

SPList Export for SharePoint 2007 User Manual

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Introduction

SPList Export for SharePoint 2007 (SPListX) is a powerful tool to export document / picture library contents and associated metadata to the Windows File System. SPListX tool exports SharePoint libraries, folders, documents, version histories and metadata to the desired destination location. The software supports both, Microsoft Office SharePoint Server 2007 / Windows SharePoint Services 3.0 environment and Microsoft SharePoint Portal Server 2003 / Windows SharePoint Services 2.0 environment.

The functional benefits of using SPList Export for SharePoint 2007 include:

- Provides a simple solution to export folders and files along with their associated metadata
- Export files from different SharePoint libraries to file server or network shares
- Export SharePoint libraries for offline viewing or backup / restore purposes
- Exports each version of the document into a manageable folder structure in the file system
- Exports metadata into Comma Separated Values (CSV), MS-Excel (XLS), MS-Access (MDB) format for easy viewing, re-import to another DMS or in-depth analysis
- Propagates original Created Date & Last Modified Date in SharePoint to the file system fields for each folder / document
- Automates the export task through command-line or Windows Task Scheduler interface
- Performs the export process based on the entries in the batch descriptor file

1) SPList Export for SharePoint 2007 Installation Requirements

- **Hardware:** Intel Pentium processor, 512 MB of RAM, 4 MB disk space to install SPListX
- **Software:** Windows XP (or) Windows Vista (or) Windows Server 2003 with the latest service packs and .NET Framework 2.0 or higher

2) SPList Export for SharePoint 2007 Installation Option

SPList Export for SharePoint 2007 can be installed either from the installation file available on your hard disk, or you can download the latest installation file from website (www.vyapin.com).

Before you start installing SPListX, we strongly recommend that you visit the website to check for a new installation file. This way you can be sure to install the latest available version of SPList Export for SharePoint 2007.

The trial version that you download will allow you to export only 250 documents from SharePoint libraries to file systems during the evaluation period.

If you purchased your copy of SPListX on-line, your license key will have been delivered to you via e-mail.

3) SPList Export for SharePoint 2007 Installation Process

To install SPList Export for SharePoint 2007 on your computer, you need to get the latest installation file. We recommended getting the latest installation file online. You can download the file from the website (<http://www.vyapin.com>) / Downloads section.

Once you have downloaded and saved the installation file on your hard disk, you can launch the installation process. The installation is a sequence of dialog windows with a brief description of what do at each step. In the following, we offer an explanation for each dialog window:

3.1. Installation Launch



The installation process starts with the SPList Export for SharePoint 2007 Logo.

Press the {**Next**} button to continue the installation process.

3.2. Select Installation Type



If you have older version of SPList Export for SharePoint 2007, it prompts whether you need to repair SPList Export for SharePoint 2007 or presently remove the application from the hard disk where SPList Export for SharePoint 2007 was installed.

It is requested to remove the installed version from the hard disk and install new version (downloaded version).

