



Documents: Bulk Export

Follow this guide if you wish to bulk export documents and folders en masse from the Intranet.

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

If you're self-hosted 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 ERMS Admin interface. The page title is 'Admin / Documents'. On the left, there are sections for 'ERMS features' (a list of toggle switches for various settings) and 'Statistics' (a table with document counts and sizes). On the right, there is a sidebar menu with sections: 'Documents' (containing 'Manage documents list'), 'Utilities' (containing 'Documents import' and 'Documents export', with 'Documents export' highlighted by a red box), 'Trash can', 'Documents reports', and 'Documents permissions report'. Below the sidebar is a 'Configuration' section with links for 'General configuration', 'Metadata', 'Record types', 'Templates', and 'Google authentication'.

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.

Admin / Documents / Documents export

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 'Start export' to begin and once this is complete the files should be evident at your chosen server location.

In system ZIP download - Any site

This is the export of a single folder 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:

Documents / Document Library / Demo User Documents

Filter the current folder

Download as zip

13 items selected

- Parent folder
- Sample Document 10.pdf
- Sample Document 11.pdf
- Sample Document 12.pdf
- Sample Document 2.pdf
- Sample Document 3.pdf
- Sample Document 4.pdf
- Sample Document 5.pdf
- Sample Document 6.pdf
- Sample Document 7.pdf
- Sample Document 8.pdf
- Sample Document 9.pdf

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