

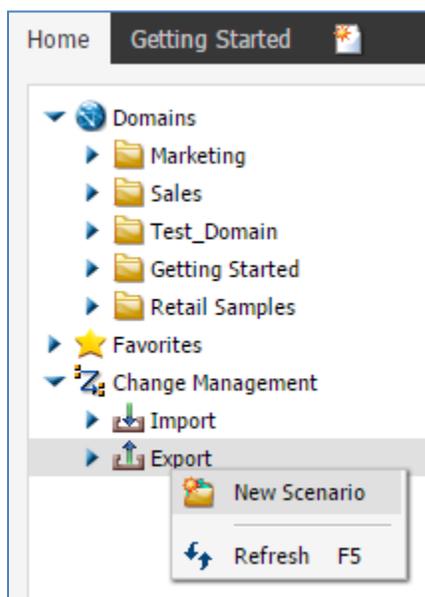


Module 2: Managing Your Resources → Lesson 4: Understanding Change Management → *Learn*

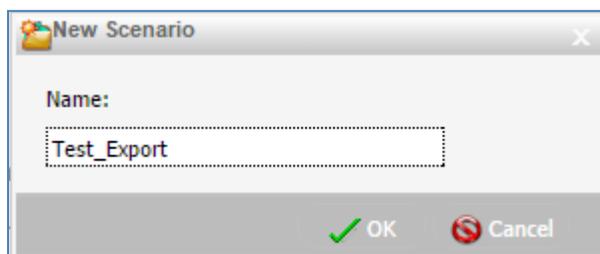
Welcome to *Module 2, Lesson 4*. In this lesson, you will learn how you can use Change Management to move your content between WebFOCUS Business User Edition environments.

Once you've identified the content that you want to transfer to another WebFOCUS Business User Edition environment, the first step is to perform a Change Management Export of the content.

To perform a Change Management Export, open the Change Management node, right-click Export, and click *New Scenario*.



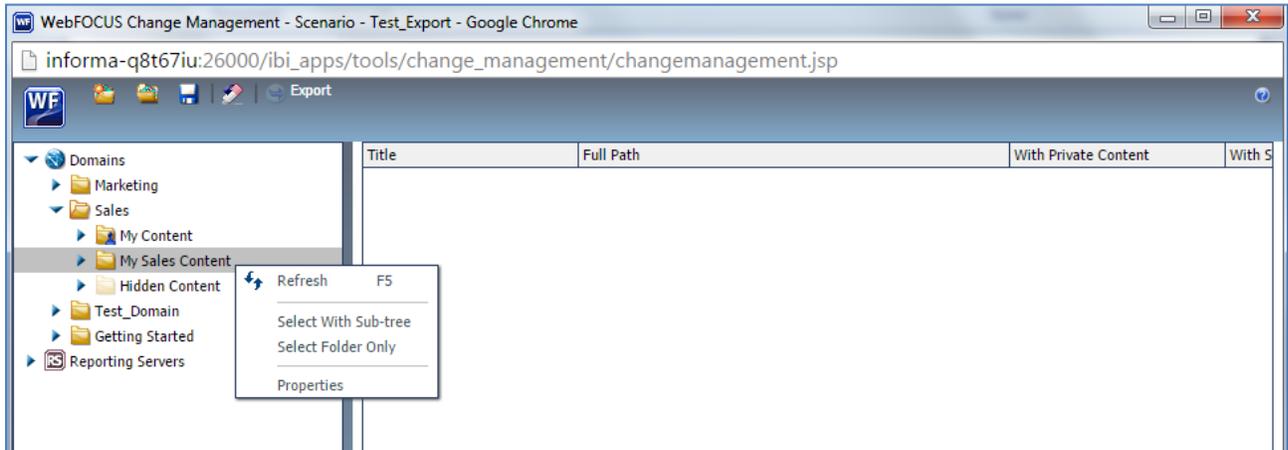
The New Scenario dialog box opens, as shown in the following image.



Specify a name for the new export scenario and then click *OK*.

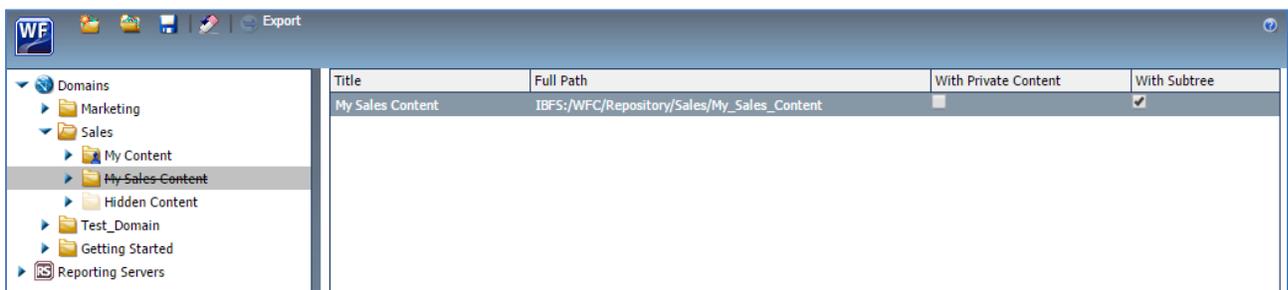
A new window will open where you can select the content to export. Make sure the window isn't blocked by your browser. If the pop-up window is blocked, you will generally receive an alert in your browser where you can allow it.

