User Manual

Dockit Archiver



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General Information

How to purchase?

Technical support

How to Register the software?

How to uninstall Dockit Archiver

How to purchase?

You can purchase Dockit Archiver online from our website http://www.vyapin.com/. Please contact our Sales department at sales@vyapin.com for sales and price related queries.

Application Data Folder Location

Dockit enables you to change **Application Data** folder location, where Dockit's export tasks and related settings, activity logs and error logs are stored, at any time after installing Dockit software. To change the Application Data folder location, perform the following steps given below:

- 1) Select **Product Activation** option from **Help** menu
- 2) The **Product Activation** page appears as shown below:

> Data limit left 9.926 GB Tid data Support Support Check for Updates Check for Updates Check for Updates © Dockit Archiver. © Check for Updates Check for Updates Check for Updates Check for Updates Product Activative © Check for Updates Check for Updates Check for Updates Check for Updates Version: Product Activative © Check for Updates Check for Updates Check for Updates Version: Version: Support Report a problem Check for Updates Check for Updates Product Version: 8.x.y.z Et us know if you need help or how we can make Dockit Archiver. Dockit Archiver better. Product Version: 8.x.y.z It us know if you need help or how we can make Dockit Archiver. License Type: 15-dag Evaluation Copy It us know if you can archive up to a maximum of 10 GB data during the 15-day trial period (whichever limit comes first). Remaining Day: 14 Remaining Day: 14 CNProgram Files\Dockit Archiver CNProgram Files\Dockit Archiver	Jays left <mark>14</mark>
Support	
Pockit Archiver Get help using Dockit Archiver. Product Activation Use this to activate Dockit Archiver. Contact our sales Use this to activate Dockit Archiver. Contact our sales Product Version 8.x.y.z Licensed To: 10-2000 10-3000	
Product Activation Use this to activate bockit Archiver. Contact our sales Version: Activation: Product Version: As.x.y.z Licensed To: 0-day Evaluation Copy License Description: his software is meant solely for evaluation purposes only. You can archive up to a maximum of 10 GB data during the 15-day trial period (whichever limit comes first). Remaining Days: k: Program Files\Dockit Archiver	
Product Version:8.x.y.zLicensed To:-License Type:15-day Evaluation CopyLicense Description:This software is meant solely for evaluation purposes only. You can archive up to a maximum of 10 GB data during the 15-day trial period (whichever limit comes first).Remaining Days:14Program Folder:C:\Program Files\Dockit Archiver	
Licensed To:-License Type:15-day Evaluation CopyLicense Description:This software is meant solely for evaluation purposes only. You can archive up to a maximum of 10 GB data during the 15-day trial period (whichever limit comes first).Remaining Days:14Program Folder:C:\Program Files\Dockit Archiver	
License Type:15-day Evaluation CopyLicense Description:This software is meant solely for evaluation purposes only. You can archive up to a maximum of 10 GB data during the 15-day trial period (whichever limit comes first).Remaining Days:14Program Folder:C:\Program Files\Dockit Archiver	
License Description:This software is meant solely for evaluation purposes only. You can archive up to a maximum of 10 GB data during the 15-day trial period (whichever limit comes first).Remaining Days:14Program Folder:C:\Program Files\Dockit Archiver	
Remaining Days: 14 Program Folder: C:\Program Files\Dockit Archiver	
Program Folder: C:\Program Files\Dockit Archiver	
Application Data: C:\Users\Public\Documents\Dockit Archiver Change	
Product Key:	
Activate	
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3) Click **Change** button to change **Application Data** folder location of Dockit application. The Browse for Folder location dialog will appear as shown below:

Browse For Folder	\times
Select a folder from which files are to be extracted.	
📃 Desktop	^
> 🐔 OneDrive	
> 🤱 adminuser1	
> 💻 This PC	
> 🐂 Libraries	
> 💣 Network	
> 🖭 Control Panel	~
Make New Folder OK Cancel	

- 4) Select a desired folder location and Click OK. The folder location can be local drives or mapped network drives.
- 5) Dockit provides an option to copy or move the existing Dockit application settings to the new location once you change the Application Data Folder. Once you specify the new Application Data folder location, Dockit will prompt you to copy or move existing Dockit application settings to the new location as shown below:

Copy or I	Move data)
?	The application data folder has been changed to the new folder location successfully. Do you want to Copy or Ma application settings and data from the old folder location to the new folder location? Click the appropriate button below.	ove
	<u>C</u> opy <u>M</u> ove C <u>l</u> ose	

6) Click the desired action (Copy / Move / Close) to proceed. Dockit will use the new Application Data folder location henceforth.

Technical Support

Please send all Technical Support questions to support@vyapin.com.

Please send us the following additional information if you are reporting a problem:

- Version of Dockit Archiver that you are evaluating or you have registered with us. (Version information could be found by clicking -> Product Activation)
- 2. Additional services or resource consuming processes/applications (like anti-virus) running in the background on Dockit Archiver installed computer.
- 3. Hardware configuration of the computer where Dockit Archiver is installed.
- Archiver_<date×tamp>.txt" available in the common application data path of Dockit Archiver
 (e.g., <*Application Data Folder*>\Dockit Archiver\Log\Archiver
 <date×tamp>.txt).
- 5. Dockit Archiver jobs Timestamp folder stored in the application data path. For example: <*Application Data Folder*>\Dockit Archiver\Histories*<taskname*>*<timestamp*>.

Note:

<*Application Data Folder*> is the location where Dockit Archiver jobs and job history is stored in the computer running Dockit Archiver application. The *Application Data Folder*> can be found by

clicking -> Product Activation. The default path of *<Application Data Folder>* is as follows:

Windows 10 / Windows 8 / Windows 7 / Windows Server 2012 / Windows Server 2008 - C:\Users\Public\Documents

Select **Report a problem** option from **Help** menu as shown below.

Doc				
	Di	ata limit left 9.	926 GB	Trial
Support				
Ockit Archiver	Check for Updates			
Get help using Dockit Archiver.	Get the latest updates available for Dockit Archiver			
Product Activation	Report a problem			
Use this to activate Dockit Archiver. Contact our sales team at sales@vyapin.com for further assistance.	Let us know if you need help or how we can make Dockit Archiver better.			
Use the form below to submit a technical question or problem to the technic	al support team.			
(Fields marked with * are required)	Leet New 2			
Mr. V Contoso	Smith			
E-Mail*	The below field is require			
Company*	User Status*			
	Evaluation Copy			
Product*	Version*			
Dockit Archiver	8.0.6615.20269			
Operating System* Microsoft Windows 10 Enterprise	Service Pack*	1		
Problem Description*		_		
File Attachment(s)				
	Browse			
Send				

How to Register the Software?

Once you purchase the software online or through any one of our resellers, you will receive a purchase notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to register the software.

Request License Key

In case you do not receive an e-mail from our sales team after you purchase the software, please contact our sales department at sales@vyapin.com with the sales order number

- 1. Select **Product Activation** from **Help** menu.
- 2. The **Product Activation** page appears as shown below:

Dockit Archiver Get help using D	ockit Archiver.	¢,	Check for Updates Get the latest updates available for Dockit Archi	/er.	
Product Activation Use this to activation team at sales@vg	on ite Dockit Archiver. Contact our sales /apin.com for further assistance.		Report a problem Let us know if you need help or how we can mai Dockit Archiver better.	ke	
Product Version:	8.x.y.z				
Licensed To:	-				
License Type:	15-day Evaluation Copy				
License Description:	This software is meant solely for e of 10 GB data during the 15-day t	valuatio rial perio	n purposes only. You can archive up to a maximu od (whichever limit comes first).	m	
Remaining Days:	14				
Program Folder:	C:\Program Files\Dockit Archiver				
Application Data:	C:\Users\Public\Documents\Dock	tit Archiv	ver Chang	e	
Product Key:					
			A	ta	
			Active	ite	
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3. Once you paste the license key, click **Activate** button to apply the new license key

How to uninstall Dockit Archiver?

