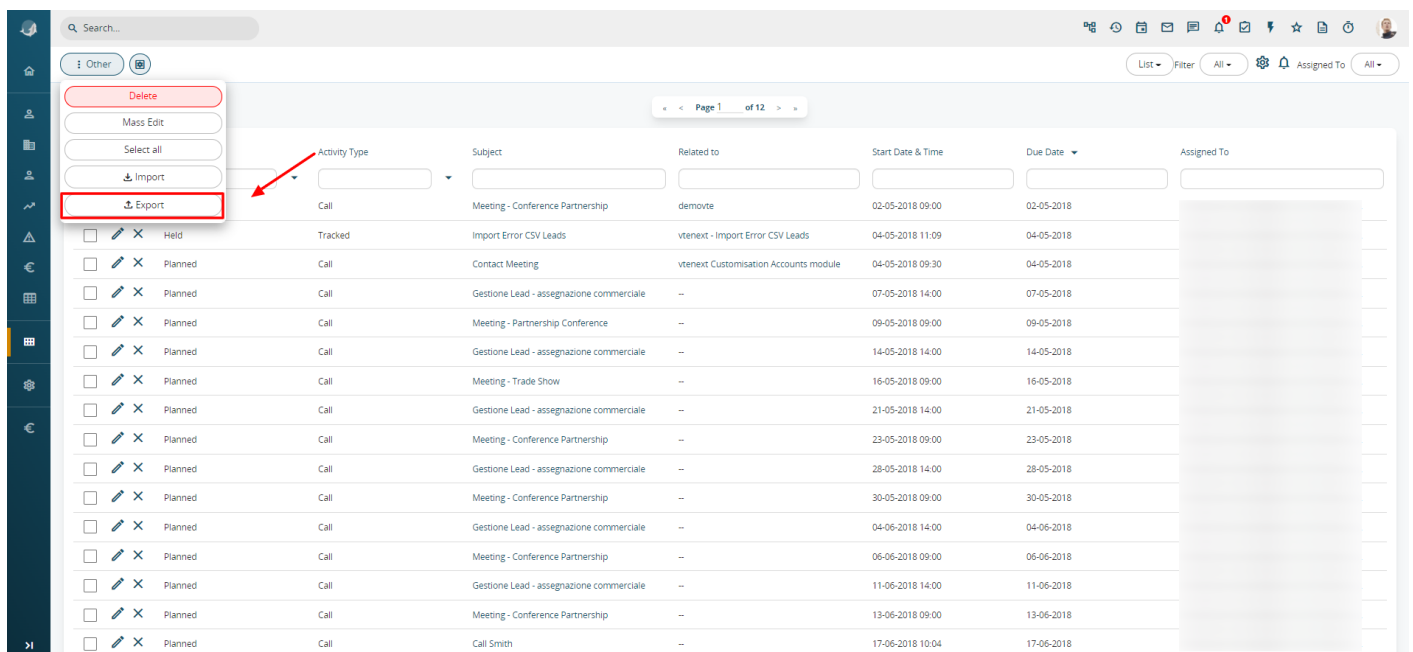


4.5 Import and export activities

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 web interface. On the left, a sidebar contains navigation icons. At the top, there is a search bar and a toolbar with icons for various actions. Below the search 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. A red arrow points to the 'Activity Type' dropdown menu in the main table. The table has columns: 'Activity Type', 'Subject', 'Related to', 'Start Date & Time', 'Due Date', and 'Assigned To'. The table contains several rows of activity data, including 'Held', 'Planned', and 'Tracked' activities. The 'Export' button is located in the top right corner of the interface.

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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