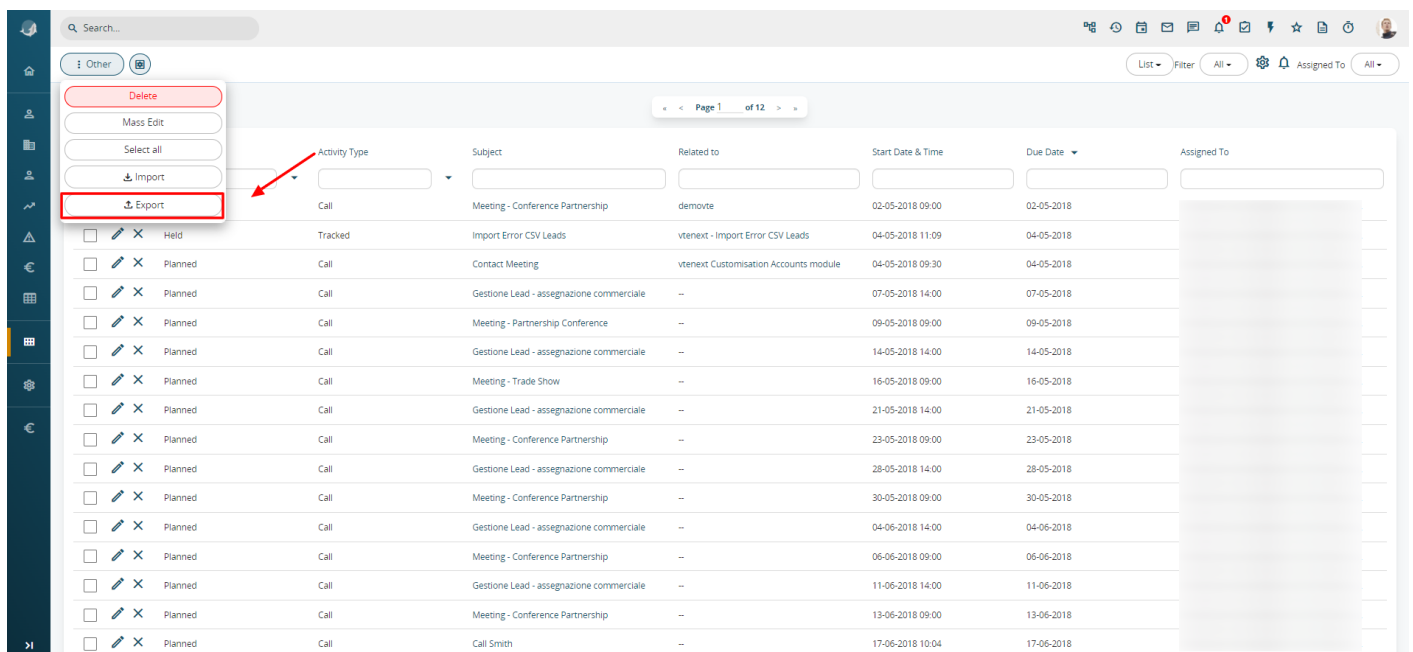


# 4.5 Import and export activities

To import or export Activities between vtenext and other applications, the standard iCalendar format is available (.ics extension).

To export the activities of the vtenext calendar, you must display it in list mode, select the records to be exported, press „the export button and choose the filename. Likewise, to import records from the external iCalendar file, press the import button and follow the procedure.



The screenshot shows the vtenext calendar interface in list mode. A red box highlights the 'Export' button in the top left corner. A red arrow points to the 'Activity Type' dropdown menu. The table below shows a list of activities with columns for Activity Type, Subject, Related to, Start Date & Time, Due Date, and Assigned To.

	Activity Type	Subject	Related to	Start Date & Time	Due Date	Assigned To
<input type="checkbox"/>	Call	Meeting - Conference Partnership	demovte	02-05-2018 09:00	02-05-2018	
<input type="checkbox"/>	Tracked	Import Error CSV Leads	vtenext - Import Error CSV Leads	04-05-2018 11:09	04-05-2018	
<input type="checkbox"/>	Call	Contact Meeting	vtenext Customisation Accounts module	04-05-2018 09:30	04-05-2018	
<input type="checkbox"/>	Planned	Gestione Lead - assegnazione commerciale	--	07-05-2018 14:00	07-05-2018	
<input type="checkbox"/>	Planned	Meeting - Partnership Conference	--	09-05-2018 09:00	09-05-2018	
<input type="checkbox"/>	Planned	Gestione Lead - assegnazione commerciale	--	14-05-2018 14:00	14-05-2018	
<input type="checkbox"/>	Planned	Meeting - Trade Show	--	16-05-2018 09:00	16-05-2018	
<input type="checkbox"/>	Planned	Gestione Lead - assegnazione commerciale	--	21-05-2018 14:00	21-05-2018	
<input type="checkbox"/>	Planned	Meeting - Conference Partnership	--	23-05-2018 09:00	23-05-2018	
<input type="checkbox"/>	Planned	Gestione Lead - assegnazione commerciale	--	28-05-2018 14:00	28-05-2018	
<input type="checkbox"/>	Planned	Meeting - Conference Partnership	--	30-05-2018 09:00	30-05-2018	
<input type="checkbox"/>	Planned	Gestione Lead - assegnazione commerciale	--	04-06-2018 14:00	04-06-2018	
<input type="checkbox"/>	Planned	Meeting - Conference Partnership	--	06-06-2018 09:00	06-06-2018	
<input type="checkbox"/>	Planned	Gestione Lead - assegnazione commerciale	--	11-06-2018 14:00	11-06-2018	
<input type="checkbox"/>	Planned	Meeting - Conference Partnership	--	13-06-2018 09:00	13-06-2018	
<input type="checkbox"/>	Planned	Call Smith	--	17-06-2018 10:04	17-06-2018	

As an alternative to export / import in iCalendar format, vtenext supplies a series of integrations with very common systems:

- Synchronisation via Active Sync protocol (extra module);
- Synchronisation with Exchange calendar (extra module);
- Synchronisation with GCalendar (extra module);
- Synchronisation with Zimbra (extra module);
- Synchronisation with Outlook and Thunderbird via plugin.

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