The Scenario Creation dialog box opens. On the left there is a tree containing content that is available to be exported. To add content to the Change Management Export, right-click the folders or files that you want to include.



If you right-click a folder, you can choose to export the folder with the subtree, which will include all content within the folder and its subfolders, or to just include the folder itself, with no content. This is usually done to bring folder access rules to the new environment.

Private or unpublished folders included in the export will automatically bring all private content along with them. Published folders, on the other hand, provide the option of exporting published and private content, or just published content. This can be modified by selecting the check box in the With Private Content column.

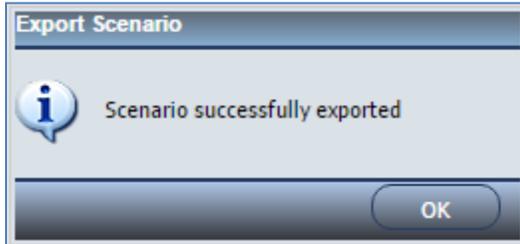


Once you've added all of the files that you want to export, save the scenario using the Quick Access Toolbar and then click *Export*.



You will not be able to export the scenario until it has been saved.

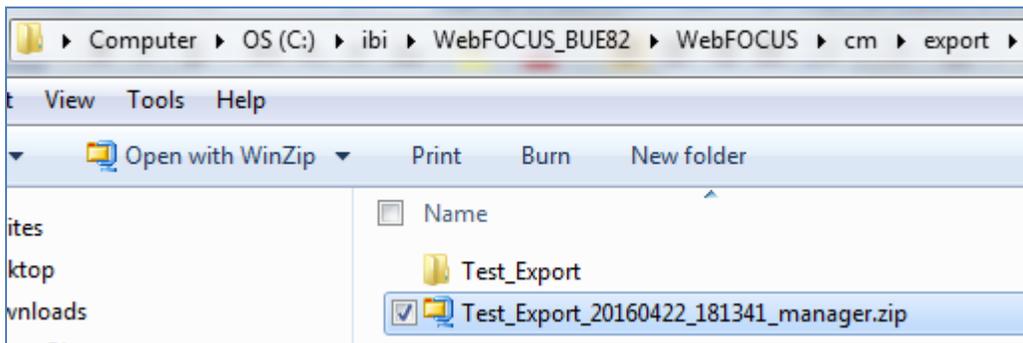
The following message is displayed.



Click *OK*.

When you export the scenario, a Zip file will automatically be created in your file directory.

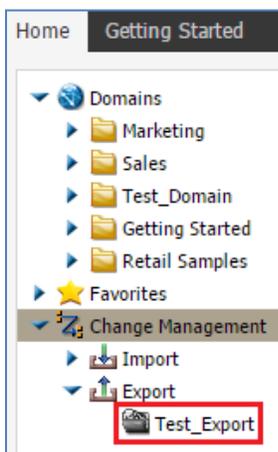
The location will be in the drive where WebFOCUS Business User Edition was installed within the *IBI*, *WebFOCUS_BUE82*, *WebFOCUS*, *CM*, and *export* folders.



For example:

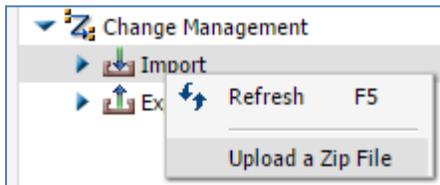
C:\ibi\WebFOCUS_BUE82\WebFOCUS\cm\export

Notice that the new export scenario is now added to the Export node under Change Management, as shown in the following image.

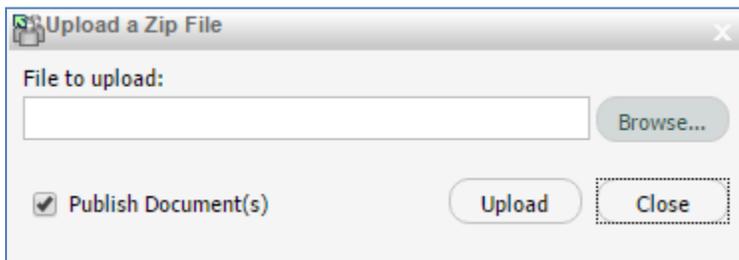


Before importing a scenario to a new environment, you will need to make sure that you have domains with folders in them set up in the new environment that match the exact spelling of the domains and folders from which content was exported in the old environment. You will also need to connect to or upload the same data sources to the same domains in the new environment. Otherwise, the imported content will have no data to display.

