

Documents: Bulk Export

Follow this guide if you wish to bulk export documents and folders en masse from the Intranet, and your site is self-hosted.

Self-hosted sites can run large exports as well as smaller ZIP downloads in the system; however, sites hosted by us (SaaS) can only use the ZIP function.

If you're SaaS and require a large export of documents from your site, please submit a [Change request](#) so we can assist with this.

Large export or export of multiple folders at once - On-Premise only (Self-hosted system)

Head to **Admin > Documents > Documents export**:

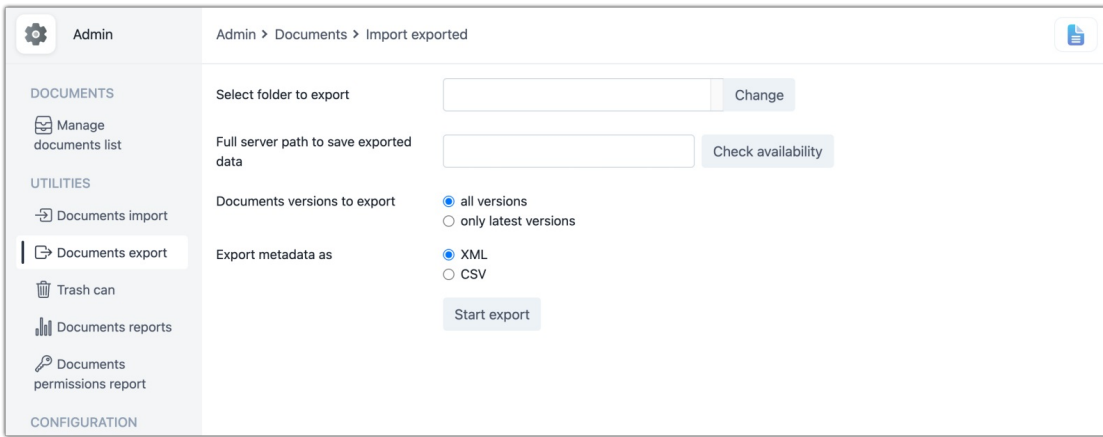
A screenshot of the 'Admin > Documents' configuration page. The left sidebar shows a menu with 'Documents export' highlighted in a red box. The main content area is divided into 'ERMS features' and 'Statistics'.

ERMS features	
<input type="checkbox"/> Off	Use ERMS records (ERMS_CONFIG_RECORD)
<input type="checkbox"/> Off	Use ERMS markers (ERMS_CONFIG_MARKERS)
<input checked="" type="checkbox"/> On	Use record types (ERMS_CONFIG_RECORD_TYPES)
<input type="checkbox"/> Off	Use multi-component documents (ERMS_CONFIG_MULTICOMPONENT_DOCUMENT)
<input checked="" type="checkbox"/> On	Use 'security levels' in permission system (ERMS_CONFIG_SECURITY_LEVEL)
<input checked="" type="checkbox"/> On	Use MD5 signature for documents (ERMS_CONFIG_MD5_SIGNATURE)
<input type="checkbox"/> Off	Use export/import for ERMS objects (ERMS_CONFIG_EXPORT_IMPORT)
<input type="checkbox"/> Off	Use ERMS schedules (ERMS_CONFIG_SCHEDULE)
<input checked="" type="checkbox"/> On	Use Google drive links (ERMS_CONFIG_GDOC_LINKS)
<input checked="" type="checkbox"/> On	Use Microsoft OneDrive links (ERMS_CONFIG_ONEDRIVE_LINKS)

Statistics	
Number of Documents	54
Number of all versions of documents	66
Number of checked out documents	0

Select the folder you wish to export from the picker (sub-folders will be exported if they exist inside the folder chosen)

Specify the server pathway to which the export will be saved.



Decide to export all versions of every document that is included or only the latest versions.

Choose to export this as an **XML file** or a **CSV file**.

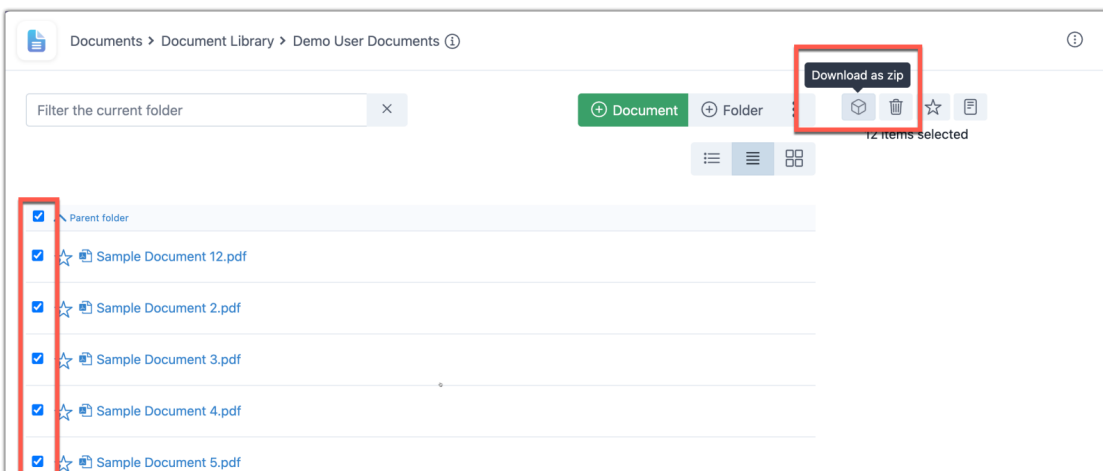
Click **Start export** to begin, and once this is complete, the files should be available at your chosen server location.

In system ZIP download - Any site

This is the export of a single folder's worth of content; it can be repeated to download multiple folders over time.

Please note: Only files can be selected; if a subfolder is included, the ZIP option will not be evident.

Navigate into the folder you wish to retrieve all the documents for and select all of its contents (or only those you wish to export) using the checkboxes, and the **Download as ZIP** option should appear:



Last modified on 30 March 2026 by [Veronica Kim](#)

Created on 16 July 2025 by [Hannah Door](#)

Tags: [document](#), [export](#), [files](#)