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## Move Data

### How to Access: **Advanced Options > Move Data**

**Purpose:** This page is used to Move Data Between Users in AccuCampus, such data include all session logs, appointments, action assignments, and media check-outs...

### Move Data Between Users Menu

- **From** - Please select the user with the source information.
- **To** - Please select the user receiving the information from the source user above.
- **Move Button** - Execute the Data transfer.
- **Cancel Button** - Cancel the operation.

### Move Data Between Users

A screenshot of the "Move Data Between Users" form. At the top, a light blue banner contains the text: "We'll move all session logs, appointments, action assignments and media check-outs...". Below this, there are two search fields. The first is labeled "From" and the second is labeled "To". Both fields have a placeholder text "Type to search..." and a magnifying glass icon on the right. At the bottom of the form, there are two buttons: a blue "Move" button and a white "Cancel" button with a grey border.

Please make sure you understand the process correctly, some information might be lost or difficult to recover after performing this process, after clicking "Move Button" a message will show as last

confirmation before executing the data move, please select OK to continue or cancel to go back

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