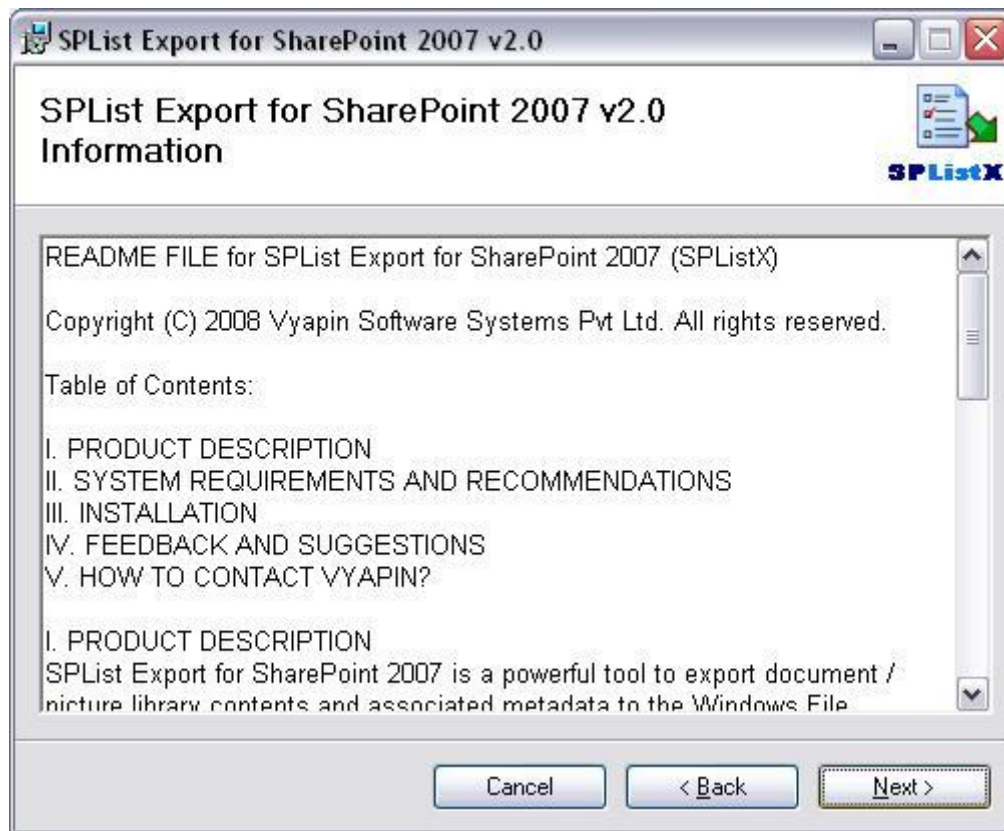
3.3. Welcome Screen



The Welcome screen will be displayed, now press next button to proceed. You will be prompt to the readme file.

Press the **{Next}** button to continue the installation process.

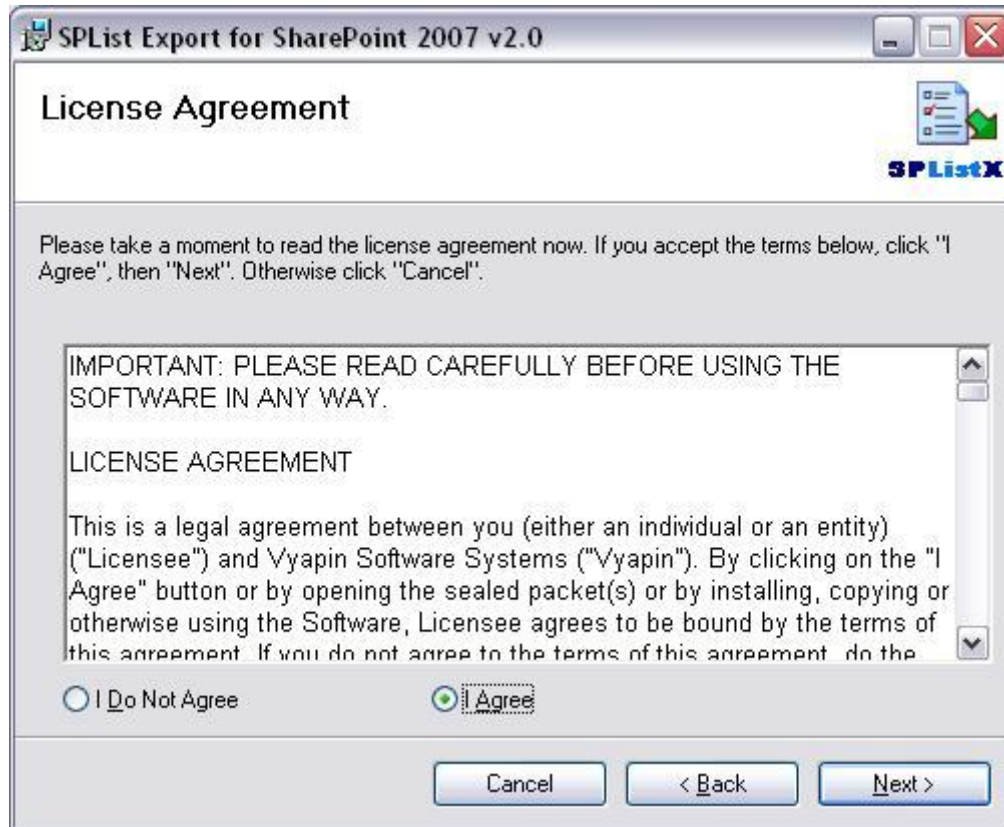
3.4. Readme Screen



Press the **{Next}** button to continue the installation process.

