

# Importing Existing Connections with a Destination Admin

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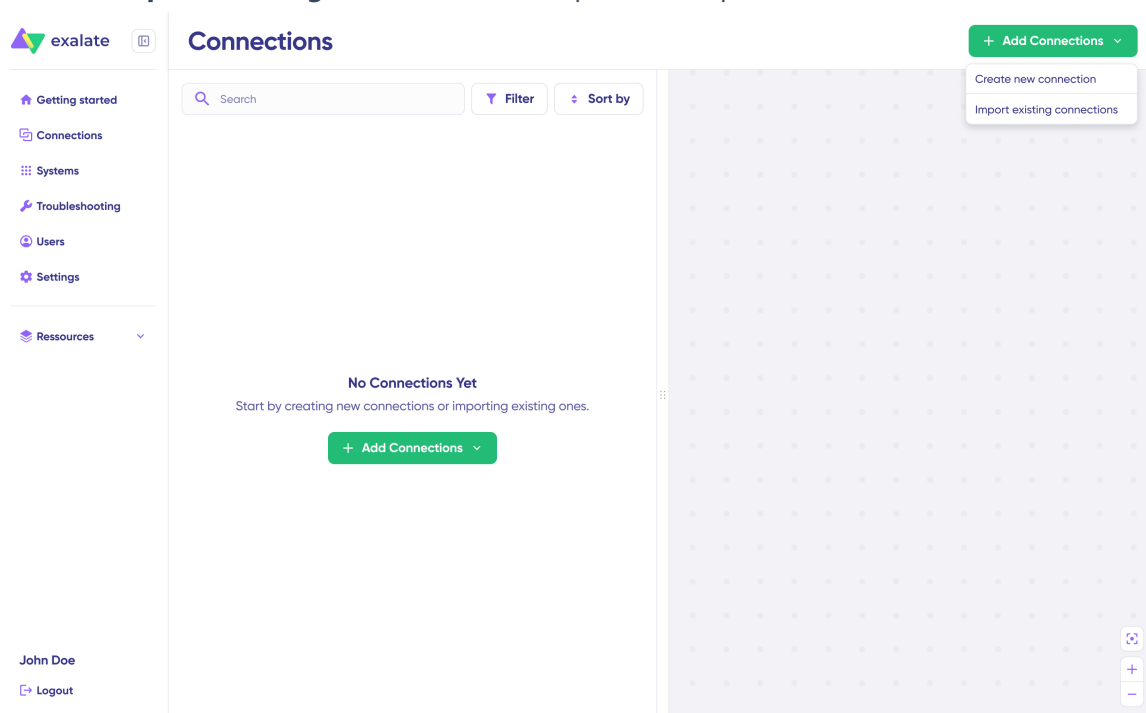
If you have admin access to the source system but not the destination, you can still initiate the import and invite someone who does to complete it.

## Before you start

Make sure you have admin-level access to the source system. You'll need the email address of someone who has admin access to the destination system.