When you create SharePoint archive jobs in Dockit Archiver and schedule them, the application creates Windows Scheduled Tasks (to run the archive jobs at the specified time interval) in the computer where Dockit Archiver is installed. Archive job results for every task run instance is also maintained in the computer as application files.

When you uninstall Dockit Archiver through Control Panel - Add / Remove Programs applet, Windows Installer program will remove only the application files from your machine. But, the application related files created by Dockit Archiver remain in the computer. In order to remove Dockit Archiver worker files completely, the uninstall wizard provides a set of cleanup options to perform the cleanup operation based your selection.

Use this wizard to clean up the files that are created by Dockit Archiver application selectively and uninstall Dockit Archiver completely from the machine.

1. The **Dockit Archiver Uninstall Wizard** dialog will be shown as below:

Dockit Archiver Uninstall Wizard	x
Welcome to Dockit Archiver Uninstall Wizard This wizard helps you to cleanup and uninstall the product completely	
This wizard will guide you to uninstall the application and cleanup the files that are created by Dockit Archiver	
Using this wizard you can: * Cleanup archive jobs and job history * Cleanup Windows scheduled tasks that are associated with archive jobs * Cleanup log files * Uninstall Dockit Archiver application	
<u>B</u> ack <u>N</u> ext <u>F</u> inish	<u>C</u> ancel

Click Next to proceed.

2. Select required cleanup options as shown below:

Dockit Archiver Uninstall Wizard	x
Step 1 of 2: Cleanup Options This wizard helps you to cleanup and uninstall the product completely	
Uninstall Dockit Archiver application Remove all application files and uninstall Dockit Archiver application from the machine. Cleanup Dockit Archiver application files Remove all jobs and their history and schedule task maintained by Dockit Archiver.	
Remove an jobs and then instory and schedule task maintained by Dockit Archiver.	
<u>B</u> ack <u>N</u> ext <u>F</u> inish <u>C</u> a	ancel

Click Next to proceed.

3. Confirm the cleanup and/or uninstall process.

Dockit Archiver Uninstall Wizard X
Step 2 of 2: Cleanup Process This wizard helps you to cleanup and uninstall the product completely
Click 'Finish' button to proceed with the cleanup process or click 'Cancel' button to terminate the uninstall wizard.
<u>B</u> ack <u>N</u> ext <u>F</u> inish <u>C</u> ancel

Click **Finish** to run cleanup and/or uninstall process. Click **Cancel** to close the wizard.

4. Once the file cleanup process is complete, the uninstall wizard will automatically run Windows Installer program to remove Dockit Archiver application from the machine, if you have selected the cleanup option **Uninstall Dockit Archiver application** in the wizard.

Dockit Archiver Job Manager

Job Manager Edit an Existing Job Delete an existing Job Job History Run a Job Activity Log

Job Manager

1. The Job Manager page will appear as shown below.

Dockit Archiver (Evaluation Version)			- 6	x נ
Archive Jobs	Data limit left	9.922 GB	Trial days le	ft <mark>2</mark>
+ Create New Archive Job	Search Jobs		۹ 🗄	C
2				
$\overline{\mathfrak{O}}$				
3 items				

- 2. From this page, you can:
 - <u>Create New Archive Job</u>
 - Run a Job
 - Edit a Job
 - Delete a Job
 - <u>View Job History</u>

Edit an existing job

To edit an existing job:

- 1. Select a job from the **Job Manager** page. Click **O** or click on **•••** icon and select **Edit**.
- 2. **Dockit Archiver** loads SharePoint explorer and File explorer while retaining the configured job settings.

	Dockit A	Archiver (Evaluation Versio	n)			_ @ X
Archive Jobs ► Content Archive [®]					Data limit left 9	.922 GB Trial	days left 2
> File Explorer	O Archive Condition		Post Archiv	O ve Actions		O Finish	
Site Info			🛞 🛞 🕇 💐 🗸 This PC	•			¥
Name: mars			Name	Date Modified	Size	Туре	
URL: <u>https://mars.vsslab.local</u>			E Desktop	11/1/2018 2:34 PM	43.229 OD NCC 01 155.1	File Folder	
Connect			🜗 Music	8/1/2018 9:56 AM		File Folder	
			脂 Documents	8/1/2018 9:56 AM		File Folder	
			🔚 Pictures	8/1/2018 9:56 AM		File Folder	
			📕 Videos	8/1/2018 9:56 AM		File Folder	
		→					>
Explorer Batch File Archive Items							

Delete an existing job

To delete an existing archive job:

1. In Job Manager Page, click icon •••• of the job and select **Delete**.

			Dockit Archiver	(Evaluation Version)		- 🗗 X
Archive	Jobs				Data limit left	9.922 GB Trial days left 2
	+ Create New Archiv	ve Job			Search Jobs	۹ ≣ 3
	Site mars Last Archive 11/1/2018 2:49 PM C Start	Show Details Edit Delete Show History Run Job				

Note: Deleting a job will permanently delete the selected job and its history items.

Job History

When a job is run in Dockit Archiver, the job information is updated in 'Job History' folder. The job history information can be viewed upon clicking



Or Click on *** and select **Show History**.

The history of the job will be displayed as shown below.

			Do	ockit Archiver (Evalu	ation Version)				- 8	x
Job History						Da	ata limit left	9.889 GB	Trial days left	2
Default	t View	~					Content	Archive	٩ 🕻	3
Jo	ob Name	Start Time	End Time	Elapsed Time	Status	Archived Files	Archive	ed Size	Action	
Archive	e Jobs 2 item(s) -									
? •	ntent Archive	11/1/2018 3:09 PM	11/1/2018 3:09 PM	00:00:08	Cancelled	(D	0 Bytes	in 🔁 🗇	
	ntent Archive	11/1/2018 3:06 PM	11/1/2018 3:07 PM	00:00:47	Completed	2	7	33.374 MB	i	

Where

Start Time -> Date and Time a job was initiated.

End Time -> Date and Time a job completed its archive process

Elapsed Time -> Total time (hh:mm:ss) a job has taken to complete its archive process.

Status -> Brief remark about the status of archive.

Total -> Total number of files given for archive in this job.

Total Size -> Total size of files under archive job.

Action -> Deletes the logs and history details of that instance.

Possible Status	Description
Completed	Archive process was completed successfully without any errors
Incomplete	Archive process encountered certain errors

Eval limit reached	Archive process reached the maximum allowed number of files to import in evaluation / trial version. This message is applicable for evaluation / trial version only.
Cancelled	Archive process was cancelled by the user.
Failed	The archive process could not be initiated as there were issues.

The following operations can be performed on job history items:

View activity log

Run a Job

'Start' option of a job in job manager page allows the user to instantiate a job any time after the job has been created. To run a Dockit Archiver job:

1. In Job Manager Page, Click **Start** option of the job or click on ^{••••} icon and select **Run Job**

	Dockit Archiver (Evaluation Version)		-	- 8	x
Archive Jobs		Data limit left 9.9	22 GB Trial d	lays lef	t 2
+ Create New Archive Job		Search Jobs	٩	≣	C
Content ··· Content ··· Site mars Last Archive 11/1/2018 2:49 PM					
E 🖸 🕨 Start					
1 item					

2. **Office 365 Login Dialog** to connect to SharePoint will appear as shown below.

https://vyapin.sharepoint.com/sites/kevin – 🗆 🗙
C Office 365 Work or school, or personal Microsoft account
Email or phone Password Keep me signed in
Sign in Back
© 2018 Microsoft
Terms of use Privacy & Cookies

The given credential will be used to connect to the SharePoint site.

