

# Importing Objects with Import/Export Utility

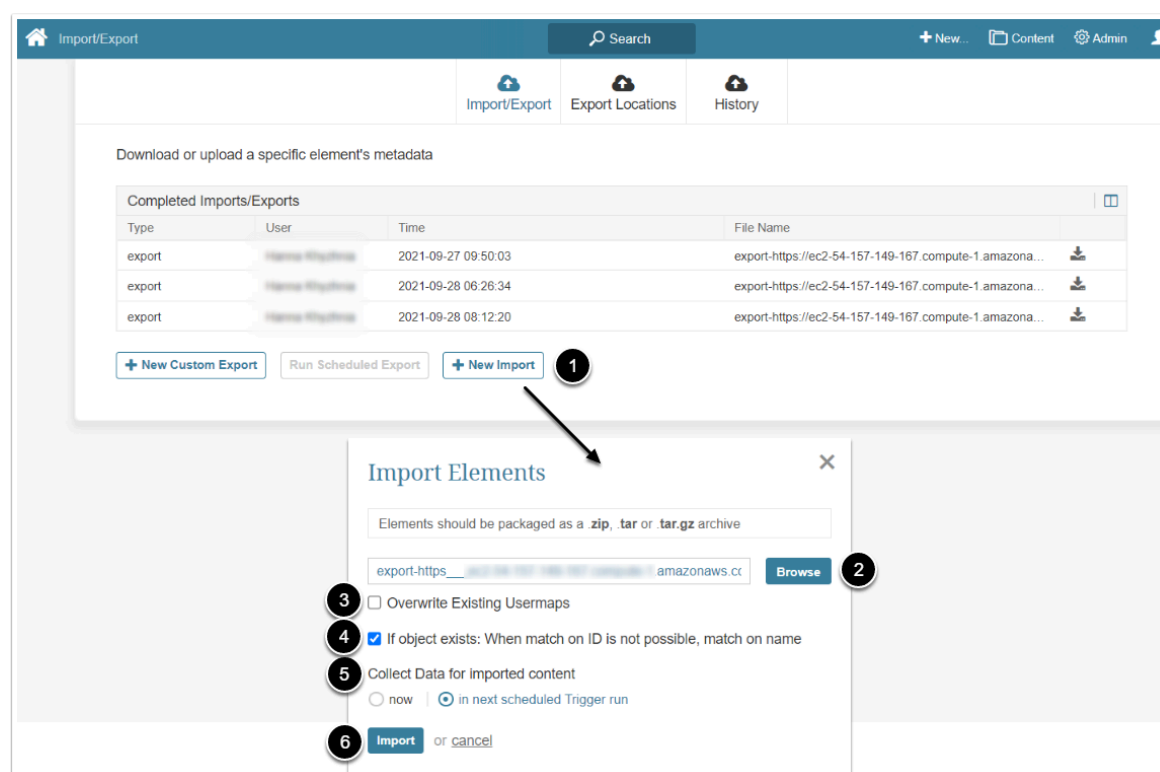
This article describes the Import procedure, performed by the Import/Export Utility.

Import procedure loads an Object to a target instance from a .tar.gz file. All import changes are stored in **Import/Export History** section. This Utility also allows the User to Revert the Import (*rollback*) and bring the target instance to a previous migration state.

## Import Procedure

### 1. Create New Import Operation

Access **Admin > Utilities > Import/Export**



1. **[+ New Import]**
2. **[Browse]** and choose the downloaded .tar.gz
3. Enable **Overwrite Existing Usermaps** checkbox if you want to update the data in User Maps on the target system
4. Enable **If object exists: When match on ID is not possible, match on name** checkbox if you want the system to update the existing object with the same name, but with a different ID

5. **Collect Data for imported content:** Choose when data for imported elements is to be collected
6. **[Import]**

## 2. Check the Imported Metadata

Import Result

1

9 of selected Objects were imported, data will be collected on next Trigger run.

Objects for Import

#	Name	Message
1	Element: Cost by Country	Data will be collected on Daily run
2	Element: Cost Analysis	Data will be collected on Daily run
3	Element: Cost greater than Sales	Data will be collected on run
4	Element: Corporate Sales Overview	Data will be collected on Update: Daily report
5	Element: Daily Sales	Data will be collected on Update: Daily report
6	Element: Daily Sales - Tableau	Data will be collected on run
7	Dataset: Sales Dataset 2018 - Tableau Table	Data will be collected on Update: Daily report
8	Dataset: Daily sales (Demo)	Data will be collected on Update: Daily report
9	Dataset: Daily Sales - Tableau	Data will be collected on Daily run

Done

2

1. Once the import is generated, the success message with the list of elements is displayed
2. **[Done]**



It is recommended to check each Element message and ensure that there are no errors. There may be inconsistencies between available Data Sources across staging and production environments which may cause Element to have an error when attempting to refresh.

## Revert Import Procedure

Rollback procedure reverts all the changes that were made by specific Import.

Access **Admin > Utilities > Import/Export History**

The screenshot shows the METRIC INSIGHTS application interface. At the top, there is a navigation bar with a search bar, a '+ New...' button, and links for 'Content', 'Admin', and the user 'Yevgeniya'. Below the navigation bar, there are three tabs: 'Import/Export', 'Export Locations', and 'History'. The 'History' tab is currently selected and highlighted in yellow. Below the tabs, there is a table with the following columns: 'User', 'Objects', 'Status', and 'Revert'. The table contains several rows of data, including imports by 'Yevgeniya' and 'Yevgeniya' with various object counts and statuses. A dialog box titled 'Revert Import' is open at the bottom, with the text 'Revert all changes made in this import. This will impact 1 Portal Page'. The dialog box has a 'Revert' button and a 'cancel' link. A red circle with the number '1' is placed over the 'Revert' button, and a red circle with the number '2' is placed over the 'Revert' button in the dialog box. An arrow points from the 'Revert' button in the dialog box to the 'Revert' button in the table row.

User	Objects	Status	Revert
Yevgeniya	1 Object	Success	
Yevgeniya	1 Object	Success	
Yevgeniya	9 Objects	Success	
Yevgeniya	1 Object	Success	
Yevgeniya	0 Object	Success	
Yevgeniya	0 Object	Success	
Yevgeniya	0 Object	Success	
Yevgeniya	1 Object	Success	
Yevgeniya	1 Object	Success	

**Revert Import**

Revert all changes made in this import. This will impact 1 Portal Page

**2** **Revert** or [cancel](#)

1. Click the circle arrow icon in the row of the required Import
2. **[Revert]**