

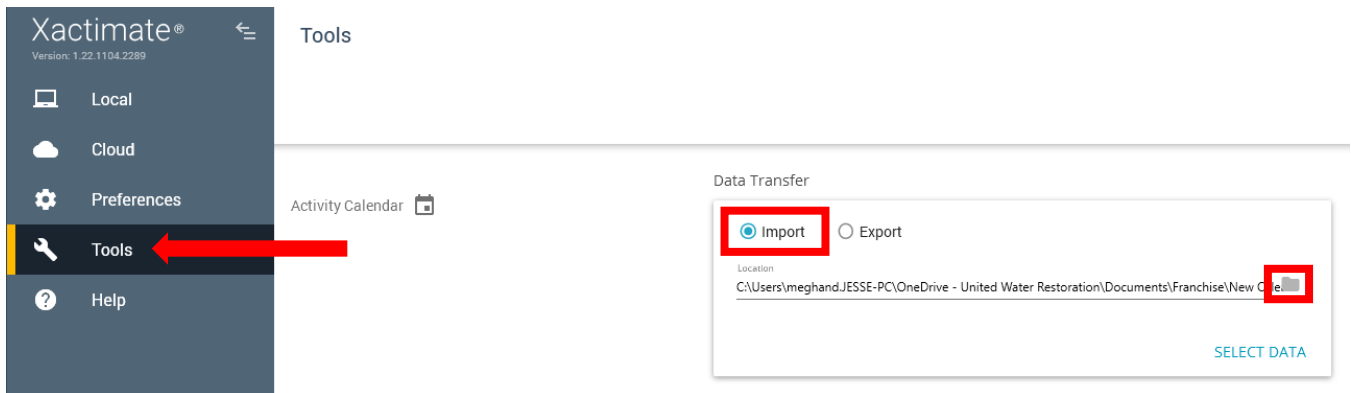
HOW TO IMPORT AN ESX FILE IN XACTIMATE DESKTOP

If you are using Xactimate Online please use the instructions for Online. Desktop is different.

Click on **Tools** in the left menu

In the *Data Transfer* box select **Import**

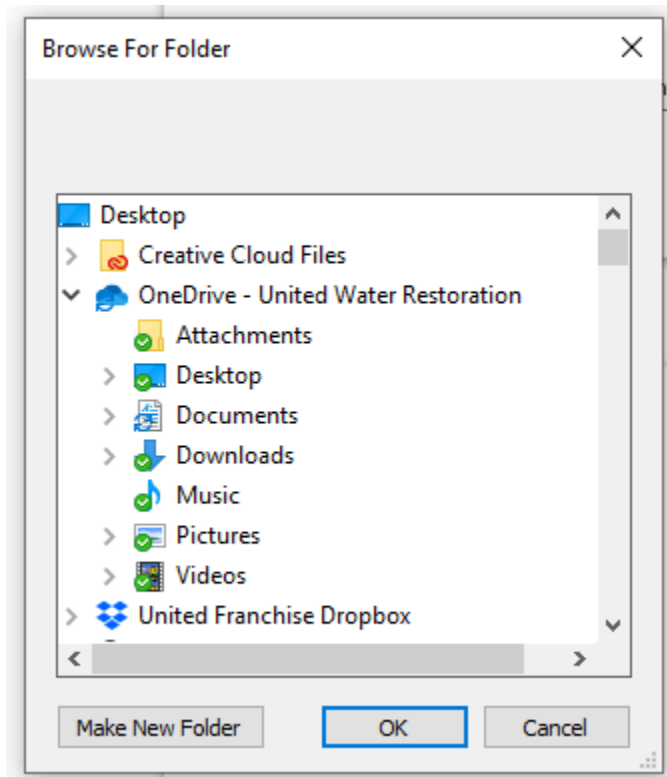
Click on the **gray folder icon**



Navigate to the folder that contains your ESX file*

*if the file is in an email, you must first save the file to a folder on your computer.

