Document export to SFTP or Google Drive

Introduction

Documents uploaded to Claromentis can be exported from the application to a separate location, however this needs to be either an SFTP server or Google Drive.

Overview of the export process

Step 1

Documents added to Claromentis are stored on the web server in their raw format. This means they cannot be moved directly from the Claromentis web server to an SFTP or Google Drive. Therefore documents added to the Claromentis application need to be exported in the correct format by a member of Claromentis.

Step 2

The desired documents are exported by a member of Claromentis from the front end of the application to an empty location on the web server where Claromentis is installed. Depending on the amount of data being transferred this may require additional space on the web server.

Step 3

Once the documents have been added to a single location on the Claromentis web server they can then be moved to an SFTP server or a Google Drive.

Access requirements

For us to transfer the desired documents from the claromentis web server to a separate SFTP or Google Drive location, we'll require access details.

SFTP

We cannot support any browser-based SFTP access as this can be unreliable due to timeouts and loss of connection. Instead, we require **backend** SFTP access and will need to be provided with the details outlined below.

SFTP Requirements:

- Server IP/address

- Port
- Username
- Password

Backend SFTP access allows us to perform commands that we can run in the background of the web server, which will avoid loss of connection and prevent data loss.

Google Drive

For us to transfer documents to a Google Drive we will require an account that can view and manage files within Google Drive.

Requirements

- Google Drive login details (Username & Password)

Last modified on 30 November 2023 by Hannah Door

Created on 8 July 2021 by Scott Saunders

Tags: google drive, Document export, export, SFTP