3. The progress of the job will be reported as shown below:

				Dockit Archiver	(Evaluation Ver	rsion)			_ 8 X
Arch	ive Jobs ► Content	Archive [®]					Data limit le	ft 9.965 GB	Trial days left 10
>	Name	Source Path	Size	Target Path	State				
1	Application Develo	https://mars.vsslab.loca	0 Bytes	C:\Test\Content Archive	Completed		Job Sta	tus	00:00:06
	📙 Infrastructure	https://mars.vsslab.loca	0 Bytes	C:\Test\Content Archive	Completed		Items A	chived	
2	📜 Surgical Items	https://mars.vsslab.loca	0 Bytes	C:\Test\Content Archive	Completed			7/1	1
ا	Migration Contents	https://mars.vsslab.loca	24.000 KB	C:\Test\Content Archive	Completed			// 1	I
	💼 Presentation.pptx	https://mars.vsslab.loca	41.000 KB	C:\Test\Content Archiv	Completed		Size		9 %
er E	💼 SharePoint Workflo	https://mars.vsslab.loca	31.000 KB	C:\Test\Content Archiv	Completed		529.42 KB		5.30 MB
	Migration Contents	https://mars.vsslab.loca	22.000 KB	C:\Test\Content Archive	Completed				51551115
	i trial.xlsx	https://mars.vsslab.loca	41.000 KB	C:\Test\Content Archive	Completed			_	
	😰 Presentation.pptx	https://mars.vsslab.loca	43.000 KB	C:\Test\Content Archive	Completed		Cancel		
	💼 SharePoint Workflo	https://mars.vsslab.loca	29.000 KB	C:\Test\Content Archive	Completed				
	Migration Contents	https://mars.vsslab.loca	22.000 KB	C:\Test\Content Archive	Completed				
	😰 Presentation.pptx	https://mars.vsslab.loca	43.000 KB	C:\Test\Content Archive	Completed		- r		
	🖬 trial.xlsx	https://mars.vsslab.loca	39.000 KB	C:\Test\Content Archive	Completed				
	💼 SharePoint Workflo	https://mars.vsslab.loca	31.000 KB	C:\Test\Content Archive	Completed				
	Migration Contents	https://mars.vsslab.loca	22.000 KB	C:\Test\Content Archiv	Completed				
	😰 Presentation.pptx	https://mars.vsslab.loca	43.000 KB	C:\Test\Content Archiv	Completed				
	i trial.xlsx	https://mars.vsslab.loca	39.000 KB	C:\Test\Content Archiv	Completed				
	Migration Contents	https://mars.vsslab.loca	22.000 KB	C:\Test\Content Archive	Completed				
	💼 SharePoint Workflo	https://mars.vsslab.loca	31.000 KB	C:\Test\Content Archive	Completed				

4. It shows the files that are being archived to File share.

Where

Name -> Title of the file.

Source Path -> SharePoint Location of the file.

Size -> Size of the file.

Target Path ->File Share location of the file.

State -> Current State of the file (i.e. In Queue (or) Uploading (or) Completed)

Status:

- a. **Files Archived -** Shows the total number of files archived to File Share.
- b. Size Size of files Archived Total size of files provided for archive.
- c. **%** Shows the progress of the job in Percentage (%).

- d. **Elapsed Time -** Shows the elapsed time from the instance the archive job started or commenced.
- **5.** Once the archive job is complete, the information will be updated in **Job History** section, where you can view the archive activity performed when the job ran last.

Activity Log

To view activity log associated with a job history item:

1. Click on Status column value.



2. The **Activity Log Viewer** page appears as shown below.

					Dockit	Archiver (Evaluation	Version)					-	вx
Job History										D	ata limit left 9.	993 GB	Trial days	s left 1
>	Job:	Content Archive	> Stat	istics										
	7 Arc	hive Condition		5	#webs	6	#lists		#items	Archive	Status (incl	udes	version	s)
2 ? 4 2	Archive	e everything		0		1		30			⁰ ٦ - ۲ ⁻³³			
				0	#errors	8	#size	🙆 Elaps	sed Time					
				0		233.0	000 KB	00:00	0:21					
										Archived (100	1%) Errors (0%)			
	Summa	ry Detail view					•							
		Title	Source	2		Tar	get	Ad	ctivity Date	Status	Remarks			
	G Ag	enda Library <u>https://mars.v</u>	sslab.loca	Il/Agenda	Library C\Test\	Content Arch	hive\Agenda	Library 24/1	1/2018 2:49 PI	M List Archive	d			

3. The activity log of a job is classified into two different categories :

a. **Statistics**: Displays a brief summary of the archive process.

b. $\ensuremath{\textbf{Status}}\xspace$: Displays the task details of the archive process.

Summary View - Displays the summary report of the archive process.

Where Title -> SharePoint List/Web Name Source -> SharePoint location of a file Target -> File system location of a file. Activity Date -> Start time of the archive job. Status -> State of a List/Web (Archived or Failed). Remarks -> Brief information about why the List/Web failed to archive.

Detailed View - Displays the detailed report of the archive process.

Where Source -> SharePoint location of a file Target -> File system location of a file. Size ->Size of the file that is archived. Activity Date -> Start time of the archive job. Status -> State of a file (Archived or Failed). Remarks -> Brief information about why the file failed to archive. Version History -> Display the File Versions, if available.

				Dockit	Archiver (Evaluatior	n Version)	_ _ ×
Job History							Data limit left 9.993 GB Trial days left 13
> 4 € ? ⓐ Q	Job: Content Arc	hive >	Statistics	5			
		on	5	#webs	🖻 #lists	#items	Archive Status (includes versions)
	Archive everything		0		1	30	
			> 0	#errors	#size	👌 Elapsed Time	
			0		233 000 KB	00.00.21	
<					20000000		Archived (100%) Errors (0%)
	Summary Detail view						
	0 Failed 30 Archived	-					Search Source Q
	Source	Targ	get	Size	Activity Date	Status	Remarks
	https://mars.vsslab.local/ Agenda%20Library/Bulk% 201-doc103.doc.metadata	<u>C:\Test\Con</u> \Agenda Lib <u>1-doc103.de</u>	tent Archive orany\v1.0\Bulk oc.metadata	4.000 KB	24/1/2018 2:48 PM	Archived	
	https://mars.vsslab.local/ Agenda%20Library/Bulk% 201-doc100.doc.metadata	<u>C:\Test\Con</u> \Agenda Lik <u>1-doc100.de</u>	tent Archive orany\v2.0\Bulk oc.metadata	4.000 KB	24/1/2018 2:48 PM	Archived	
	https://mars.vsslab.local/ Agenda%20Library/Bulk% 201-doc104.doc.metadata	<u>C:\Test\Con</u> \Agenda Lib 1-doc104.de	tent Archive orary\v1.0\Bulk oc.metadata	4.000 KB	24/1/2018 2:48 PM	Archived	
	https://mars.vsslab.local/ Agenda%20Library/Bulk%	<u>C:\Test\Con</u> \Agenda Lik	tent Archive prary/v1.0\Bulk	4.000 KB	24/1/2018 2:48 PM	Archived	

4. Additionally, user can open the file share location of activity log by clicking **Open log folder** control on top.

Create new archive job

Create New Archive Job Batch File Archive Items

Archive Condition

Post Archive Actions

Threshold Settings

Schedule Settings

Create new archive job

To create a new archive job to archive SharePoint Lists and Subsites along with metadata from SharePoint to File System:

1. Click **Create New Archive Job** on Job Manager Page as shown below.

Dockit Archiver (Evaluation Version)		– 🗗 X
Archive Jobs	Data limit left 9.922 GB	Trial days left 2
+ Create New Archive Job	Search Jobs	৭ া≣ 🕻
3 items		

2. Select archive type from **Select Type** popup as shown below.



3. The **New Archive** page appears as shown below

Data limit left 9.922 GB Trial days left 2
SharePoint Site/Library URL Authentication Windows User name Contoso\Smith Password
Соплес

- 4. Enter Job Name, Description (Optional).
- 5. Specify Office 365 or On-premises site URL in the textbox and click Connect button. You need to provide a valid site administrator credentials to proceed further.
- 6. **Drag and Drop** SharePoint Lists from SharePoint site (Left Pane) to File share (Right Pane) or Select SharePoint Objects and Right click SharePoint Explorer, select **Archive**.

