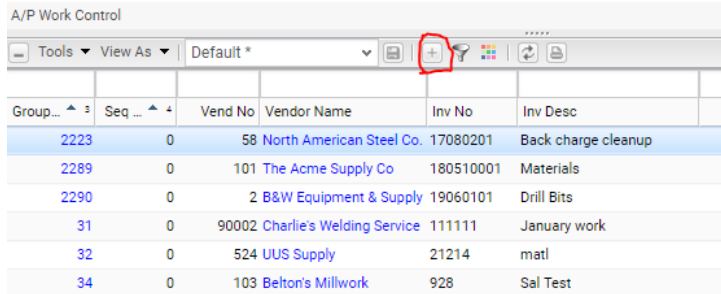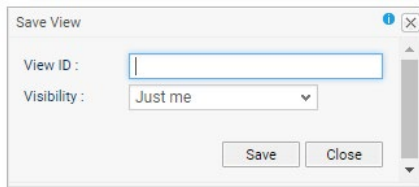How to Export and Import a Web2 Menu Option with its views.

After you have made all of the changes you want to a listing save the view by pushing the diskette icon.

Once it is pushed a popup window will appear where you name your view and save it.
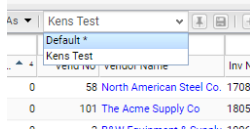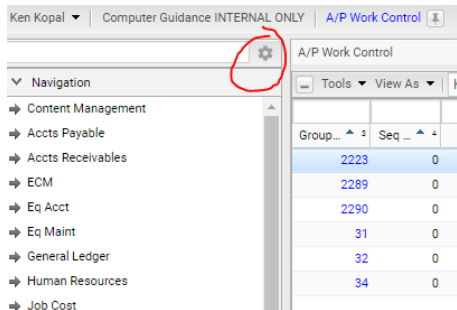
You should then see it under the view list

Now push the cog to turn Edit Mod on

You will want to copy how this application is setup

|	
App ID	ecms/AcctPay/WorkContr ...
Title	A/P Work Control
Minimal UI	☐ ...
Suppress Drills	☐ ...
Company Number	${GLOBAL:COMPANYNO} ...
Division Number	${GLOBAL:DIVISIONNO} ...
AP Work Group Number	...
Division Number	...
Always Show Results	☑ ...
Show Criteria	☐ ...

More...

Drop down the File Menu and select Deselect All. We will be making a new folder and do not want it to be under any other folder.
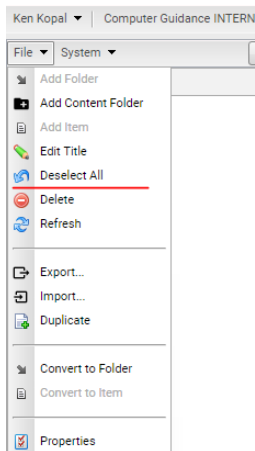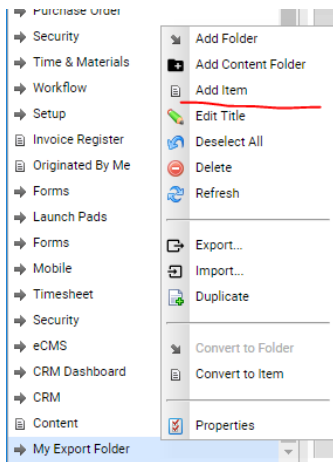
The drop down the File Menu and select the Add Folder
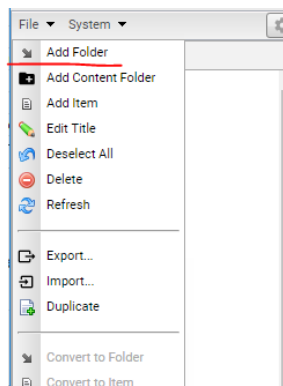
A new folder is add at the button rename to something else
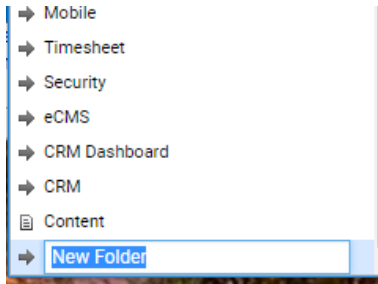
Once you have renamed it hit enter then right click on and a popup will appear select Add Item

