# Compiling Data

As with the Incident Recorder, data will need to be compiled between sites.  This can be done on a weekly, bi-weekly or monthly basis.  Depending on what hosting model you have, this will dictate the method for compilation.

**For Cloud Instances**
There is no need to compile data in cloud instances, this happens automatically when devices are connected to an internet connection.  This is true for case and incident data.

**For Roving Instances**
The same process can be followed for compiling both case and incident data.  You will need to follow the process below for each section, for cases and for incidents.

**To Export:**
1. Under incidents/cases click **Actions**, **Export JSON**
2. Name the file and add a password
3. Send the file as an email attachment to your organization's compiler

**To Import:**
1. The file is compiled by clicking **Actions**, **Import JSON**
2. Verify that the data has been imported.