

# Import or Export TestNav Configurations

You can import and export TestNav configurations to easily set up configurations in the system.

## Step-by-Step

1. From **Setup**, select **TestNav Configurations**.

The screenshot shows the PearsonAccessNext interface with the 'SETUP' tab selected. In the left sidebar under 'Program Inform', the 'Import / Export Data' option is expanded, showing 'TestNav Configurations' as one of the available options.

2. Type a configuration name into the search field, and click **Search**.

The screenshot shows the 'TestNav Configurations' search results page. A search term '1' has been entered into the search bar, and the results table shows two entries:

Configuration Name	Organization	Last Edited
1	Reference State (ref)	06/29/2018 10:12:31 AM
2	DEMO DISTRICT 2 (020000)	10/09/2018 09:18:52 AM

3. Click the checkbox next to the configuration.

The screenshot shows the 'TestNav Configurations' search results page after the checkbox next to configuration '1' has been selected. The results table now highlights the selected row:

Configuration Name	Organization	Last Edited
1	Reference State (ref)	06/29/2018 10:12:31 AM
2	DEMO DISTRICT 2 (020000)	10/09/2018 09:18:52 AM

4. Click **Select Tasks**, select **Import / Export TestNav Configurations**, and click **Start**.

## TestNav Configurations

The screenshot shows the 'TestNav Configurations' page. At the top, there's a blue header bar with the title. Below it is a white search bar containing a dropdown menu labeled 'Select Tasks'. This dropdown has three options: 'Create / Edit TestNav Configurations', 'Delete TestNav Configurations', and 'Import/Export TestNav Configurations'. The third option is checked with a checkmark. To the right of the dropdown is a blue 'Start' button. Below the search bar is a search input field with placeholder text 'Configuration Name starts with' and a blue 'Search' button.

5. Click the **Action** dropdown, and select **Import** or **Export**.

This screenshot shows a modal dialog box titled '+ Import/Export Testnav Configuration'. On the left, there's a blue header bar with the same title. To the right is a section labeled 'Action' with a dropdown menu. The dropdown has three options: 'Import' (which is highlighted with a blue background), 'Export', and another option that is partially visible. Below the dialog is a large gray rectangular area.

6. Click **Import** or **Export**, as appropriate.

This screenshot shows the 'Import/Export Testnav Configuration' dialog box again. On the left, the blue header bar is visible. In the center, there's a table with three columns: 'Configuration Name', 'Organization', and 'Proctor Caching Computers'. The first row contains the value '1' in the 'Configuration Name' column, 'Reference State(ref)' in the 'Organization' column, and 'School 1 Computer 0' and 'School 2 Computer 0' in the 'Proctor Caching Computers' column. Below the table is a yellow text box with the instruction 'Generate a comma separated value (CSV) file that contains TestNav configuration(s.)'. At the bottom of the dialog is a blue 'Export' button.

*To avoid a possible timeout, Pearson recommends that you do not import/export over 300 TestNav configurations at a time.*