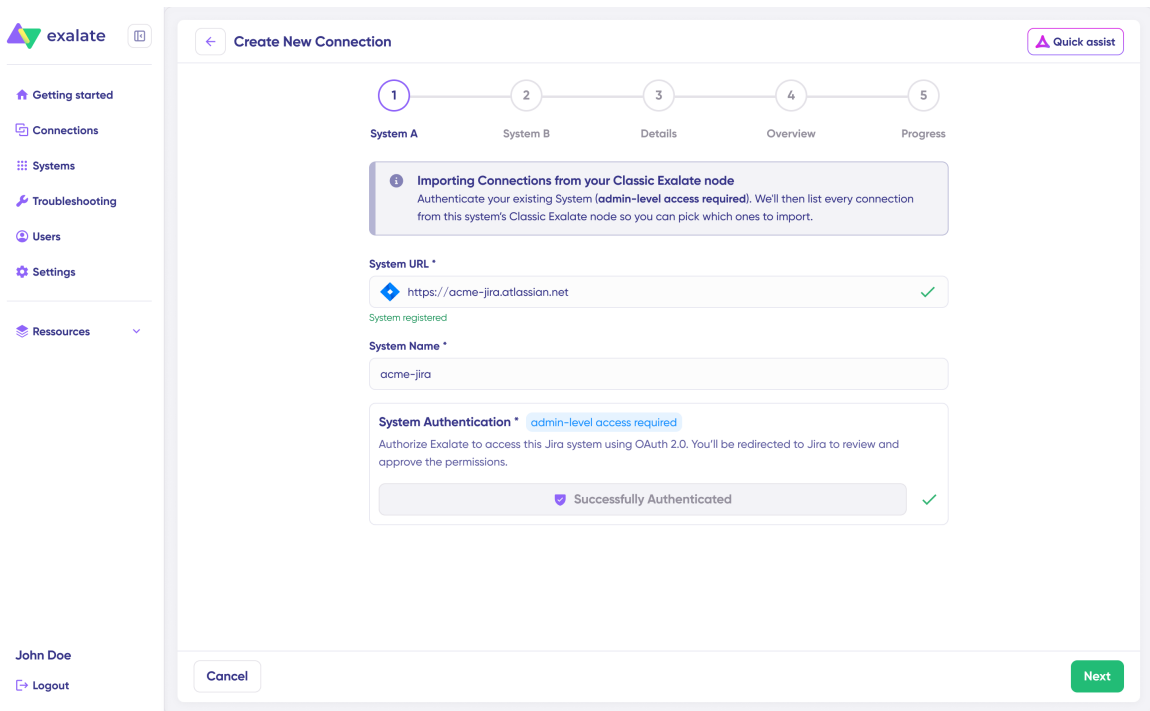
## Starting the import

1. Go to the Connections tab and click Add Connections
2. Select **Import existing connection**. This opens the import wizard.



### Step 1: Identify your source system

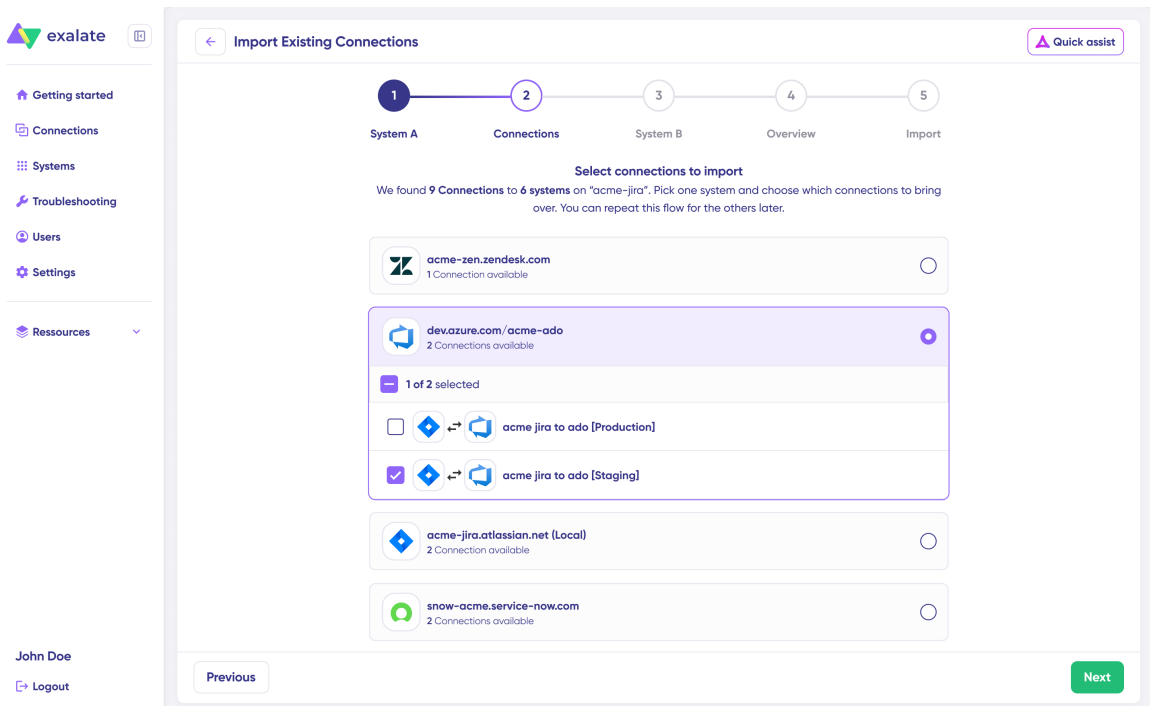
1. Enter the **System URL** of your source system.
  - If the system is recognised, the **System Name** field and authentication section will appear.
  - If the system is not recognised, you'll see a message suggesting you create a new connection instead.
2. The System Name is pre-filled based on the detected system. You can edit it if needed.
3. Enter your credentials and click **Check authentication**. The system will verify that your credentials are valid and that you have admin access.
4. Once authentication is confirmed, click **Next**.



