de referencia para	FALSE	DefaultVi	http://c49/#Tasks;#			;RA
5	Create a list item	8/4/2016 18:59	2/4/2016 21:27	59a5cc0f- General List Videos			Medium	http://	This video shows how to ci	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
6	Cr�ation d'un �ment de liste	8/4/2016 18:59	2/4/2016 21:27	59a5cc0f- Liste des vid�os			1036 Medium	http://	Cette vid�o montre com	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
7	Creaci�n de una lista de elementos	8/4/2016 18:59	2/4/2016 21:27	59a5cc0f- Lista de Videos			3082 Medium	http://	En este v�deo se muestra	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
8	Edit a list item	8/4/2016 18:59	2/4/2016 21:27	b1be3dc7- General List Videos			Medium	http://	This video shows how to e	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
9	Modification d'un �ment dans une li	8/4/2016 18:59	2/4/2016 21:27	b1be3dc7- Liste des vid�os			1036 Medium	http://	Cette vid�o montre com	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
10	Edici�n de un elemento de una lista	8/4/2016 18:59	2/4/2016 21:27	b1be3dc7- Lista de Videos			3082 Medium	http://	Este video muestra c�mo	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
11	Announcement info doc	8/4/2016 18:59	2/4/2016 21:27	0d942b20- Help documents			Medium	http://	This document describes h	TRUE	Documen	http://c49/#Unassigned;#			;RA
12	Announce info doc	8/4/2016 18:59	2/4/2016 21:27	0d942b20- Aide Documents			1036 Medium	http://	Ce document d�crit la fa	FALSE	DefaultVi	http://c49/#Unassigned;#			;RA
13	Info Anuncio doc	8/4/2016 18:59	2/4/2016 21:27	0d942b20- Documentos de Ayuc			3082 Medium	http://	Este documento describe c	FALSE	DefaultVi	http://c49/#Unassigned;#			;RA
14	Create an Announcements list	8/4/2016 18:59	2/4/2016 21:27	7cb06ccf- Announcements List Manage			Large	http://	This video shows how to ci	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
15	Creaci�n de una lista de anuncios	8/4/2016 18:59	2/4/2016 21:27	7cb06ccf- Lista de Videos			3082 Large	http://	En este v�deo se muestra	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
16	Cr�ation d'une liste d'annonces	8/4/2016 18:59	2/4/2016 21:27	7cb06ccf- Liste des vid�os			1036 Large	http://	Cette vid�o montre com	FALSE	DefaultVi	http://c49/#AnnouncementList;#			;RA
17	Document Library info doc	8/4/2016 18:59	2/4/2016 21:27	c55c8207- Creating Documents			Medium	http://	This document describes h	TRUE	Documen	http://c49/#Unassigned;#			;RA
18	Biblioth�que de documents document inf	8/4/2016 18:59	2/4/2016 21:27	c55c8207- Aide Documents			1036 Medium	http://	Ce document d�crit la fa	FALSE	DefaultVi	http://c49/#Unassigned;#			;RA
19	Biblioteca de documentos info doc	8/4/2016 18:59	2/4/2016 21:27	c55c8207- Documentos de Ayuc			3082 Medium	http://	Este documento describe c	FALSE	DefaultVi	http://c49/#Unassigned;#			;RA
20	Document Library quick reference	8/4/2016 18:59	2/4/2016 21:27	d65175db- Quick Reference			Large	http://	Reference card for docum	FALSE	Image	http://c49/#DocumentLibrary;#			;RA
21	Biblioth�que de documents de referencia r�pida	8/4/2016 18:59	2/4/2016 21:27	d65175db- Aide Documents			1036 Large	http://	Carte de referencia para	FALSE	DefaultVi	http://c49/#DocumentLibrary;#			;RA
22	Biblioteca de documentos de referencia r�pida	8/4/2016 18:59	2/4/2016 21:27	d65175db- Documentos de Ayuc			3082 Large	http://	Tarjeta de referencia para	FALSE	DefaultVi	http://c49/#DocumentLibrary;#			;RA
23	Upload a document	8/4/2016 18:59	2/4/2016 21:27	1cfbbaef- Creating Documents			Medium	http://	This video shows how to u	FALSE	DefaultVi	http://c49/#DocumentLibrary;#			;RA

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Tagged: VisualSP Classic