A new item will be added and you will want to rename it to the same name as the one we want to move.
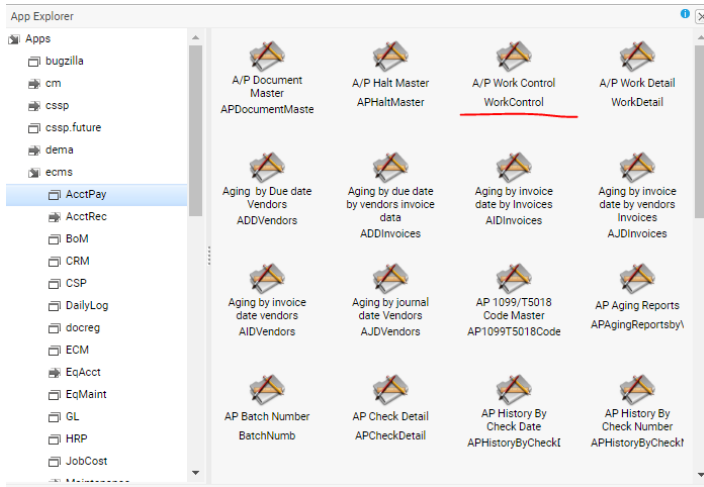

Now you will select the App Id from the middle of the work area select the ellipsis

A new window will pop up and you will need to drill down until you find the app you are looking for.
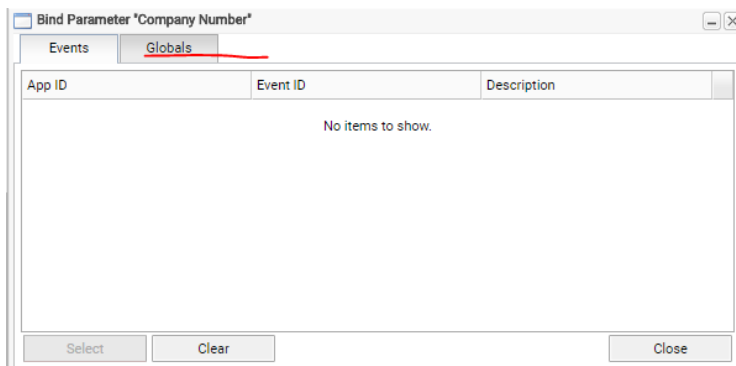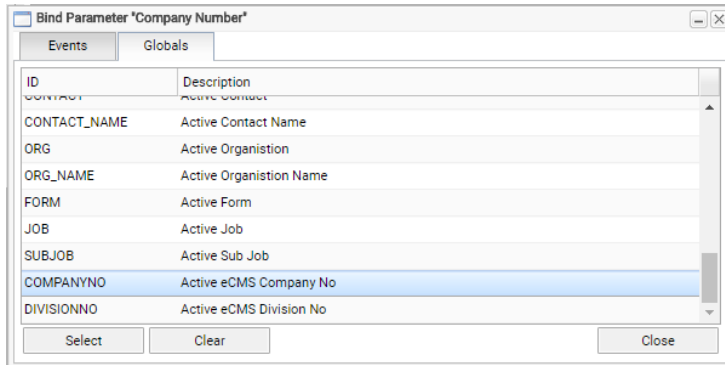Here is what one I am coping looks like

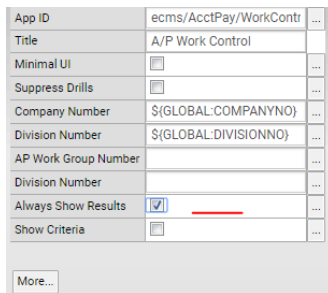Select that app then setup the properties the same as the one you are copying

