

Bulk Export of Files and Data from Project

09/16/2024 1:30 pm MDT

Current Files from a Single Project

Users can extract the most recent file from multiple cards via the **Bulk Doc Download** button on the card list.

Navigate to the card list for any project, select the card you want to include in the export and click the Bulk Doc Download button. A zip file will be prepared.

The files are named according to the **Outgoing File Names** format defined on the main settings page of the project.

Card List

Delta Doc Code: - Select or type ahead - Reference: - Select Reference - Level: - Select Level - Tagged Units: - Select Unit - Sub-Supplier: - Select Sub-Supplier - The ONLY Sub-Supplier

Stage: - Select Stage - Delta Status: - Select Status - State: - Select State - Submittal: - Select Submittal -

Due to Delta:
 Expected Return to WI:
Days since last request: Keyword:

Grid Rows Colors How to use auto-generated values for Doc No. (Delta) and Doc No. (W)

Add to Ad-Hoc Queue Set Date Generate Request **Bulk Doc Download** Save

Last In Submittal	Last Submittal	Sequence (Delta)	Sequence (W)	Level	Required	Doc Code	State	Card Name(Auto)	Title
<input checked="" type="checkbox"/>	SDI Report	1	1	Order	<input checked="" type="checkbox"/>	B02	A	B02_234234	Vendor Document Register
<input checked="" type="checkbox"/>	SDI Report	2	2	Order	<input checked="" type="checkbox"/>	B02	A	B02_234234	Vendor Document Register_copy1
<input checked="" type="checkbox"/>	2022-01-24 [2022-01-24_153435]	3	3	Item/M...	<input checked="" type="checkbox"/>	E02	A	E02_FTMS1-HAF2L4457AY (350,00)	Cross Sect Dwg / Exploded View Diagram
<input checked="" type="checkbox"/>	Compilation	23	23	Order	<input checked="" type="checkbox"/>	M02	A	M02_234234	Material Test Certificate (EN)
<input checked="" type="checkbox"/>	2022-01-24 [2022-01-24_153435]	1	1	Sub-Sup...	<input checked="" type="checkbox"/>	B14	A	B14_PC_Malburg	Vendor Sub-Orders

This export will provide you with the **MOST RECENT VERSION** of each file.

All versions of files from multiple projects

If you wish to export every version of every file from one or more projects please send a message to our support team with the names/IDs of the projects you wish to export. This will be prepared for you and made available as a zip file. The zip will have the following folder hierarchy.

- Project
 - Doc Code
 - Card Name
 - All versions of files (using the file name convention + time/date).

To export card metadata and submittal history, simply create an SDI report and run it for the project(s).