

# Importing SureTrend 4 data into SureTrend Cloud

Importing data from your SureTrend 4 database into SureTrend Cloud is easy. All you need is a SureTrend Cloud account and a SureTrend 4 database containing data such as results and unit information. Please note that you will not be able to import any customized reports you have created.

1. Start by going to SureTrend Cloud and [signing into your account](#). If you don't have an account you can create one [here](#).
2. Create a site you wish to have your data uploaded to. You can create a new site by clicking [here](#) or clicking on **Settings** in the top right of the screen and selecting **Account management**. After giving your site a name make sure the Active checkbox is checked and click save. Once you see your new site in the Sites list make sure the Active toggle is set to Active and not Deleted.
3. Now click on **User management** from the **Settings** menu in the top right of the screen or click [here](#). Select your name from the list of users and under **User sites** make sure your new site is set to **Active** and **Enabled**.
4. Now click [here](#) to begin the import process. Select your site and click **Choose File** to navigate your machine for your SureTrend 4 database file. It will be a **.sdf** file. The default location for this file is **C:\ProgramData\Hygiena\SureTrend\suretrend.sdf** but it may have been moved somewhere else. You can verify the location of the file by opening SureTrend 4, clicking on the Admin tab at the top, and clicking on the Server Configuration Setting tab on the left. You will see the path to your SureTrend database file there.
  1. If your Config Type is set to **Distributed** then your SureTrend 4 database file is stored on a server. You will need to get a copy of it from your IT team. It will be located at **C:\ProgramData\Hygiena\SureTrend\suretrend.sdf** on the server.
5. Click **Upload File** and your data will be imported immediately. Be patient. Depending on your network connection quality and speed it may take some time. Refrain from browsing to any other page or clicking the

back button until the import completes.

### Import SureTrend4 database



Select site:

✓ Enter SureTrend4 password if you have previously changed it

Choose File No file chosen

( C:\ProgramData\Hygiene\SureTrend\suretrend.sdf )

Upload File

#### Upload history

File name	File size (Mb)	Status	Last synchronized	Uploaded by	Uploaded on
aarzoo.sdf	1	✓	15-May-2019 10:18 AM	amanoosprod	15-May-2019 10:03 AM
ST4Demo.sdf	9	✓	23-May-2019 4:53 PM	jaimie	23-May-2019 4:46 PM

*(Click to enlarge)*