3.5. License Agreement

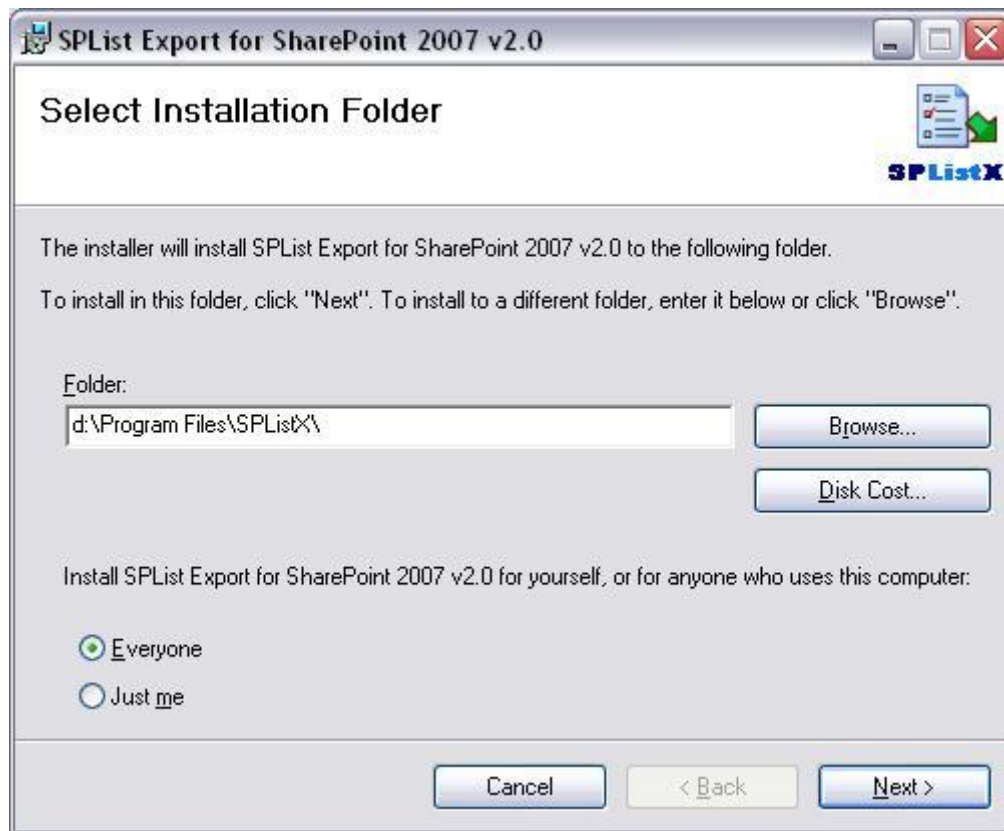
The License Agreement dialog provides the full wording of the SPListX license agreement. Please read it carefully and confirm that you have read, understood and accept the agreement by pressing the I Agree button. If you do not agree with the license agreement press the I Do Not Agree button, and the installation process will be terminated immediately.



Having confirmed the license agreement you will be redirected to the location where SPList Export for SharePoint 2007 to be installation.

Press the **{Next}** button to continue the installation process.