	Dockit A	Archiver (Evaluation Version)	e x
Archive Jobs ► Content Archive [®]		Data limit left 9.922 GB Trial days	left <mark>2</mark>
File Explorer	Archive Condition	Post Archive Actions Finish	
File Explorer Image: Specific system <	Archive Condition Item Count 10 Items 4 Items 8 Items 17 Items 6 Items 3 Items 6 Items 3 Items 3 Items	Post Archive Actions Finish • • • • • • • • • • • • • • • •	
Client Data connection Client Data connection Clist1 Content and Structure Reports Content and Structure Reports Council Cuslist Cuslist Cuslist Cuslist Cuslist Cuslist	2 Items 1 Items 6 Items 3 Items 3 Items 3 Items 14 Items 3 Items 10 Items 4 Items 8 Items		>
150 items			1 item

- 7. Click **Archive Items** on right pane to check the list of SharePoint Objects selected for archive, also you can remove SharePoint Objects by clicking the Red **X**.
- 8. Click **Batch File** in the right pane to archive lists, sites and metadata to target file system.
- 9. Specify Archive Condition
- 10. Specify Post Archive Actions
- 11. Specify Threshold Settings
- 12. Specify Schedule Settings
- 13. Click **Save** button to create the job, or click < button to navigate to previous page to change any job settings.
- 14. After saving the job, it will be listed on the Job Manager page. You can click on initiate the archive process.

۲	Start	
		το

Batch File

The following section gives you the guidelines to create a batch file for archive lists, sites and metadata to target file system path.

The first row of the batch file should contain the following field names as headers. The reserved headers used by Dockit Archiver in batch file are as follows:

- 1. Path: The 'Path' column should contain the path of the source list / site.
- 2. **Destination Path:** The 'Destination Path' column should contain the target location where the source gets moved.

Path	Destination Path	
http://sharepoint/technical documents/folder1	M:\My Document	

Follow the steps given below to specify the lists/sites to archive in the target File System Location in the batch file

1. Drag-n-drop batch file in Batch tab from explorer. It will be shown below



Batch file content will be shown as below.

Dockit Archiver (Evaluation Version) _ 🗖 🗖 🖓						
Arch	nive Jobs ► Content Archive®		Data limit left	9.889 GB Trial days left 1		
>	File Explorer	O Archive Condition	O Post Archive Actions	O Finish		
₽ ?	Copy.xlsx Sheet1 ~ 3 items			x		
	Path	Destination Path				
61	https://mars.vsslab.local/Documents	C:\Products\Document Details				
	https://mars.vsslab.local/lists/Project list	C:\Products\Project List Details				
	https://mars.vsslab.local/Purchase Order	C:\Products\Project List Details				
				Validate		
	Explorer Batch File Archive It	tems				
150 it	ems					

2. Click **Validate** button to verify the batch content

Dockit Archiver (Evaluation Version) – 🗖 🗴						
Archive Jobs ► Content Archive [®]			Data limit left <mark>9.889 GB</mark> Trial days left <mark>1</mark>			
>	Eile Eurolerer	Archiv	Source location x			
		Archiv	https://mars.vsslab.local/Documents C:\Products\Document Details			
₩ ?	Sheet1 ~		https://mars.vsslab.local/lists/Project list \[\] C:\Products\Project List Details			
-	3 items	Destinatio	https://mars.vsslab.local/Purchase Order C:\Products\Project List Details			
ß	https://mars.vsslab.local/Documents	C:\Products\Dc	Not Iouna			
	https://mars.vsslab.local/lists/Project list	C:\Products\Pro				
	https://mars.vsslab.local/Purchase Order	C:\Products\Pro				
	Explorer Batch File Archive It	tems	Continue			
150 it	ems					

Once the validation is complete, click **Continue** button to proceed for next step and the batch file content will be added to Archive Items tab

Archive Items

From SharePoint explorer you can either drag or drop SharePoint Objects to File explorer or simply select SharePoint Objects from SharePoint explorer Right Click and Select **Archive** to add SharePoint Objects to Archive Items.

1. The Archive Items appears as shown below:

Dockit Archiver (Evaluation Version)					e x
Archi	ve Jobs ► Content Archive®			Data limit left 9.922 GB Trial da	ys left 2
> *	File Explorer	O Archive Condition	O Post Archive Actions	O Finish	
	nttps://mars.vsslab.local/Approval Documents		C:\Test\Content Archive		
1	6 Items		C:\Test\Content Archive		
ß	17 Items	└ ─ ∕			
	https://mars.vsslab.local/Lists/cuslist	$\Box \rangle$	C:\Test\Content Archive		
					>
	Explorer Batch File Archive Items				1 item

2. The selected SharePoint Objects added for archive will be displayed in the Archive Items page. Dockit Archiver processes the top-level SharePoint Objects added for archive in the order in which it appears in the Archive Items page. The archive process order can be changed by the navigation buttons available in the right of the page. You can remove the SharePoint Objects added for archive by clicking top right of the listed entries. The delete image appears as shown below:

File Explorer	O Archive Condition		Post Archive Actions	Finish
nttps://mars.vsslab.local/Approval Documents			C:\Test\Content Archive	
6 Items		r		
https://mars.vsslab.local/Applications			C:\Test\Content Archive	
17 Items		V		
https://mars.vsslab.local/Lists/cuslist		-	C:\Test\Content Archive	Ĩ
4 Items				

3. Click > button to proceed.

Archive Condition

To specify the Archive Condition to be applied by Dockit Archiver when archiving SharePoint Objects to the destination location:

1. The **Archive Conditions** appears as shown below:

	Dockit Archiver (Evalua	tion Version)		_ = ×
Archive Jobs 🕨 Content Archive®			Data limit left 9.995 GB	Trial days left 1
File Explorer Archive C	Ondition	Post Archive Actions	Ç) nish
Archive Condition Archive everything Items inactive since / older than Items modified between Items Created by user(s)	Select a date IS From Select a date enter version count enter size in KB enter list items count IS Select a date IS From Select a date rm Library, Asset Library, Wiki Page Library	** C23/1/2018 ** KB MB GB ** KB MB GB ** To 23/1/2018 ** To 23/1/2018 ** To 23/1/2018		

- 2. Select any one of the following Archive Conditions as stated below:
 - a. **Archive Everything** Archives all SharePoint Objects without applying any condition or rule to filter content.
- b. **Items inactive since / older than** Archives SharePoint items that were last modified earlier than the given date.
- c. **Items modified between** Archives SharePoint items modified between from and to date. The To date is an optional value. The items that were modified in the given date range alone will be archived along with its respective item versions.
- d. **Items created/modified by user** Archives SharePoint items that were either created or modified (depending on the user selection) by the given user or set of users.
- e. **Keep the following number of major versions** Retains the specified number of major versions in SharePoint and archives document versions anything above the defined count.
- f. **Files more than this size** Archives SharePoint documents that are greater in size than the given value.
- g. Lists having more than these many documents Archives SharePoint Lists that have documents / files anything above the defined count.
- h. Lists inactive since / older than Archives SharePoint Lists that were last modified beyond the specified date.
- i. **Lists modified between** Archives SharePoint Lists that were modified between from and to date. The To date is an optional value.



