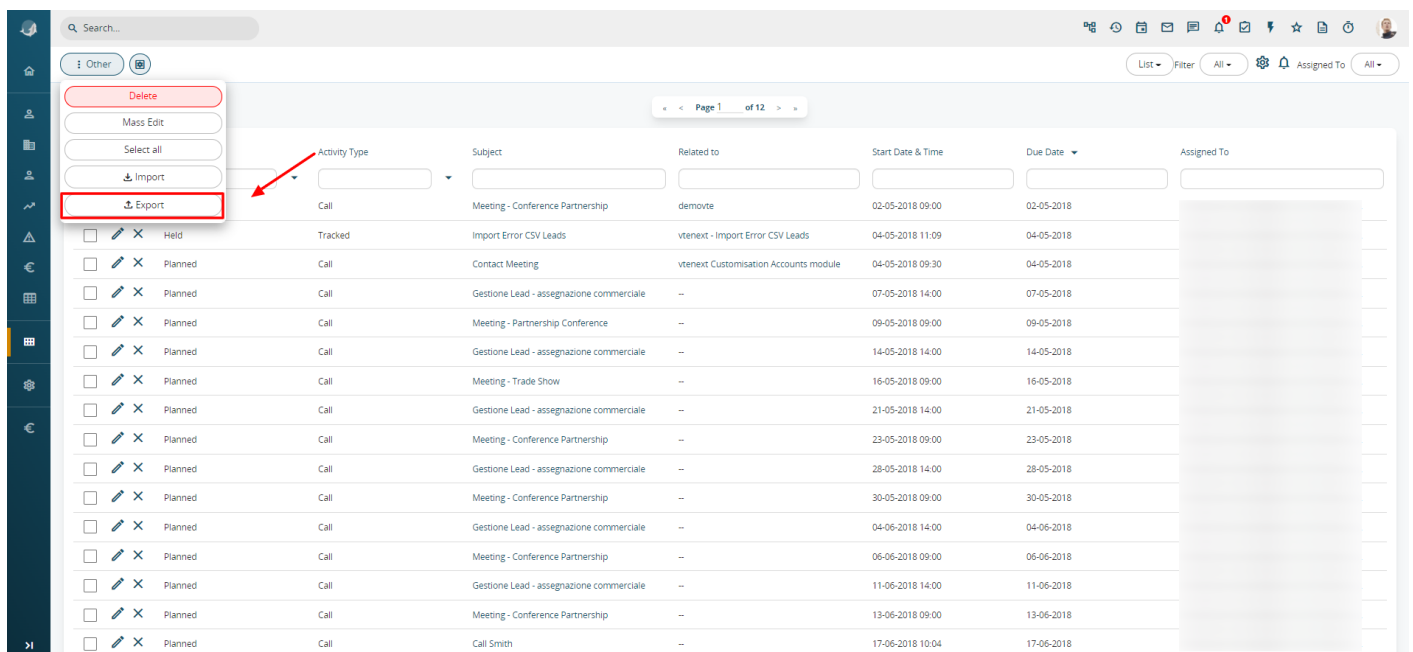


4.5 Import and export activities

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. A sidebar on the left contains navigation icons. A top bar includes a search field and various utility icons. Below the top bar, a dropdown menu is open, showing options: Delete, Mass Edit, Select all, Import, and Export. The 'Export' option is highlighted with a red box and a red arrow. The main area displays a table of activities with columns: Activity Type, Subject, Related to, Start Date & Time, Due Date, and Assigned To. The table contains 15 rows of activity data, including 'Held', 'Planned', and 'Tracked' activities.

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