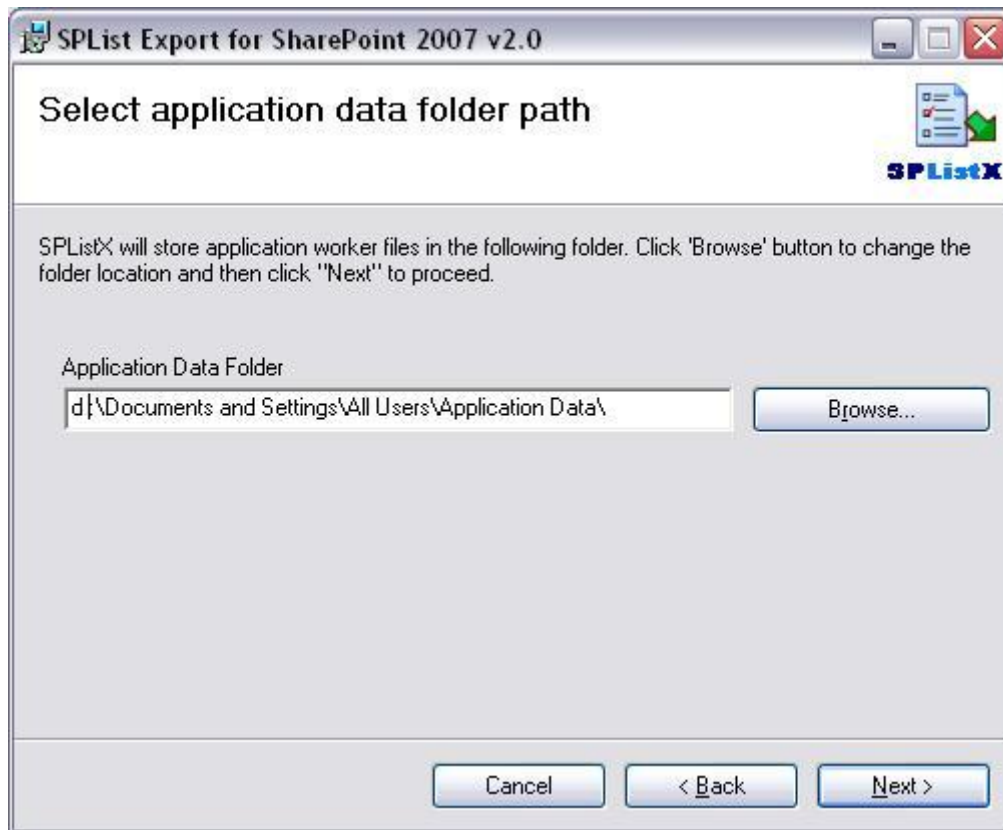
3.6. Installation - Destination Folder



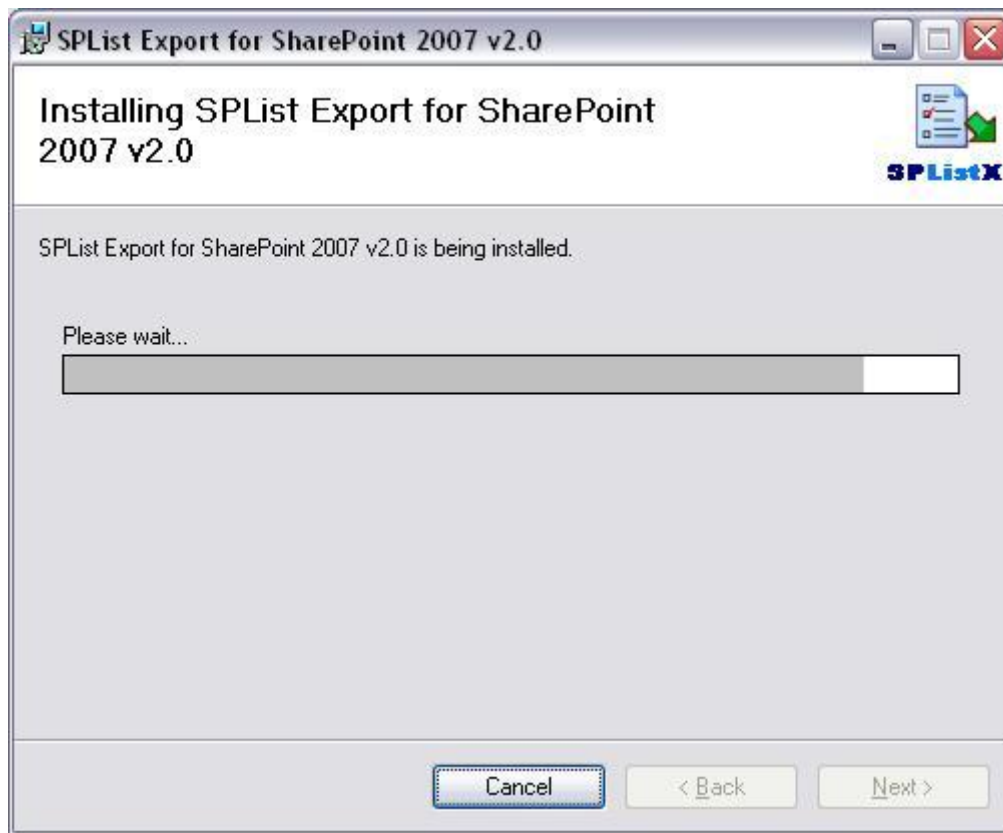
The Destination folder dialog allows you to specify the location where SPListX should be installed. By default, SPListX will be installed to the program files folder located on drive C:\. If you want to change this location, use the Browse button to display the drive structure, and select the respective folder. Press the Next button to confirm.

