

# Exporting and Importing Assessments

Last Modified on 02/07/2020 5:43 pm ACST

This article is part of the assessment builder guide. You will require administration access to view the pages mentioned in this article.

If you have a test and live instance of CareRight, you can build an assessment in the test instance and then export it into the live instance.

## Exporting

To export an assessment:

1. Select **Administration**
2. Select **Assessments** from the menu
3. Search for or locate the assessment you wish to export.
4. Click **Action > Export**
5. Your browser will prompt for you to select a location to save the ".form" file.

## Importing

You can import an existing assessment into CareRight. This assessment has to have been built in CareRight and exported. The Import file is an XML file, with the extension ".FORM".

To Import an assessment:

1. Select **Administration**.
2. Select **Assessments** from menu.
3. Click **Import**.
4. Click **Browse** → Select the .form file.
5. Click **Open**.
6. Click **Import**.

The Assessment will now appear in the Current view (Administration > Assessments). It must be published and enabled in order to be available to users.

## Notes

- Export and Import may not work correctly, or some features may not work, if the source and target versions of CareRight are different.
  - If the assessment uses trigger classes, they must be exported and imported first.
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