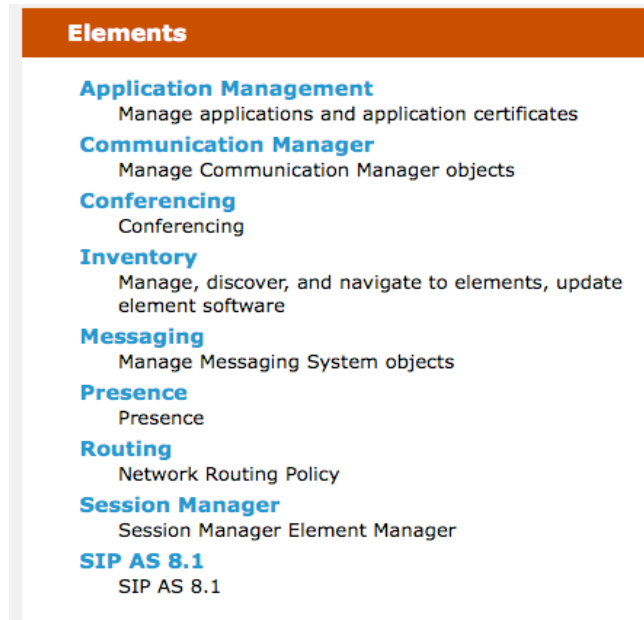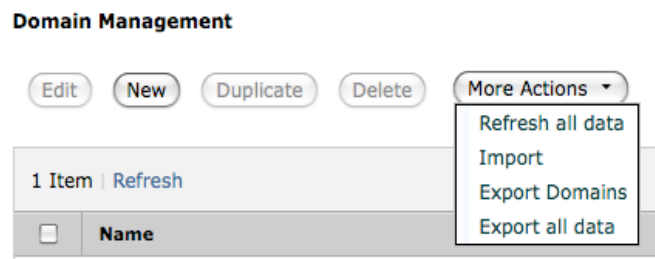# Customer How-To
Upload Session Manager Routing Zip Files to InfoPlus

1. Log into your <u>System Manager</u> administrative interface using a web browser.

2. Under the elements tab, select the <u>Routing</u> category.

3. The <u>Routing</u> home page will appear. Select the <u>Domains</u> category on the left of the screen. (Any category will work for this procedure.)

4. The Domain Management screen appears. Click the "More Actions" button.

5. A drop down menu appears. Select "Export all data".

6. A pop-up window may appear to verify that you want to download a file. Select 'OK'.

7. The file, named **NRPExportData.zip**, will be saved to the default download folder for your browser.   Once downloaded, you can email your file to sales@infoplusonline.com. Be sure to include your contact information so that we can follow up with your request.