Press the **{Next}** button to continue the installation process.

3.7. Application Data Folder



3.8. Installation Progress



SPList Export for SharePoint 2007 will now be installed in your Hard Disk.

Once the installation is successfully completed you will be prompt to the next screen.

3.9. Installation Complete

The Installation Complete dialog is the last step of the SPList Export for SharePoint 2007 installation process.

SPList Export for SharePoint 2007 is now installed on your computer and fully functional.



3.10. How to uninstall SPListX?

When you create SharePoint export tasks in SPListX, the application creates Windows Scheduled Tasks (to run the export tasks at the specified time interval) where SPListX is installed. Export task results for every task run instance is also maintained in the computer as application files.

When you uninstall SPListX 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 SPListX remain in the computer. In order to remove SPListX worker files completely, the uninstall wizard provides a set of cleanup options to perform the cleanup operation based on your selection.

Use this wizard to cleanup the files that are created by SPListX for SharePoint 2007 – application selectively and uninstall SPListX completely from the machine.

Launch the uninstall wizard by clicking Start->Programs->SPListX for SharePoint 2007 -> SPListX Uninstall Wizard.

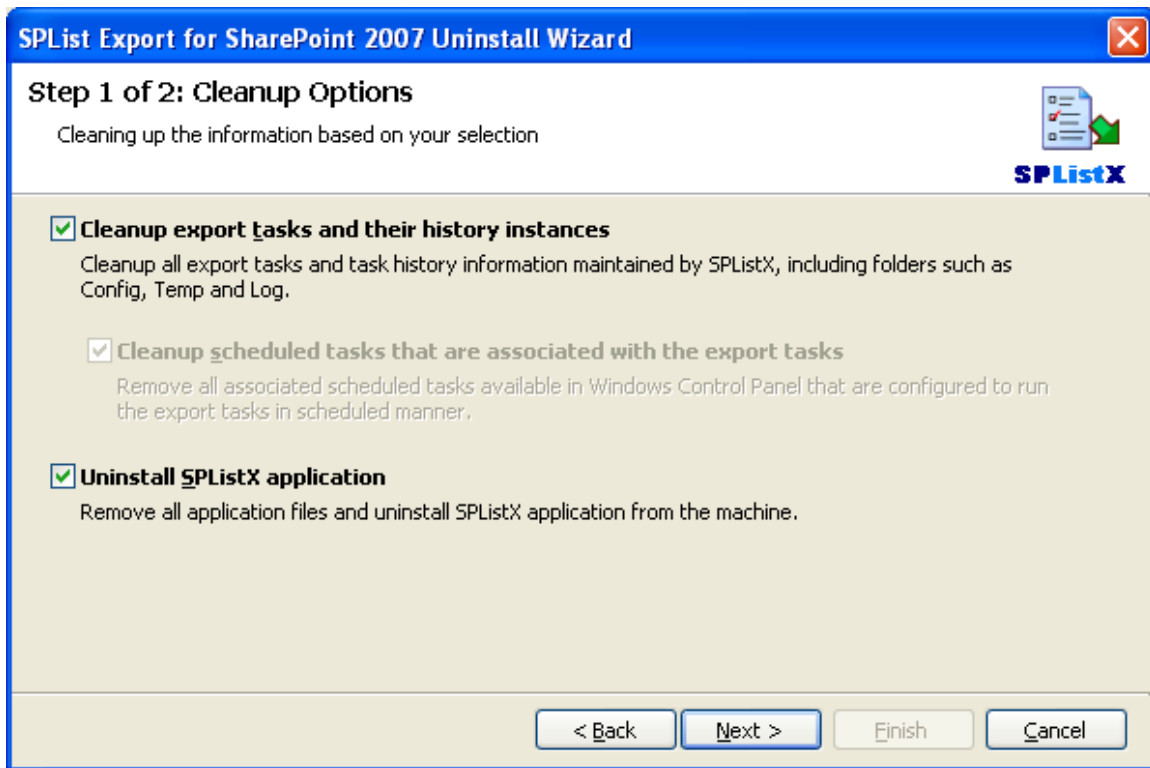
The SPListX Uninstall Wizard dialog will be shown as below:



Click **Next** to proceed.