Post Archive Actions

This page allows you to specify the Post Archive Actions to be applied by Dockit Archiver when archiving SharePoint Objects to the destination location.

1. The **Post Archive Actions** page will appear as shown below:

Dockit Archiver (Evaluation Version) 🗕 🗖 🤉							
Archive Job	s 🕨 Content Archive	8	Data limit left	9.922 GB Trial days left 2			
> -4.	File Explorer	O Archive Condition	Post Archive Actions	O Finish			
	 Post Archive Action No action to be ta No action will be ta Delete all items in This option will del Recycle Bin. Make all items in s This option will be 	IS ken iken, once the archive job is complete. source after archive job is complete ete all items in the source list permane cource as read-only after archive job is enabled only when Archive everything	ently and you won't be able to retrieve the somplete option is selected in the Archive Condit	nese items from the ion settings.			

- 2. Select any one of the following post archive actions given below:
 - a. **No action to be taken** No action will be taken, once the archive job is complete.
 - b. **Delete all items in source after archive job is complete** Deletes the SharePoint objects that are archived. This option will delete all items in the source list permanently and you won't be able to retrieve these items from the Recycle Bin.
 - c. **Make all items in source as read-only after archive job is complete** The SharePoint objects that are added for archive will be marked as Read-only objects by altering their permissions. Any sub-scopes that are created underneath SharePoint sites or lists will be automatically set to inherit parent permissions. For example, any unique permissions defined for documents and folders underneath source SharePoint list will be changed to inherited permissions.

Note: This option will be enabled only when Archive everything option is selected in the Archive Condition settings.



To set percentage of Network bandwidth that Dockit Archiver can use during archiving and number of files that can be archived concurrently to improve performance.

			Dockit Archiver (Evalu	ation Version)	_ = x
Arch	nive Jobs	► Content Archiv	e®	Data limit left	9.922 GB Trial days left 2
>		0	0		
۲÷		File Explorer	Archive Condition	Post Archive Actions	Finish
		Bandwidth Usa Concurrent File	ge 100 % e Archive 4		
ß		Schedule Settings		-4	\bigcirc
	<			APIN Save & Close	Save & Start

Schedule Settings

1. The Job Schedule Settings step appears as shown below:

	Dockit Archiver (Evaluation Version) – 🗖						
Archive Jobs	► Content Archive [®]		Data	a limit left 9.922 GB	Trial days left 2		
>	0	0					
*	File Explorer	Archive Condition	Post Archive Actio	ns	Finish		
2 2	Bandwidth Usage Concurrent File Arc	100 %					
ß	⊿ Schedule Settings				\bigcirc		
<	Run As: Schedule: Start time:	contoso\smith Daily Set Password 11/1/2018 15 01:00 PM Recur every: 0	APIN				
	-Security Options						
	Run only when user is	logged on					
	Run with highest priv To set this flag, you have right clicking the application	ileges to launch the application by using 'Run a tion in Start menu)	s administrator' (by				
			Save	& Close	Save & Start		

- 2. Select a Schedule type from **Schedule** drop-down menu.
- 3. Click **Set Password** to specify <u>Username</u> and <u>Password</u> to run the task.
- 4. Click **Save**, a windows scheduled task will be created.

Create new export job

Create New Export Job

Batch File

Export Items

- Version Options
- List View Options
- List Column Options
- Export Conditions

File Settings

Permission Options Metadata File Settings Threshold Settings Schedule Settings

Create new export job

This page allows you to create a new export job to export SharePoint lists and Subsites along with metadata from SharePoint to File System.

1. Click Create New Export Job as shown below.



2. Select export type from **Select Type** popup as shown below.



3. The **New Export** page will appear as shown below

	Dockit Archiver (Evaluation	Version) – 🗆 x
Export Jobs ► New Export [®]		Data limit left 9.889 GB Trial days left 2
Export Jobs New Export K K Job Name * Job Description * mandatory		Data limit left 9.889 GB Trial days left 2
		Connect

- 4. Enter Job Name and Job Description (Optional).
- 5. Specify Office 365 or on premise site URL in the textbox and click **Connect** button. You need to provide a valid site administrator credentials to proceed further
- 6. **Drag and Drop** SharePoint lists from SharePoint site (left pane) to File share (right pane) or select SharePoint Objects, right click SharePoint Explorer and select **Export**.

	Dockit Archiver (Evaluation Version) –				
Expo	ort Jobs ► Export Task®		Data limit left 9.889 GB Trial da	ys left 2	
Expo	ort Jobs ► Export Task® File Explorer File Explorer Table Table<!--</th--><th>Item Count 3 Items 6 Items 5 Items 76 Items 1 Items 1 Items</th><th>Data limit left 9.889 GB Trial data Export Settings Image: Setting in the set of the se</th><th>ys left 2</th>	Item Count 3 Items 6 Items 5 Items 76 Items 1 Items 1 Items	Data limit left 9.889 GB Trial data Export Settings Image: Setting in the set of the se	ys left 2	
:	Alan Alan▼Documents Explorer Batch File Explorer	10 Items 4 Items xport Items		<u>FI</u>	
		·		2 items	

- 7. Click **Batch File** in the right pane to export lists, sites and metadata to target file system.
- 8. Click **Export Items** in the right pane to verify the list of SharePoint Objects selected for export.
- 9. Specify **File Settings**
- 10. Specify **Permission Options**
- 11. Specify Metadata File Settings
- 12. Specify Threshold Settings
- 13. Specify Schedule Settings
- 14. Click **Save** button to create the job, or click < button to navigate to previous page to change any job settings.
- 15. After saving the job, it will be listed on the Job Manager page. You can click on initiate the export process.

to

Batch File

The following section gives you the guidelines to create a batch file for export lists, sites and metadata to target file system path.

The first row of the batch file should contain the following field names as headers. The reserved headers used by Dockit Archiver in batch file are as follows:

- 1. Path: The 'Path' column should contain the path of the source list / site.
- 2. **Destination Path:** The 'Destination Path' column should contain the target location where the source gets moved.

Path	Destination Path
http://sharepoint/technical documents/folder1	M:\My Document

Follow the steps given below to specify the lists/sites to export in the target File System location in the batch file

1. Drag-n-drop batch file in Batch tab from explorer. It will be shown below



Batch file content will be shown as below.

		Dockit Archive	r (Evaluation Version)			-		x
Expo	ort Jobs ► Batch File [®]			Data limit left	9.889 GB	Trial days	left 🧲	
> ~	File Explorer		O Export Settings				O Finish	
₽ ₽ ?	Copy.xlsx Sheet1 ~ 3 items					x		
M	Path	Destination Path						
\mathfrak{O}	https://mars.vsslab.local/Documents	C:\Products\Document Details						
	https://mars.vsslab.local/lists/Project list	C:\Products\Project List Details						
	https://mars.vsslab.local/Purchase Order	C:\Products\Project List Details					1	
					Valid	ate		
	Explorer Batch File Export Ite	ems						

2. Click **Validate** button to verify the batch content

		Do	ockit Archiver (Evaluation Version) 🛛 🗖 🗖	x
Ехро	ort Jobs ► Batch File®		Data limit left 9.889 GB Trial days left	1
>	File Explorer		Source location	
	Copy.xlsx Sheet1 ~		https://mars.vsslab.local/lists/Project list C:\Products\Project List Details	
	3 items Path	Destinatio	https://mars.vsslab.local/Purchase Order https://mars.vsslab.local/Purchase Order Not found	
Ø	https://mars.vsslab.local/Documents https://mars.vsslab.local/lists/Project list	C:\Products\Dc		
	https://mars.vsslab.local/Purchase Order	C:\Products\Pr		
	Explorer Batch File Export Ite	ems	Continue	