Select the ellipsis next to Company Number a new window will pop up select the Global tab

Scroll down until you see the COMPANYNO ID select it the push the Select button do the same for DIVISIONNO
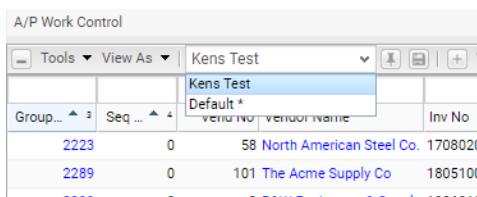
Once you have all of the parameters set check Always Show Results if it is required
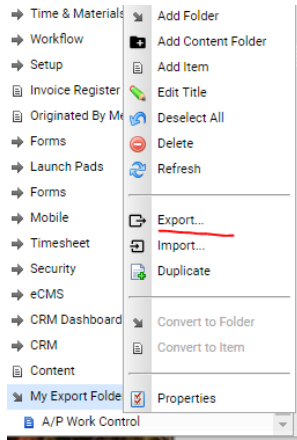

Turn of the edit mod by pushing the cog and run it for a test run. It will ask you if you want to save select Yes.
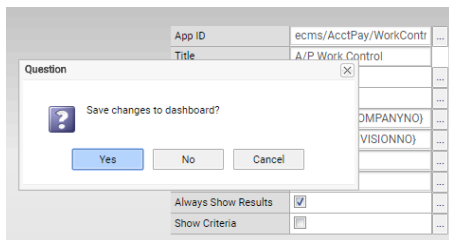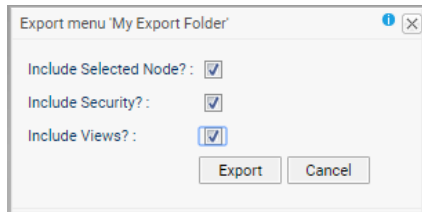

Your view should show on the drop down selection

Go back into edit mode and right click on your folder and select Export

A new window pops up and you usually would want to select all three options. The first is asking do you want to copy the folder or not the second is to copy the security or not and the last is the view. The only thing we are after.
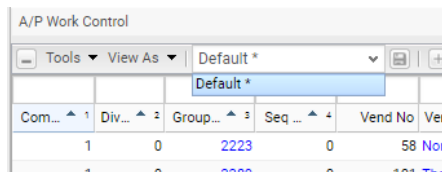
Select Export

It will store in your Download folder call menu.the name of your folder.xml
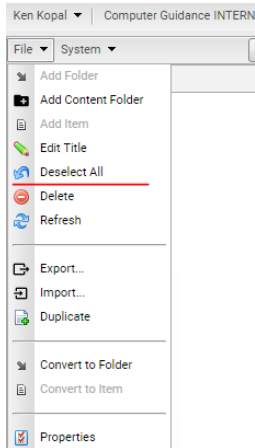
You can delete the folder to keep everything clean. Just right click on the folder select Delete.

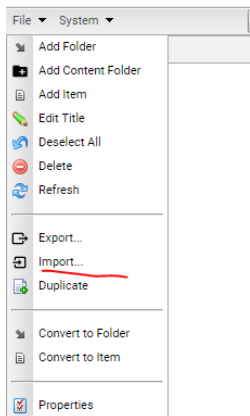I also deleted the view to show this does work

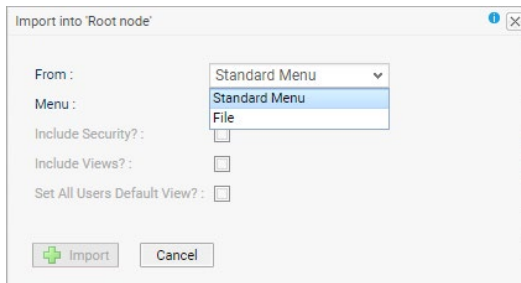To import you have to be in Edit Mode by select the cog

Drop down the File Menu and select Deselect All. We will be importing the copied folder and do not want it to be under any other folder.