Click OK once you've selected the appropriate folder



Click **SELECT DATA**

Data Transfer

Import Export

Location
C:\Users\meghand.JESSE-PC\OneDrive - United Water Restoration\Documents\Franchise\New Orleans

SELECT DATA

Select the file you want to import.

Click **Import** button

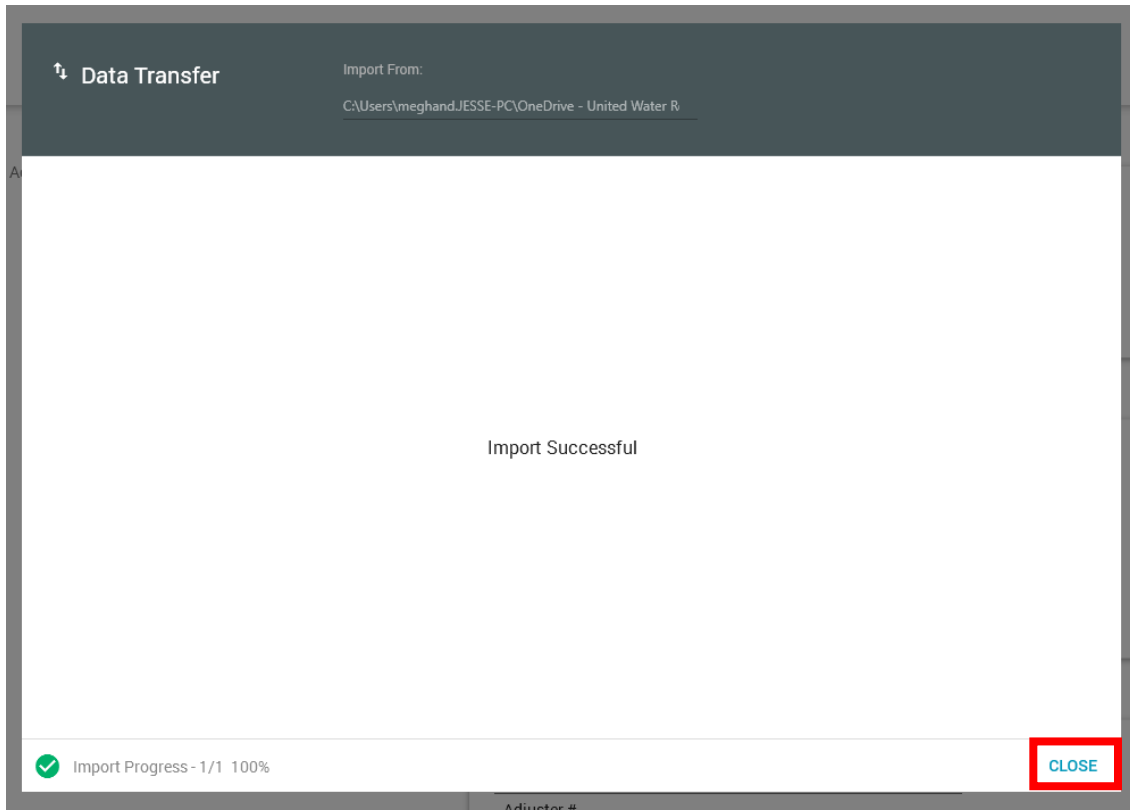
Data Transfer Import From: C:\Users\meghand.JESSE-PC\OneDrive - United Water R...

Data	<input checked="" type="checkbox"/> Name	Description
Project	UWNO-CANDIES-MOLD-A	
	UWNO-CANDIES-MOLD	
Total	0	

CANCEL **IMPORT**

Wait until you see the "Import Successful" message appear in the window.

Click the **Close** button



You will now see your Project in the **Local** files menu listed by the **Name** of the Project not the file name. It can also be see under Cloud -> All Projects.