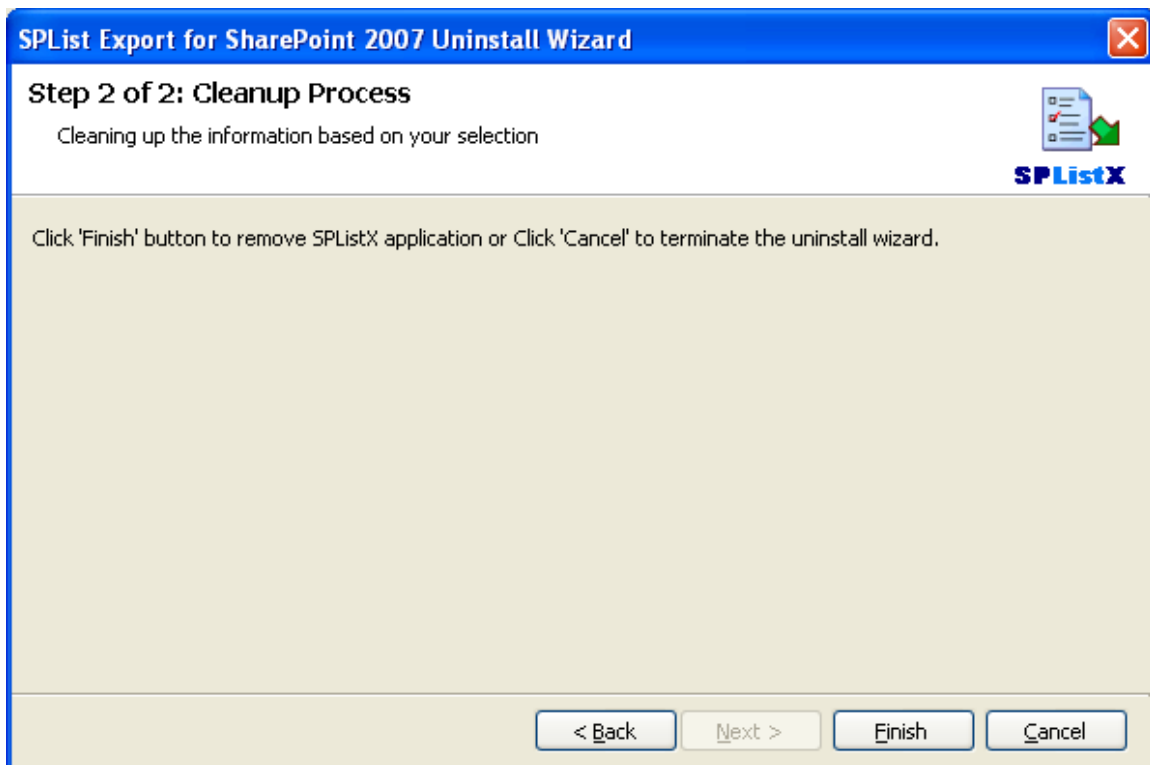
Select required cleanup options as shown below:

SPList Export for SharePoint 2007 (SPListX)



Click **Next** to proceed.

Confirm the cleanup and / or uninstall process.



SPList Export for SharePoint 2007 (SPListX)

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

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

3.11. Launching SPListX

Having finished the SPList Export for SharePoint 2007 installation, SPList Export for SharePoint 2007 is accessible from the menu Start/All Programs/SPList Export for SharePoint 2007/SPListX



Once you select SPListX from Programs you will be prompt with the screen below. The screen that you view shows that the application is under evaluation period and it also highlights the number of days that you can use this application.

Note: SPListX evaluation version has the 15-day limit and the 250 documents from SharePoint libraries to file system, whichever comes first.