Drop down the File menu again and select Import

The Import window opens and the default From menu is Standard Menu YOU DO NOT WANT it drop the select down and select File
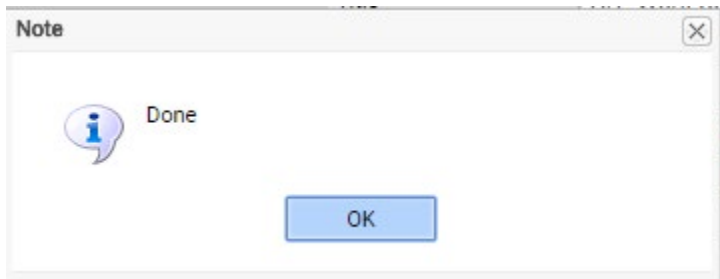

The window will change and now gives a Chose button to drill to where you have the menu XML Select it in open it will pause a moment while it is importing the xml.
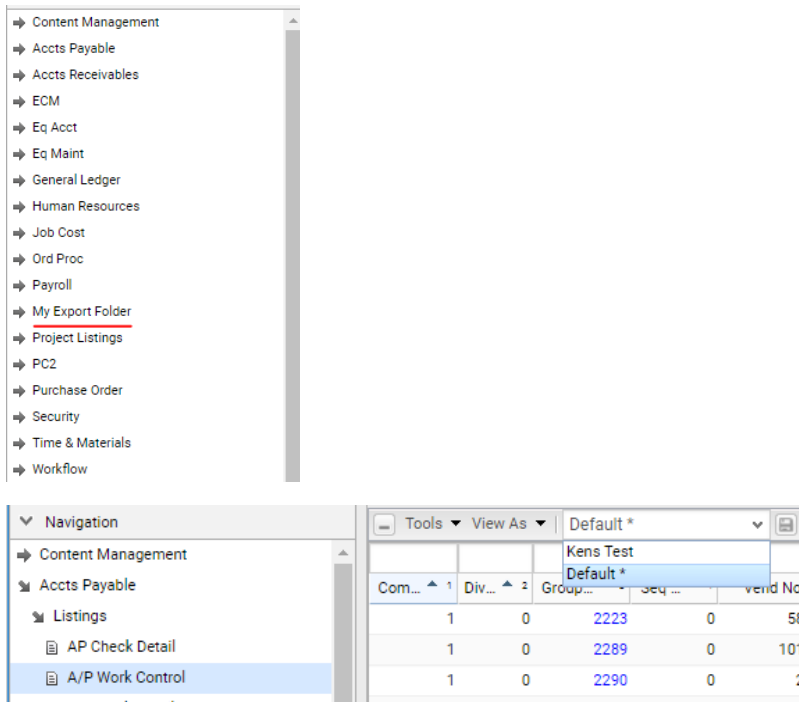
You will want to select both the Include Security and Include Views the push the Import button.
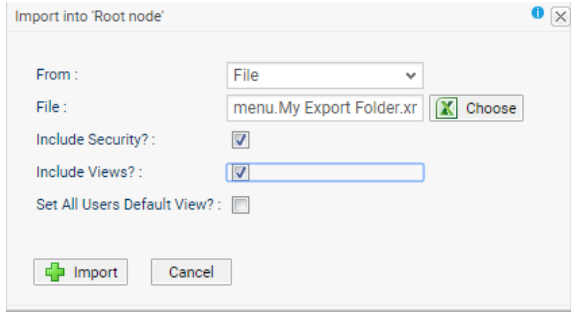
You will see a Note saying it is done but you will have to log off and back on to see the new Folder.

After you sign on you will see your folder but also the View under the original menu option.

Don't forget to delete your working folder on this system