## Step 2: Select a destination and choose connections

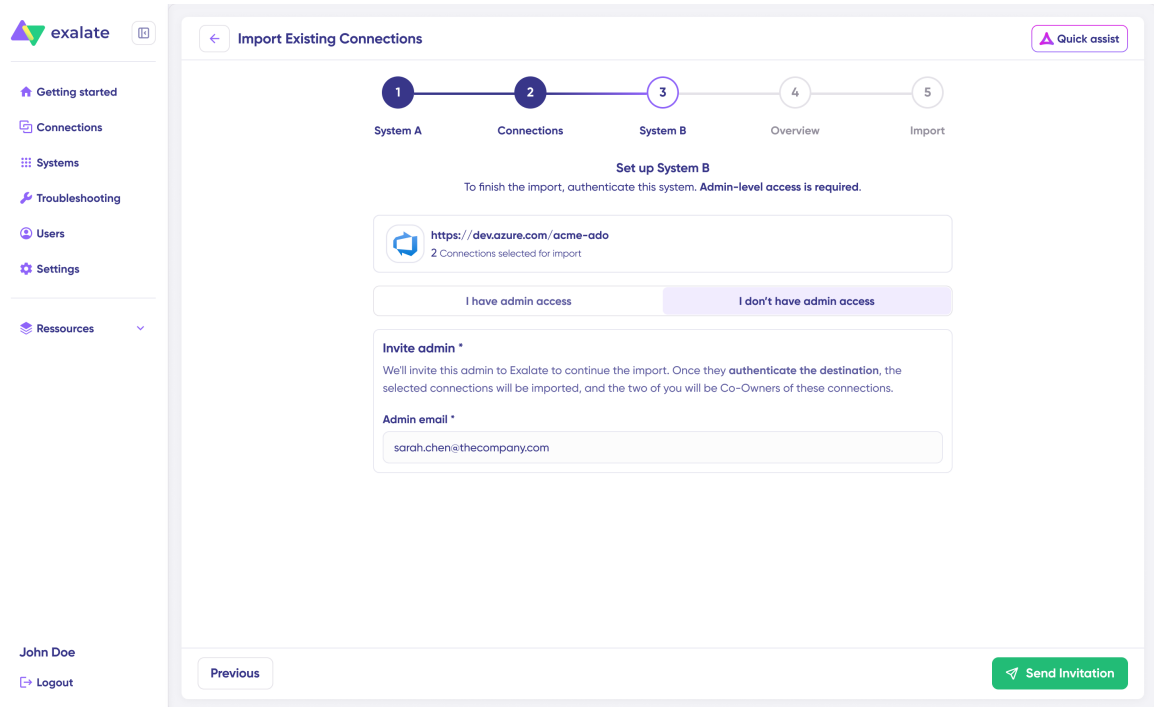
The wizard will display all systems your source is connected to, along with how many connections are available for each.

1. Select a destination system. Its available connections will expand inline.
2. Check the connections you want to import. You can select one or all of them.
  - Connections that have already been imported are shown greyed out and labelled *Already in New Exalate*.
3. Click **Next** once you've made your selection. You can repeat this flow later for other destination systems.



### Step 3: Invite a destination admin

1. Select **I don't have admin access**.
2. Enter the email address of the person who has admin access to the destination system.
3. Review the pre-filled message.
4. Click **Send invitation**.



### Step 4: Finish setup

The Overview screen shows a summary of what will be imported and who has been invited.

Review the details and click **Done**.

Your connections will appear in the Connections list with a **Pending import** status. Once the destination admin authenticates and finishes the setup on their side, the connections will be imported automatically.

### For the invited admin: completing the import

When you receive an invitation to complete a connection import:

#### If you already have a New Exalate account

1. Click the link in the email. You'll be taken to the login page.
2. Log in with your existing credentials.
3. You'll land directly in the import wizard, showing the connections waiting to be imported.

#### If you're new to New Exalate

1. Click the link in the email. You'll be taken to an account setup page.
2. Set your password and provide your first and last name.
3. After logging in, you'll land directly in the import wizard.

## Completing the import

Once in the import wizard:

1. Review the connections selected for import — this screen is read-only.
2. Click **Next** to proceed to authentication.
3. Enter your credentials for the destination system and click **Check authentication**.
4. Once confirmed, click **Import connection** to start the import.

The screenshot shows the 'Import Existing Connections' wizard in the 'Authenticate' step. The wizard is titled 'Import Existing Connections' and has a progress bar with three steps: 1. Review, 2. Authenticate, and 3. Import. The current step is 'Authenticate System'. The URL is 'https://dev.azure.com/acme-ado' and '2 Connections selected for import'. The system name is 'acme-ado'. The system authentication is 'admin-level access required'. The username is 'sarah-saritta' and the password is masked. A 'Successfully Authenticated' message is shown at the bottom. The 'Import Connections' button is highlighted in green.

5. Click **Done** when the import is complete. Your imported connections will appear in the Connections list with an **Active** status.

If you're not ready to complete the import right away, you can close the wizard. The connections will remain visible in your Connections list with a **Pending import** status, and you can return to **Connections** to complete the import from there.

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