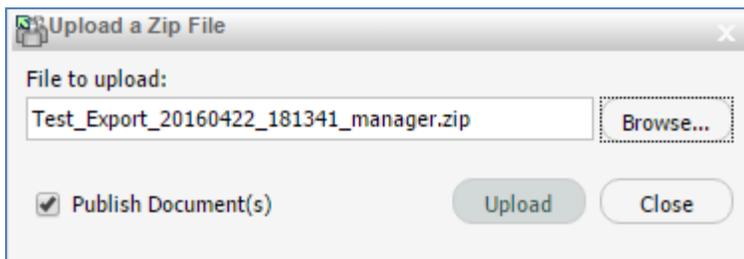
To import the scenario to the new environment, open the Change Management node, right-click *Import*, and then click *Upload a Zip File*.



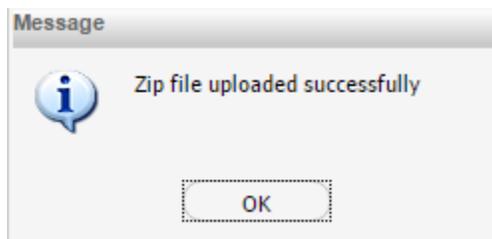
Click *Browse...* and navigate to the location where you have saved the exported scenario.



Select the Zip file and upload it.

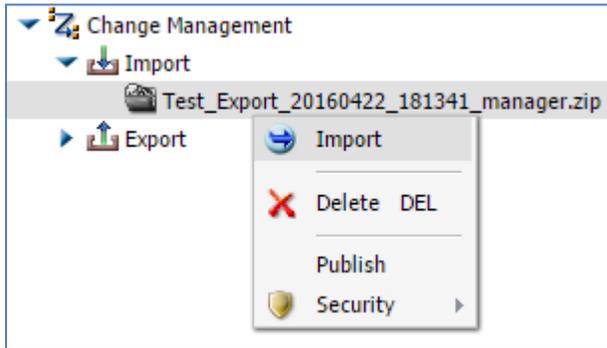


The following message is displayed.

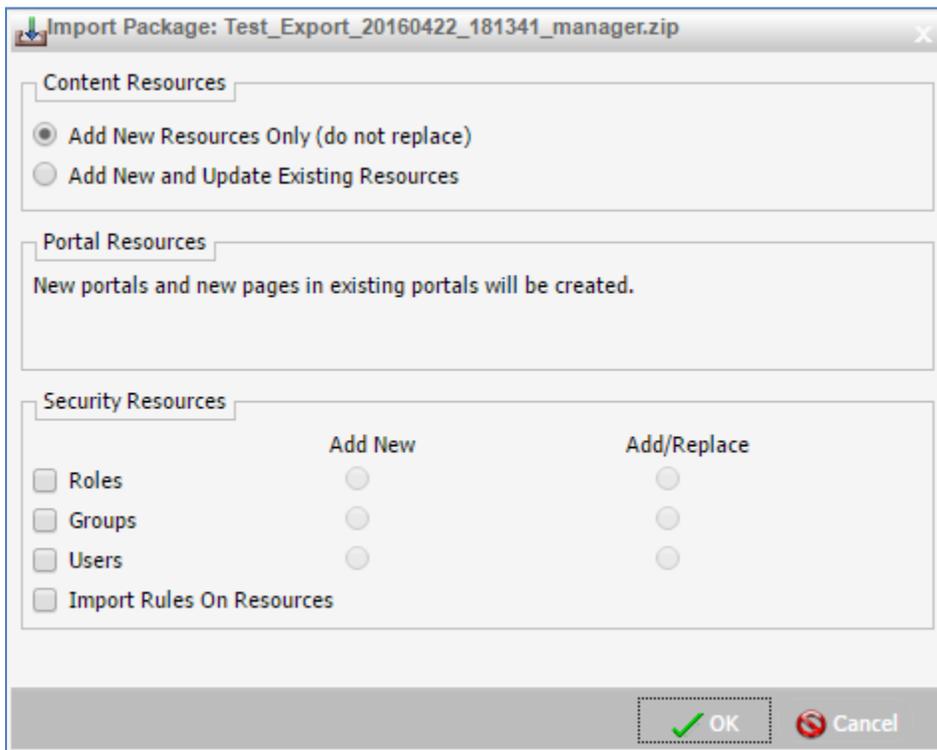


Click *OK*.

Once the scenario is uploaded, open the Import node within the Change Management node and right-click the Zip file of the scenario that you want to import.



You can choose whether to only add new resources or to overwrite existing resources, and whether to bring required security resources over from the old environment.



Once you've made the necessary selections, click *OK*. The content will be loaded into the folders that they were located in on the old environment. As long as the necessary data is located in the same place as on the old environment, everything should appear just as it did previously.

You are now ready to move on to *Module 2, Lesson 5* where you will learn how to use the Administration Console to configure system settings and properties that are used by WebFOCUS Business User Edition.