



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:

Admin

DOCUMENTS

Manage documents list

UTILITIES

Documents import

Documents export

CONFIGURATION

Trash can

Documents reports

Documents permissions report

CONFIGURATION

General configuration

Metadata

Record types

Admin > Documents

ERMS features

Off

Use ERMS records (ERMS_CONFIG_RECORD)

Off

Use ERMS markers (ERMS_CONFIG_MARKERS)

On

Use record types (ERMS_CONFIG_RECORD_TYPES)

Off

Use multi-component documents (ERMS_CONFIG_MULTICOMPONENT_DOCUMENT)

On

Use 'security levels' in permission system (ERMS_CONFIG_SECURITY_LEVEL)

On

Use MD5 signature for documents (ERMS_CONFIG_MD5_SIGNATURE)

Off

Use export/import for ERMS objects (ERMS_CONFIG_EXPORT_IMPORT)

Off

Use ERMS schedules (ERMS_CONFIG_SCHEDULE)

On

Use Google drive links (ERMS_CONFIG_GDOC_LINKS)

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

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

Admin > Documents > Import exported

DOCUMENTS

- Manage documents list
- UTILITIES
- Documents import
- Documents export**
- Trash can
- Documents reports
- Documents permissions report

CONFIGURATION

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 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:

Documents > Document Library > Demo User Documents ⓘ

Filter the current folder

+ Document + Folder **Download as zip**

12 items selected

- ☒ Parent folder
- ☒ Sample Document 12.pdf
- ☒ Sample Document 2.pdf
- ☒ Sample Document 3.pdf
- ☒ Sample Document 4.pdf
- ☒ Sample Document 5.pdf

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

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