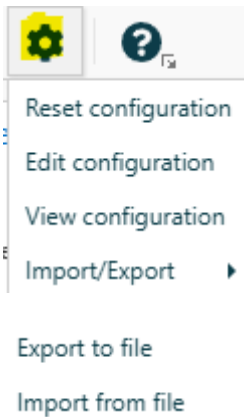


# Share configuration

<p>This guide describes how to share a configuration with a colleague and create a backup of a configuration you want to save.</p>		
Instruction	Explanation	Navigation
<p><b>Save a copy of the configuration</b></p>	<ol style="list-style-type: none"> <li>1. Click <b>Settings</b> in the main ribbon.</li> <li>2. Select Import/Export.</li> <li>3. Select Export to file.</li> <li>4. The file will now be downloaded to your computer. You can choose where to save it. You may rename the file.</li> </ol>	
<p><b>Share the configuration with colleague</b></p>	<p>Send a saved configuration file to a colleague. The colleague should then do the following:</p> <ol style="list-style-type: none"> <li>1. Click <b>Settings</b> in the main ribbon.</li> <li>2. Select <b>Reset configuration</b> – this will delete the user’s personal settings.</li> <li>3. Select <b>Import/Export</b>.</li> <li>4. Select <b>Import from file</b>.</li> <li>5. Select the file you want to import and tick <b>Delete existing configurations</b>.</li> <li>6. Click <b>Import</b>.</li> </ol> <p>The configuration from the file is now the active configuration.</p>	