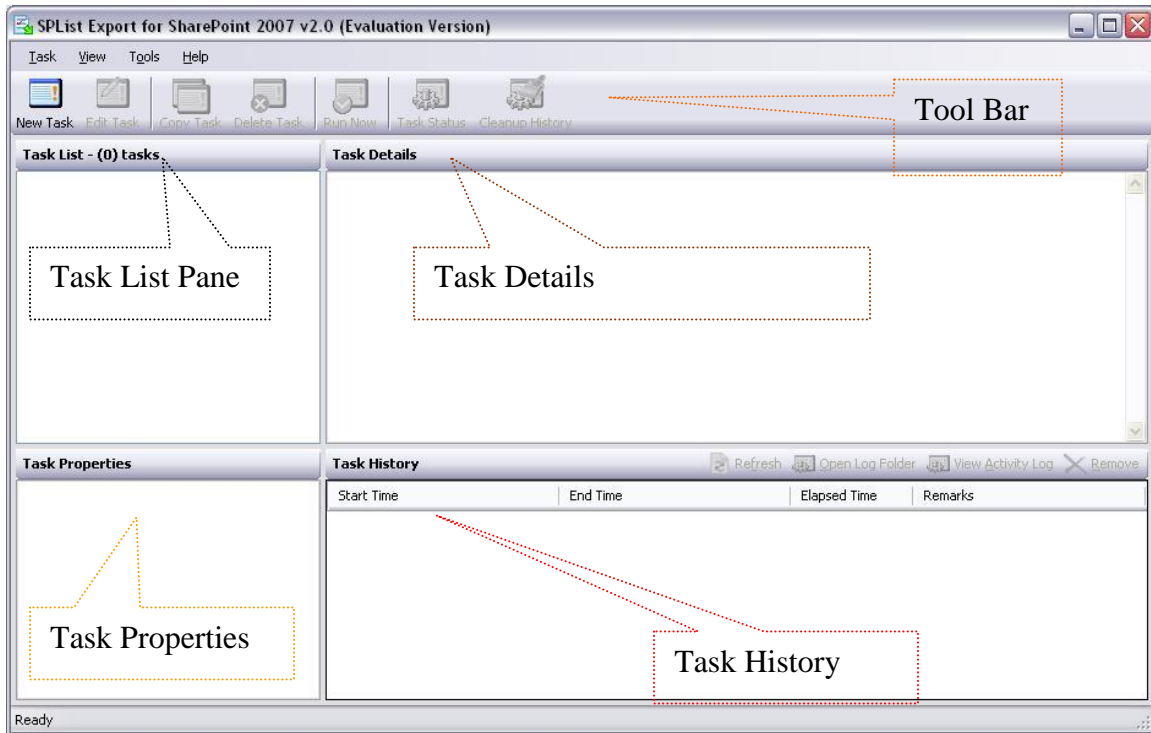
3.12. Evaluation Screen (Information)



Press the **Start** button to continue.

