

Exporting and Importing Agents

Learn how to export and import automation agents.

Overview

Kognitos supports the ability to **export** automation agents from one environment and **import** them into another. This allows you to move published automation content across agents in a controlled way.

Exporting an Agent

Exporting lets you download a snapshot of an agent's **published state**. The export includes only published processes, learnings, and books — draft processes, playgrounds, and configuration credentials are *not* exported. Anyone with access to the agent can export it.

How to Export an Agent

1 Navigate to Agents

Open the agent menu and select `View All`.

2 Select an Agent

Check the box next to the agent you want to export.

3 Start Export

Click on `Actions`, then select `Export` from the dropdown.

4

Confirm Export

In the confirmation popup, click on **Export** again. This will download a `.json` file containing the agent's current state, which can be later imported into a new or existing agent.

The screenshot displays the 'Processes' management interface. At the top, there's a navigation bar with 'Guidance Center Beta Performance' and a user profile 'De'. Below this, a search bar is labeled 'Search processes'. The main area lists three processes:

- create a table from the document** (Published): Shows 'No runs today', 'Last on May 15, 2025', and 'Last modified on May 14, 2025'. A badge indicates it was 'Created on Supademo'. It has 'Exceptions' and 'Completed' checkboxes and a 'No Data' chart.
- Split Full Name** (Published): Shows 'No runs today', 'Last on May 14, 2025', and '1 overdue exception'. It has 'Exceptions' and 'Completed' checkboxes and a 'No Data' chart.
- calculate the total** (Published): Shows 'No runs today' and 'Last modified on Apr 11, 2025'. It has 'Exceptions' and 'Completed' checkboxes and a 'No Data' chart.

Importing an Agent

You can import an agent using a `.json` file generated from the export process. There are two ways to do this — into a **new agent** or **into an existing agent**. All imported items are added as **drafts**. The agent's published content is *not* affected unless you review and publish the imported content.

1. Import into a New Agent

Use this option to create a **new agent**.

2. Import into an Existing Agent

This option allows you to update an **existing agent** and is available only to agent **admins**.

How to Import an Agent

1 Navigate to Agents

Open the agent menu and select `View All`.

2 Start Import

Click on `Import` to start the import.

3 Add Import Details

1. Upload a `.json` file of an exported agent.
2. Choose *one* of the following options:
 - a. Select **Create New Agent** and provide a name for the new agent.
 - b. Select **Import to Existing Agent** and select an existing agent from the dropdown menu. *Note: This option is only available to agent admins.*
3. Click `Next` to continue.

4 Review and Confirm

Review the summary of the import and click `Import` to finish importing.

i By default, all items are selected for import. You can uncheck items to exclude them.

Processes

🔍 Search processes

create a table from the document Published

🕒 No runs today 🕒 Last on May 15, 2025

🟡 Exceptions Completed

🕒 Last modified on May 14, 2025



Split Full Name Published

🕒 No runs today 🕒 Last on May 14, 2025 1 overdue exception

🟡 Exceptions Completed

🕒 Last modified on Apr 15, 2025



calculate the total Published

🕒 No runs today

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