

# Activity 39: Import and export templates

## Who should complete this activity

- Prepress operators
- System administrators

## Why you should complete this activity

Knowing how to import and export templates will enable you to back up and maintain templates without stopping Prinergy Evo.

The import and export functions you will learn about in this activity do not offer as comprehensive a backup solution as the Save/Restore Configuration procedure, but they help to ensure that comparable Evo systems may perform the same operations.

Support personnel may require process and workflow templates to reproduce or duplicate operating conditions. Understanding how to export process templates while Prinergy Evo is running could expedite support assistance.

## Recommended reading

[Prinergy Evo Workflow Client user guide](#) for your version of Prinergy Evo Workflow software.  
Search for:

- Export process templates
- Importing process templates

Prinergy Evo Workflow Administrator guide for your version of Prinergy Evo Workflow software.  
Search for:

- Exporting Multiple Process and Workflow Templates,
- Importing Multiple Process and Workflow Templates

## Time required to complete this activity

30 minutes

## What you'll learn

You will learn how to import and export process templates and workflow templates using Prinergy Evo Administrator and the Process Template Editor.

## What you'll need

In the location to which you extracted the activity files, find the **Activity 39** folder and the files in its eight folders.

## What you'll do

- Use Prinergy Evo Administrator to import process templates and workflow templates.
- Use the Process Template Editor and the Prinergy Evo Client to examine templates.

- Use the Process Template Editor to export, then import, process templates.
- Examine process templates and workflow templates using Windows.
- Use Prinergy Evo Administrator to export process and workflow templates.