

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 [achange 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.

The screenshot shows the 'Admin / Documents' interface. On the left, there are 'ERMS features' and 'Statistics' sections. The 'ERMS features' section lists various settings, most of which are turned 'On'. The 'Statistics' section shows a table with document counts and sizes. On the right, there is a 'Documents' sidebar with a list of utilities. The 'Documents export' option is highlighted with a red box.

| ERMS features | |
|--|---|
| <input type="checkbox"/> Off | Use ERMS records (ERMS_CONFIG_RECORD) |
| <input checked="" type="checkbox"/> On | Use ERMS markers (ERMS_CONFIG_MARKERS) |
| <input checked="" type="checkbox"/> On | Use record types (ERMS_CONFIG_RECORD_TYPES) |
| <input checked="" type="checkbox"/> On | Use multi-component documents (ERMS_CONFIG_MULTICOMPONENT_DOCUMENT) |
| <input type="checkbox"/> Off | Use 'security levels' in permission system (ERMS_CONFIG_SECURITY_LEVEL) |
| <input type="checkbox"/> Off | 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) |

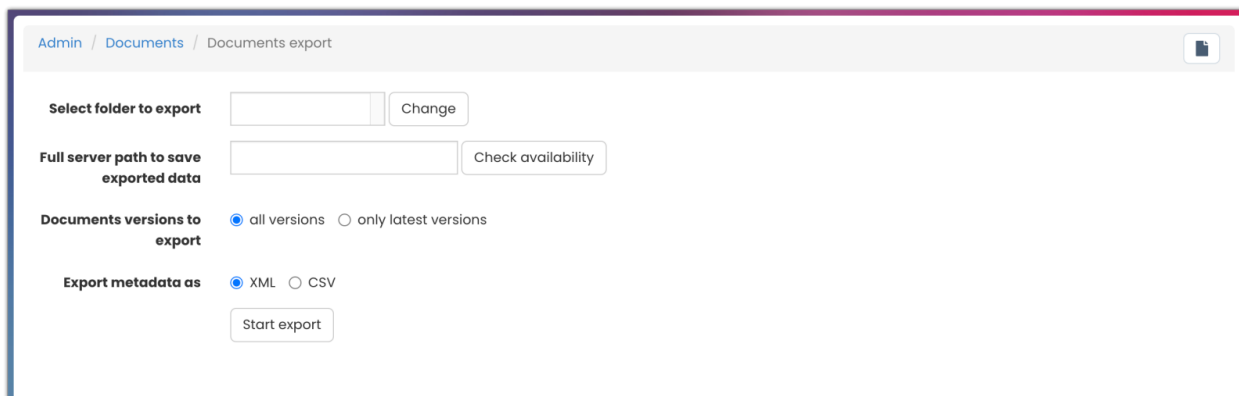
| Statistics | |
|---|-----------|
| Number of Documents | 89 |
| Number of all versions of documents | 94 |
| Number of checked out documents | 0 |
| Total space occupied by documents | 401.99 Mb |
| Number of deleted documents and folders | 0 |
| Size of deleted documents | 0 Bytes |

Documents

- Manage documents list
- Utilities
 - Documents import
 - Documents export**
 - Trash can
 - Documents reports
 - Documents permissions report
- Configuration
 - General configuration
 - Metadata
 - Record types
 - Templates
 - 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.

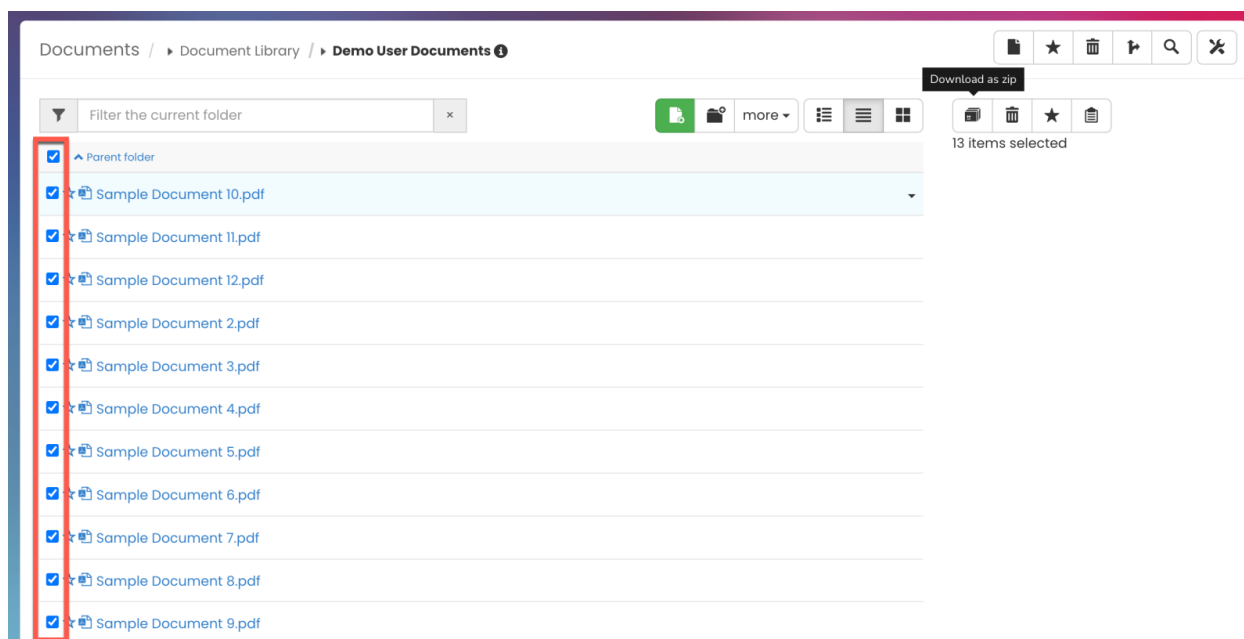
Click 'sStart export' to begin and once this is complete the files should be evident at your chosen server location.

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

☒ 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

Download as zip

13 items selected

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