

# Bulk Export of Files and Data from Project

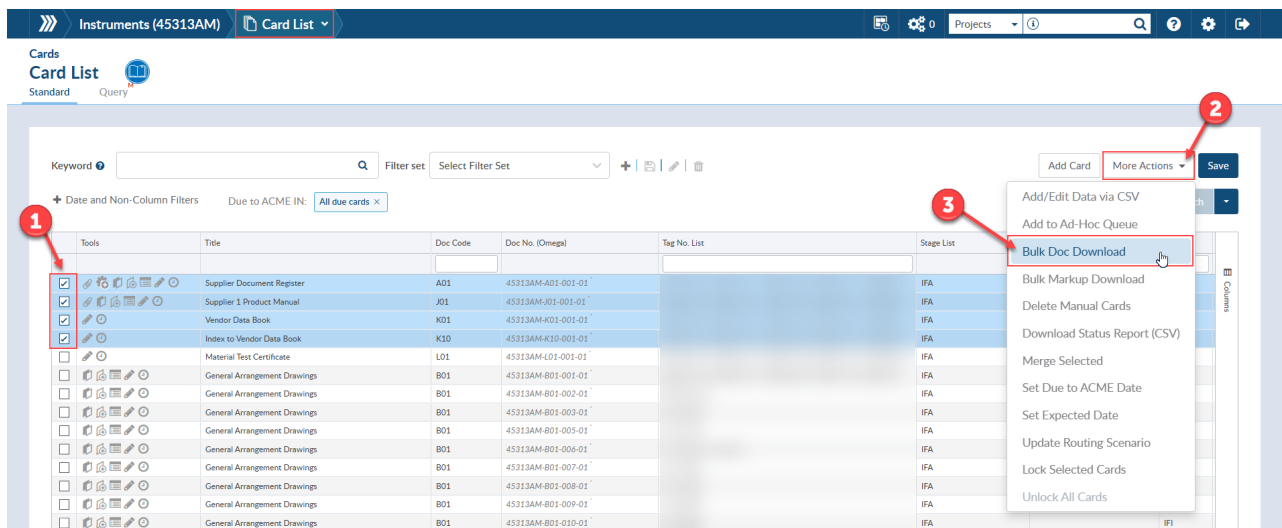
03/26/2025 10:52 am MDT

## Current Files from a Single Project

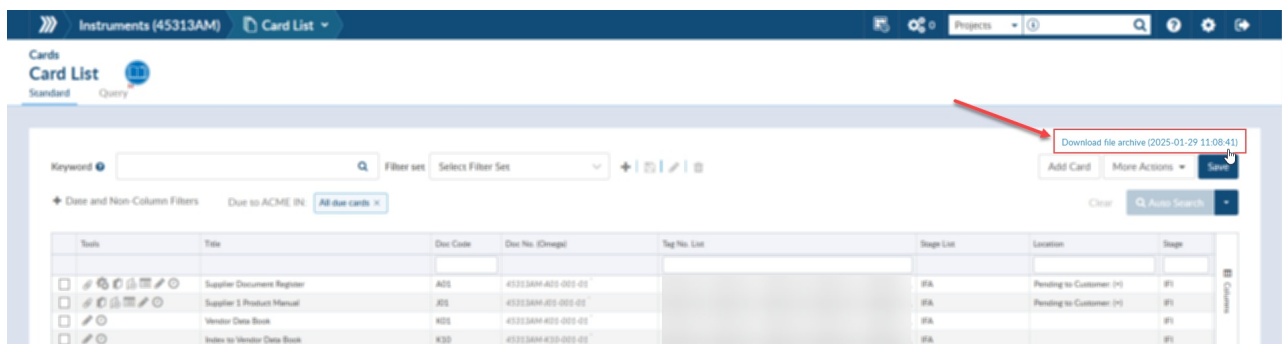
### Bulk download

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

Navigate to the card list for any project, select the card(s) you want to include in the export and click "More Actions" - select the "Bulk Doc Download" option from the drop-down.



Once selected, the card(s) you selected will be prepared. Once completed, click the "Download file archive (YYYY-MM-DD XX:XX:XX)" link to begin downloading a zip file with the card(s) you selected.



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

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

### Zip compilation

If you are looking for a zip folder with substructure (i.e. per doc code) and with options to remove cover pages and

make formatting/naming changes like you could with a PDF compilation, then your best option will be to create a compilation as a "ZIP" file type. See [Compilation Details and Structure Options](#) for more information.

**Compilation Info**

Name:\* Manufacturing Data Book

Description:

**File Type:** ZIP

Cover Pages: No Cover Pages

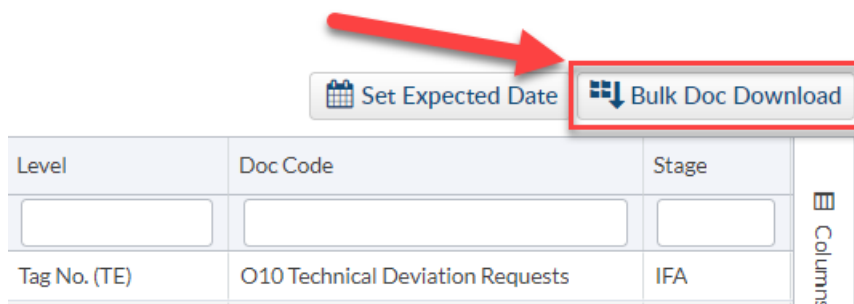
Include Markups

Add Comment Page to Document(s)

Regenerate ENTIRE Compilation during submittal process

## Current versions of files from multiple projects

The **Multi-Project Card Report** allows users to download documents in bulk from multiple projects at once. This option is available on the top right of the grid. Users can download active, secondary/native, and comment files from here.



Set Expected Date Bulk Doc Download

Level	Doc Code	Stage	
			Columns
Tag No. (TE)	O10 Technical Deviation Requests	IFA	

The naming convention for the bulk doc download can be modified under **Admin > General > Project Options > Bulk Doc Pattern**. (On the Multi-Project Card Report, this default overrides project settings for bulk doc pattern.)

## 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).