Once the validation is complete, click **Continue** button to proceed for next step and the batch file content will be added to Export Items tab

Export Items

1. In SharePoint explorer, you can either drag and drop SharePoint Objects to File explorer or simply select SharePoint Objects from SharePoint explorer, right click and select **Export** to add SharePoint

Objects or select SharePoint Objects from SharePoint explorer and click row to add them for Export. The **Export Items** appears as shown below:

1		Dockit Archiver (Evaluation Version)	_ □ ×
Expo	ort Jobs ► Batch File [®]	Data limit left 9.889 GB	Trial days left 2
>	File Explorer	Export Settings	O Finish
- 6 ?	https://mars.vsslab.local/a 4 items	C:\Test\Archeive Everthing\Project list\Batch File	
a 3	https://mars.vsslab.local/abc	C:\Test\Archeive Everthing\Project list\Batch File	
	I IVEIIIS		
	Explorer Batch File Export Items		

2. The selected SharePoint Objects added for export will be displayed in the **Export Items** page. Export Jobs processes the top-level SharePoint Objects added for export in the order in which they appear in the **Export Items** page. The export process order can be changed by using the **navigation** buttons available in the right side of the page. You can remove the SharePoint Objects added for export by clicking Top right of the listed entries.

The **Delete Items** appears as shown below:

nttps://mars.vsslab.local/a	Ν	C:\Test\Archeive Everthing\Project list\Batch File	
4 items		i ie v &	
🔂 https://mars.vsslab.local/abc		C:\Test\Archeive Everthing\Project list\Batch File	
1 items	-		

- 1. Version Options
- 2. List View Options
- 3. List Column Options
- 4. Export Conditions

Version Option

1. To selectively export list item versions to the destination file system location: The **Version Options** step appears as shown below:

	Dockit Archiver (Evaluation Version) 🗕 🗗	x
Export Jobs ► Batch File®	Data limit left 9.889 GB Trial days left	2
File Explorer	Export Versions:	x
	All versions Export version range: Start: End: Export date range: Start: Select a date End: 11/1/2018 End: 11/1/2018 End: 11/1/2018	
A 1 items	Export major versions only Latest versions only File Version Handling (Libraries only):	
	Export each file version to a version folder named as v[VersionNumber] Store latest version in root folder Store latest version in the respective version folder	
	○ Export each file version as seperate file named as [FileName]_v[VersionNumber] ()	
Explorer Batch File Export Items		

Export Versions:

By default, **All versions** option is selected. Item version settings will be used for each of the list items exported from the list. Select any one of the following version settings:

- i. **All versions** Export all list item versions available in the source list.
- ii. **Export version range** Export only list item versions specified in the range from the source list e.g., versions 2 to 5.
- iii. Export date range Export only list item versions by date specified in the range from the source list e.g., versions date 11/19/2010 - 15/19/2010. The source list date used for exporting is Modified date of a list item.
- iv. **Export major versions only** Export the major list item version from the source.
- v. Latest version only Export the latest list item version from the source.

2. File Version Handling (Libraries only):

Select any one of the following export options:

i. **Export each version to a version folder named as -** This option will create a version folder for each file version based on the version folder name specified in the folder name mask textbox. You have the option to export the latest file version to the root folder or export it to the respective version folder.

Store latest version in root folder – Export the latest file version to the root folder specified by the user. To select Version folder name, click the button placed next to the export version to as version folder name textbox. Version folder name mask dialog appears as shown below:

Version folder name mask ×					
Specify folder name	e to export versions				
Macro	SampleValue				
ListName	Shared Documents				
Timestamp	20180111-191440				
VersionNumber	1				
		Insert			
Folder Name:					
v[VersionNumber]					
	ОК	Cancel			

Store latest version in the respective version folder - This option will create a version folder name based on the current file version and export the file into the version folder.

ii. Export each file version as separate files named as - Each file version will be exported using the file version name constructed in the file version name mask text box. To select Version file name, click the button placed next to the export version to a separate file name textbox. Version folder name mask dialog appears as shown below:

Version file name mask					
Specify file name to	export versions				
Macro	SampleValue				
FileName	TestDocument				
ListName	Shared Documents				
Timestamp	20180123-102147				
VersionNumber	1				
		Insert			
File Name:					
[FileName]_v[VersionN	[FileName]_v[VersionNumber]				
	ОК	Cancel			

3. For **Latest version Only** option in the Export Versions, you have the option to export the latest file version to the root folder or export it to the respective version folder. The File Version Handling settings appears as shown below:



- i. Store latest version in root folder Export the latest version in the root folder itself
- ii. **Store latest version in the respective version folder -** Creates a latest version folder and export the latest file version in the latest version folder



You can export list items or documents based on SharePoint List views and thereby specify the SharePoint columns to export metadata.

To selectively export SharePoint Views from the list / library, follow the steps outlined below:

1. The List View Options wizard step appears as shown below:

Dockit Archiver (Evaluation Version) Export Jobs ► Batch File® Data limit left 9.889 GB Trial days left > File Explorer View Settings: • All items in the SharePoint List. nttps://mars.vsslab.local/a Q ? O Default List View O All List Views O Specific List Views: https://mars.vsslab.local/abc ß Enter one view name per line. Ensure the view name entered here exactly matches the display name of the SharePoint List View. O Dynamic View: Provide filter query to export a subset of the items from SharePoint list. This query is similar to SharePoint List View filter, powered by SharePoint CAML. Batch File Export Items Explorer

The **List View Options** wizard step appears as shown below:

2. Select any one of the following View Settings given below

All items in the SharePoint List - Export all items / documents (including folders) in the list view as it appears in Allitems.aspx web page corresponding to the list.

Default List View - Exports all items (including folders) available in the Default view of the given SharePoint list. The SharePoint columns defined in the default view will be exported to the metadata file.

All List Views - all Views in the SharePoint list. The SharePoint columns defined in the respective list views will be exported to the metadata file.

Specific List Views - Exports views that are specified in the textbox. The SharePoint columns defined in the respective list views will be exported to the metadata file.

Dynamic View - Exports subset of items from SharePoint list based on CAML filter query. You can specify the required metadata columns using "List Column Options".



List Column Options

1. You can export list items or documents based on specify the SharePoint columns to export metadata.

- i. **Export all columns** all columns available in the source SharePoint list, including built-in SharePoint columns such as Created, Modified, Approval Status, etc.
- ii. **Export all user defined columns** Exports all columns that are created by a SharePoint user.
- iii. **Export selected columns** Exports columns that are specified in the textbox.



Note:

ViewName is applicable only for View based export. Export Jobs will substitute the name of the processed view wherever applicable.

Content export:

For list / library entries, it creates a new folder with the view name under the list / library name folder in the specified destination location.

For file / folder entries provided for export, it exports the content in the specified export location.

Metadata export:

For list / library entries and for files / folders within them, it exports metadata for columns present in the view.

For file / folder entries provided for export, it exports metadata for all columns (including SharePoint maintained read-only columns), instead of the view based columns.



Export Conditions

Export Jobs can export folders, files and list items (including file attachments) from a SharePoint list or library based on certain export conditions. The conditions can be created by using SharePoint columns in the source list or library.

