Transfer Project

- Go to the project in the **Development/Pilot** server. Click the **Project Setup** tab, then click **Download the current Data Dictionary**

- If your project has any arms or events, download them from the **Define Your Events** module.

- On the **Production/Trial** server click **New Project** and complete the blank fields. Select **Create an empty project**.
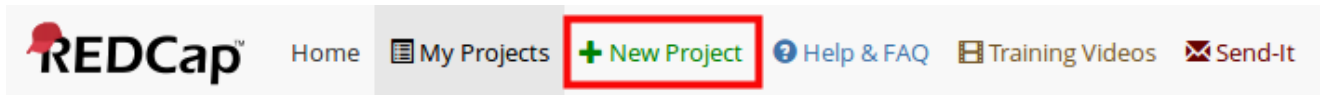
- In the **Project Setup** tab, click **Data Dictionary** and upload the .csv file you downloaded from step 2.

- If your project has arms or events, go to the **Project Setup** tab and enable **use longitudinal data collection with defined events**

- Upload your **events** and **arms** .csv files in the **Define My Events**

Arms and Events

Upload the Arms and Events

Make sure you upload the Instrument mapping .csv under **Designate Instruments for My Events** tab.

Importing Data

If you have data to Import in to the production server make sure the project has been tested and moved to production status first. To learn more about **Importing Data** click here