

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](#) ticket so we can assist you 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 'Documents export' page in the Admin interface. The left sidebar shows the 'Documents export' option highlighted with a red box. The main content area is titled 'Admin > Documents' and contains a list of ERMS features with checkboxes, a 'Statistics' table, and a 'Number of checked out documents' field.

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 (subfolders will be exported if they exist inside the folder chosen)

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

A screenshot of the 'Import exported' page in the Admin interface. The page shows options for selecting a folder to export, specifying the full server path to save exported data, and choosing the documents versions to export (all versions or only latest versions). It also allows selecting the export metadata as XML or CSV and includes a 'Start export' button.

Select folder to export: [Change](#)

Full server path to save exported data: [Check availability](#)

Documents versions to export: ☒ all versions ☐ only latest versions

Export metadata as: ☒ XML ☐ CSV

[Start export](#)

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.

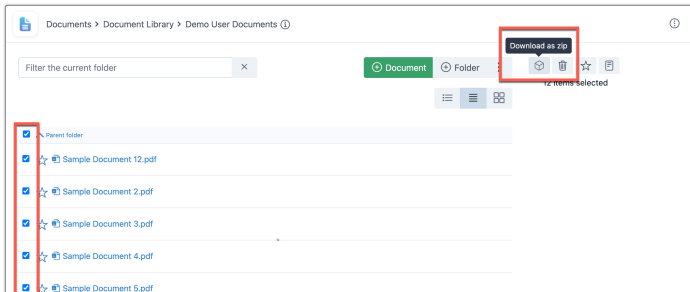
Click 'sStart export' to begin, and once this is complete, the files should be available at your chosen server location.

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:



Following this, the download of the selected files should take place on your local machine.

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

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