1. The **Export Conditions** step appears as shown below:



You can specify export conditions at four levels:

- i. <u>Site Level Filter</u>
- ii. List Level Filter
- iii. Folder Level Filter
- iv. File or Item Level Filter

2.1 Site Level Conditions

i. Click **Site level filter...** to specify the conditions. The **Site Level Filter** dialog appears as below:

	S	ite Level Fi	lter				Х
Specify rule th	nat must be satisfied b	efore exporti	ng site	from S	harePo	int.	
Field Name					~		
Operator		Ŷ					
Value					v		
	Add to Filter		PL				
Conditions:		()	(x)x	Х	Clear
Export site if t	the above condition is			۲	satisfie	ed Or	not satisfied
						ЭK	Cancel

ii. You can specify the export conditions by selecting the field name and by specifying a value with necessary operator. You can use mathematical operators such =, <> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ')' and logical operators 'AND' and 'OR'.

		Site Level I	Filter				Х
Specify rule t	Specify rule that must be satisfied before exporting site from SharePoint.						
Field Name	Site Name				v		
Operator	=	~					
Value	Vyapin						
	AND to Filter	OR to Fil	ter				
Conditions:		C)	(x)x	х	Clear
[Site Name] =	- 'Vyapin'						
Export site if	the above condition is			۲	satisfie	ed ⊖r	not satisfied
						ЭК	Cancel

- iii. Export Jobs will export the sites that satisfy the export condition or export the sites that do not satisfy the export condition depending on the option selected by the user:
 - a) **Export sites if the above conditions are satisfied -** Sites that satisfy the condition will be marked for export
 - b) **Export sites if the above conditions are not satisfied -** Sites that do not satisfy the condition will be marked for export.

2.2 List Level Conditions

i.	Click List level filter	to specify the conditions	. The List level filter	dialog appears as below:
----	-------------------------	---------------------------	-------------------------	--------------------------

	L	ist Level Filter			х
Specify rule th you can expo	hat must be satisfied be rt list only when ['List T	efore exporting lis ype' = 'Document	t from ShareP :Library'].	oint. For examp	ile,
Field Name			۷		
Operator		~			
Value			v		
	Add to Filter				
Conditions:		()	(x)x	X Cle	ar
Export list if t	he above condition is		● satis	fied 🔾 not sat	isfied
				OK Can	cel

ii. You can specify the export conditions by selecting the field name and by specifying a value with necessary operator. You can use mathematical operators such =, <> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ')' and logical operators 'AND' and 'OR'.

		List Level Filter		Х		
Specify rule t you can expo	Specify rule that must be satisfied before exporting list from SharePoint. For example, you can export list only when ['List Type' = 'DocumentLibrary'].					
Field Name	Base Type		~			
Operator	=	v				
Value	Document Library		¥			
	AND to Filter	OR to Filter				
Conditions:		()	(x)x	X Clear		
[Base Type] =	'Document Library'					
Export list if t	the above condition is		 satisf 	fied 🔾 not satisfied		
				OK Cancel		

- iii. Export Jobs will export the lists that satisfy the export condition or export the lists that do not satisfy the export condition depending on the option selected by the user:
 - a) **Export lists if the above conditions are satisfied** Lists that satisfy the condition will be marked for export.
 - b) **Export lists if the above conditions are not satisfied** Lists that do not satisfy the condition will be marked for export.

2.3 Folder Level Conditions

i. Click **Folder level filter...** to specify the conditions. The **Folder level filter** dialog appears as below:

	Fo	older Level Filte	r	Х
Specify rule th you can expo	nat must be satisfied b rt folder only when ['C	efore exporting fo reated By' = 'john	lder from Share doe'].	Point. For example,
Field Name			Ŷ	
Operator		v		
Value			¥	
	Add to Filter			
Conditions:		()	(x)x	X Clear
Export folder	if the above condition is	5	 satisfi 	ed 🔘 not satisfied
				OK Cancel

ii. Click button to add the SharePoint columns in Field Name dropdown. The Add Fields dialog appears as shown below:

	Add F	ields	х
Name			
Туре	Text	~	
		Add Remove	
Co	lumn Name	Column Type	*
Destination		Text	
Date of join		DateTime	
Authorized b	у	User	
4		OK Cance	• •

Specify the column name in **Name** textbox and select the data type of the column in SharePoint from Type drop-down.

Click **Add** button to add the columns to the fieldname dropdown list.

Click **Remove** button to remove the columns from the fieldname dropdown list.

iii. You can specify the export conditions by selecting the field name and by specifying a value with necessary operator. You can use mathematical operators such =, <> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ')' and logical operators 'AND' and 'OR'.



- iv. Export Jobs will export the folders that satisfy the export condition or export the folders that do not satisfy the export condition depending on the option selected by the user:
 - a) **Export folder if the above conditions are satisfied** Folders that satisfy the condition will be marked for export.
 - b) **Export folder if the above conditions are not satisfied** Folders that do not satisfy the condition will be marked for export.

2.4 File or Item Level Conditions

i. Click **File or Item level filter...** to specify the conditions. The **File or Item level filter** dialog appears as below:

	File o	or Item Level Fi	lter	х
Specify rule th you can expo	hat must be satisfied b rt file only when ['Crea	efore exporting ite ted By' = 'john do	em from ShareP e'].	oint. For example,
Field Name			*	
Operator		v		
Value			~	
	Add to Filter			
Conditions:		()	(x)x	X Clear
Export list iter	m if the above condition	is	 satisfie 	ed 🔾 not satisfied
				OK Cancel

ii. Click button to add the SharePoint columns in Field Name dropdown. The Add Fields dialog appears as shown below:

	Add F	ields	х
Name			
Туре	Text	~	
		Add Remove	
Co	lumn Name	Column Type	*
Destination		Text	
Date of join		DateTime	
Authorized b	у	User	
4		OK Cance	• •

Specify the column name in **Name** textbox and select the data type of the column in SharePoint from **Type** drop-down.

Click **Add** button to add the columns to the fieldname dropdown list.

Click **Remove** button to remove the columns from the fieldname dropdown list.

iii. You can specify the export conditions by selecting the field name and by specifying a value with necessary operator. You can use mathematical operators such =, <> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ')' and logical operators 'AND' and 'OR'.

	File or Item Level Filter X					
Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export file only when ['Created By' = 'john doe'].						
Field Name	Created		~			
Operator	<=	~				
Value	29/1/2018		15			
	AND to Filter	OR to Filter				
Conditions:		()	(x)x	X Clear		
[Created] <=	#29/1/2018#					
Export list ite	m if the above conditio	on is	satisfic	ed 🔾 not satisfied		
				OK Cancel		

iv.

Export Jobs will export the folders that satisfy the export condition or export the folders that do not satisfy the export condition depending on the option selected by the user:

- a) **Export list items if the above conditions are satisfied** Files or list items that satisfy the condition will be marked for export.
- b) **Export list items if the above conditions are not satisfied** Files or list items that do not satisfy the condition will be marked for export.

2. Click to proceed

File Settings

To construct Alternate File Mask and to propagate Created Date and Modified Date from SharePoint Library to Windows File System, use below options:

1. Alternate File Name Mask:

If the file with the same name already exist in the destination location, follow the steps outlined below:



- i. **Do not overwrite the existing file** Skips the file without overwriting the existing file with the same name.
- ii. **Overwrite the existing file** Deletes the file from the destination location and exports the current source file.
- iii. **Rename the new file that is currently exported from SharePoint** Rename the file based on the file name mask specified in the Alternate File Name Mask text box.

To select alternate file naming mask, click the alternate file name mask button placed next to the alternate file name mask textbox. Alternate file name mask dialog appears as shown below:

Alternate file name mask ×				
Select macros to be	used as alternate file name mask			
Macro	SampleValue	-		
CreatedBy	vyapinlab_Ken	- 11		
CreatedDate	20180111	- 11		
DocID	1	- 11		
FileName	TestDocument	- 11		
FolderName	Dockit Archiver	- 1		
GUID	375ca60a-9c40-46b2-a2f0-bad061c49f4c	- 1		
Index	1	- 1		
CLARIE	TID	*		
	Insert			
File name:				
[FileName]([Index])				
	OK Cancel			

Construct alternate file naming mask with the available macros provided in the dialog. Click OK to close the dialog. The new files will be exported in the name format / syntax entered in the file naming mask.

