

# Import and Export group

### - Export group to Offline

You can export a group to another Virgo Offline instance

Search for the group you want to export using Find button

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New	<u>D</u> elete	<u>M</u> odify	Add	Find (F3)	<u>E</u> xit	

Select the group from list

Sort By Id	× I					
d Group Name	Client	Contract	Status	Count	Mofa Count	Visa Count
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120						
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Choose from menu (Export > Export to Offline)

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Export	Print
Ex	port to Offline
Ex	port to Tawaf
Ex	port to Excel
Ex	port To Excel (Compact)
Ex	port Photos

Browse for save location, type a name and click Save

Save As					Х
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Organize 💌 New folder				•	0
This PC					
Desktop					
📋 Documents					
🖶 Downloads					
J Music GUI					
Fictures					
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File name:					×
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🔿 Hide Folders		-	Save	Cancel	

### - Import group from Offline

Open group window



#### Choose from menu (Import > Import from Offline)



Browse to the location of (Offline file), select it and click Open

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Drganize 🔻 🛛 Ne	w folder				EE • 🔳	0
🔜 Desktop	<b>^</b> 1	Name ^		Date modified	Туре	
Documents		Compressed		25/04/2016 10:38	File folder	
🖶 Downloads		Documents		24/04/2016 13:48	File folder	
💧 Music		Music		07/01/2016 08:58	File folder	
Pictures		Programs		25/04/2016 10:49	File folder	
Videos		Video		07/01/2016 08:58	File folder	
System (C:)		Umrah.offline		25/04/2016 14:03	OFFLINE File	
Data (D:)			Ту	pe: OFFLINE File		
Recovery (E:)			Da	te: 1.18 KB ite modified: 25/04/2	016 14:03	
JOOOJ (G:)						
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	File name	Umrah offline		V Offline Files		~



## Possible errors

When you have group name duplicate you will get error messages

"Group Name is Duplicate"

"Group create error"



#### For more Information and Inquiries Please Contact

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