2. File System Date Settings:

To propagate the system date fields - Created Date and Last Modified Date to respective folders and files in the file system, follow the steps outlined below:



Select File System Date Settings:

The date options given below will assign the respective data field values in the file system as in the original SharePoint list.

- **i. Retain created date -** Carry forward / propagate Created Date field from the source folders, files and list item attachments to the Windows file system.
- ii. **Retain modified date -** forward / propagate Last Modified Date field from the source folders, files and list item attachments to the Windows file system.

Note: You can propagate original Created Date and Last Modified Date for folders and files to the NTFS file system. In a FAT file system, the Last Modified Date alone will be retained as in source.



Permission Options

Export Jobs can export SharePoint site / list / list item permission information to the metadata file.

1. The **Permission Options** specification wizard step appears as shown below:



Export Permissions:

i. **Do not export permissions** - This option will not export permissions to the metadata file.

ii. **Export permissions** - This option will export permissions based on the user specified options. The export permission options appear as shown below:



2. You can export permissions for **Site / List / List item** to the metadata file depending on the user selection. Check appropriate checkboxes in Export permission for: options.

Note: You can export list item permission from SharePoint 2013 or later.

- 3. Specify the **Permission format** to use when exporting the permission information for the Site / List / List item to the metadata file using the options given below:
 - i. **User Role format** Exports permission details as User Role e.g., johndoe: Full Control, Limited Access; johnsmith: Read, View Only etc.
 - ii. **Role User format** permission details as Role User e.g., Full Control: johndoe, johnsmith; Contributor: janedoe etc.
- 4. **Inheritance status** Export the inheritance status of the Site / List / List item as a separate column / field in the metadata file. This column / field indicate if the permission is 'Inherited or Unique' role assignment at the Site / List / List item level in SharePoint.
- 5. Membership information This option exports AD information and role definition information to separate XML files. These XML files are stored in the same location as the metadata files in the name _membership information and _role definition. The user account that connects to SharePoint must have (System Account) permission to retrieve respective membership information. Similarly, the user account specified in Active Directory Profile Manager for each domain must have (Domain Admin) permission to retrieve respective membership information. Export Jobs will enumerate only the globally declared domain groups and retrieve membership information.



Metadata File Settings

Export Jobs will create metadata files based on the following options given below.

1. The Metadata File Settings step appears as shown below:

The Metadata File Settings step appears as shown below:



- 2. Specify the **Metadata file location** using the options below:
 - i. **Store metadata file(s) in this location:** Specify a folder path where the selected list items metadata are to be exported. You can also Click browse button to launch folder browser dialog.
 - Store metadata file(s) in the respective list / library folder location in the file system: This option will export the metadata file in the selected file format into the respective list folder locations where the physical documents/ files are exported.

Note: Ensure that the user context used to run the Export Jobs export process has sufficient permissions to create, edit and delete folders and files in the specified export path.

- 3. If the metadata file already exists in the destination location, choose from any one of the following options:
 - i. **Overwrite:** This option will overwrite the existing metadata file.

- ii. **Append:** This option will append the new metadata to the existing metadata file. The new metadata will be shown in the new sheet with the name of current timestamp in XLSX file.
- 4. You can specify a new metadata custom format based on the column name when generating the metadata file. The format specified here overrides the application level template defined in **Metadata Format Template** tool. Also, you can specify new column names to use when generating the metadata file in the file system location. To use this feature, click the Edit button. A **Customize Metadata Format** Dialog appears as shown below:

Customize Me	etadata Fo	ormat			×
Enter Column Nam the metadata file. Y the metadata file b	e, its type and f /ou can rename y providing a N	the Format to SharePoint c Iew Column N	use when exp olumn name v lame below.	oorting its valu vhen exportin	ue to g it to
Column Name:					
Column Type:					~
Format:					
New Column Name					
Column Name	Column Type	Format	New Colum	n Name	+
L			ОК	Canc	el

5. Specify SharePoint column name in the Column Name textbox and select its type from the

available **Column Type** from combo box. Click button to load the available fields. Select format from the available fields. If you want to rename the SharePoint column name when exporting to the metadata file, provide a new name in the **New Column Name** text box. For example, a SharePoint column named 'Area' in the source SharePoint list can be customized and renamed as 'Location' when creating the metadata file during the export operation.

Customize Metadata Format ×						
Enter column name, its type and the format to use when exporting its value to the metadata file. You can rename SharePoint column name when exporting it to the metadata file by providing a new column name below.						
Column Name:	Area	Area				
Column Type:	Geolocati	Geolocation				
Format:	Address	Address				
New Column Nam	e: Location	Location				
Column Name	Column Type	Format	New Column Name	+		
Area	Geolocation	Address	Location	-		
			ОК	Cancel		

Click to add the SharePoint column name and its format in the custom metadata format list. Click to remove the SharePoint column name from the custom metadata format list. 6. Click to proceed

Threshold Settings

Set percentage of Network bandwidth that Dockit Archiver can use during export and number of files that can be exported concurrently to improve performance.

		Dockit Archiver (Evaluation Version)	_ = ×
Export Jobs	⊧ ► Batch File [⊗]	Data lim	nit left 9.889 GB Trial days left 2
> *	File Explorer	Export Settings	O Finish
 	Bandwidth Usage Concurrent File Exp ▷ Schedule Settings	ort 100 %	lose Save & Start

Schedule Settings

			Dockit Archiver (Evaluation Versio	n)		_ 🗆 X
Export	t Jobs)	► Batch File [®]		Data limit left	9.889 GB	Trial days left 2
> *		File Explorer	©- Export Settings			O Finish
₽ ?		Bandwidth Usage	100 %			
ß		∠ Schedule Settings Run As:	contoso\smith			
	<	Schedule: Start time:	Daily Set Password 11/1/2018 15 06:34 PM + Recur every: 0 day(s)			
l		Security Options Run only when user Run with highest priv To set this flag, you have right clicking the applice	is logged on vileges to launch the application by using 'Run as administrator' (by tion in Start menu)			
				Save & Close		Save & Start

1. The **Job Schedule Settings** step appears as shown below:

- 2. Select a Schedule type from **Schedule** drop-down menu.
- 3. Click **Set Password** to specify Username and Password to run the task.
- 4. Click **Save**, a window scheduled task will be created.

Reference

Troubleshooting

Troubleshooting

If and when a problem arises, please forward the following files to <u>support@vyapin.com</u> to revert back to you with a solution.

- 1. *Error log file* e.g., *<Application Data Folder>* \Dockit Archiver\Log\Dockit_*<date&time-stamp>*.txt
- 2. For issues while running a job, send us the date and time-stamp folder generated within the job folder name under 'JobHistory' folder. e.g., *<Application Data Folder>* \Dockit Archiver\Histories\<JobName>\<Date&Timestamp>.The date and time-stamp folder contains:
 - Activity log file (ActivityLog.csv)
 - Error log file (Archiver_20160409-134848.txt)
 - Job settings file (Detail.xml)
 - Items to Archive (Items to Archive.csv)
 - Job Execution file (JobExecution.xml)
 - Migration Statistics file (ArchiveStatistics.xml)
 - Upload Statistics file (UploadStatistics.xml)

3. The *<Application Data Folder>* is the common location where Dockit Archiver jobs and job history will be stored in the comp<u>uter</u> running Dockit Archiver application. The *<Application Data*

Folder> can be found by clicking **Product Activation**. The default path of *<Application Data Folder*> is as follows:

Windows 10, Windows 8, Windows 7, Windows Server 2008, Windows Server 2012 - C:\Users\Public\Documents.