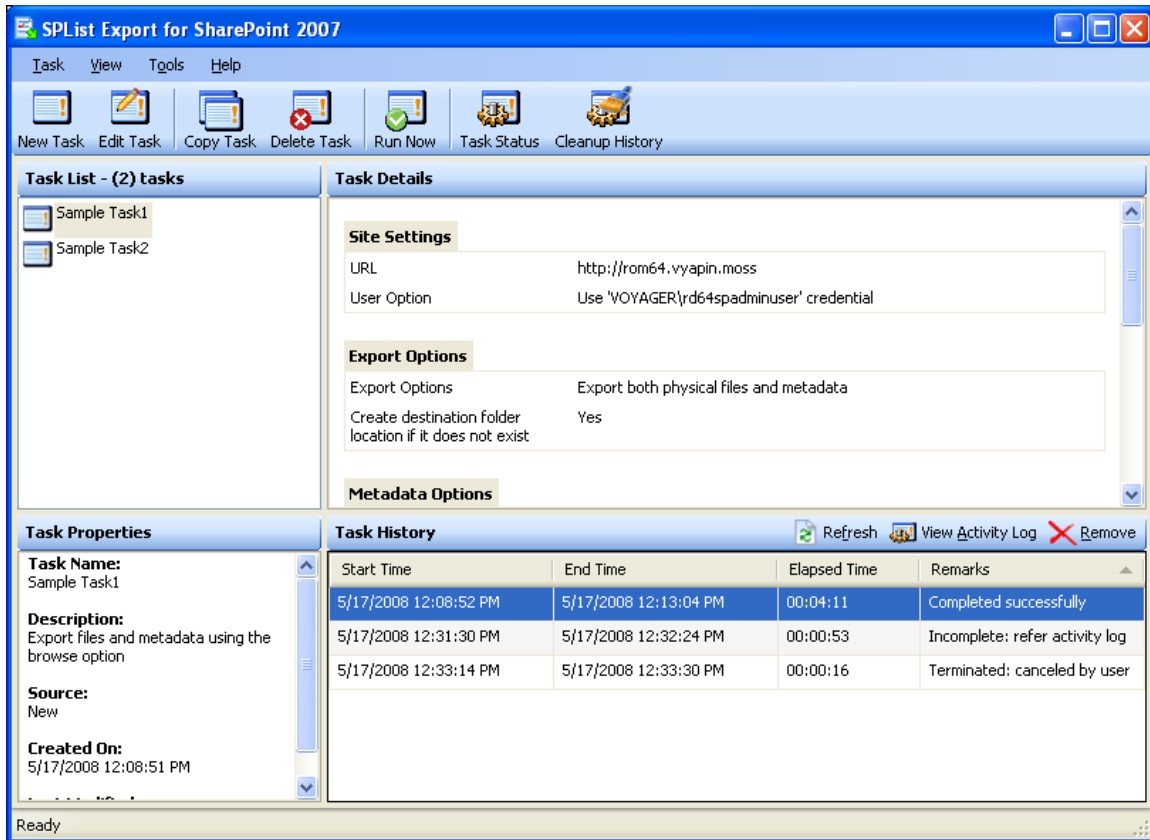
4) *SPListX User Interface*

4.1. SPList Export for SharePoint 2007 (Main Screen)



4.2. Task Manager

SPListX creates export tasks for export process setup to export documents and metadata from SharePoint to file systems; SPListX task Manager in the main application window will help you manage SPListX export tasks and their corresponding task history. SPListX Task Manager provides menu and tools to work with the tasks easily.



SPListX Task Manager contains a standard menu bar and toolbar along with four panes to manage SPListX export task effectively:

[Task List pane](#)

[Task Properties pane](#)

[Task Details pane](#)

[Task History pane](#)

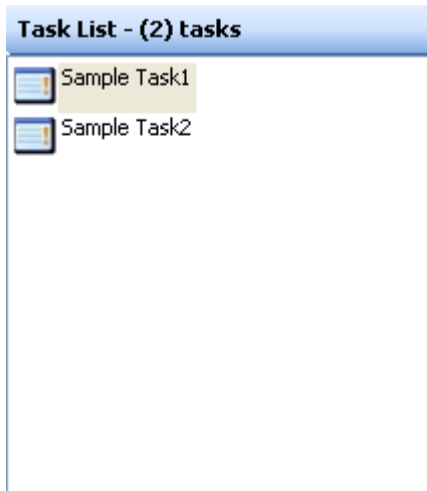
4.3. Standard menu bar and toolbar

Standard menu bar and toolbar contain all the commands (or actions) to work with a SPListX export task



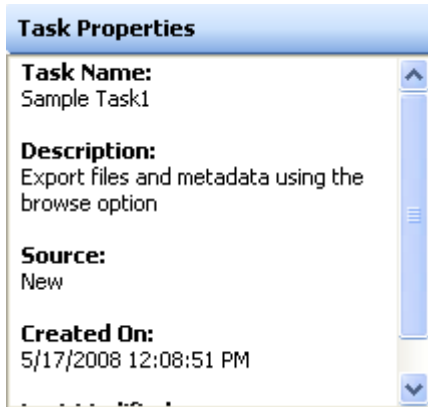
4.4. Task List

Task List pane contains all export tasks created by the user. Task related operations such as Edit Task, Copy Task, Delete Task and Run Now can be performed based on the selected task in the Task List pane. The remaining panes will change their content based on the selected task. Total task count will be displayed at the top of the banner.



4.5. Task Properties

Task Properties pane displays the information about the currently selected task in Task List pane. It provides information about Task Name, Task Type, Created On and Last Modified On. If the currently selected task is setup to run using a Windows Scheduled Task (setup to run at a scheduled time), then the Task Properties adds additional information about schedule task such as Run As and Last Run status etc.




The Task Properties dialog box displays the following information:

Task Name:	Sample Task1
Description:	Export files and metadata using the browse option
Source:	New
Created On:	5/17/2008 12:08:51 PM

4.6. Task Details

Task Details pane displays the task settings about currently selected task in Task List pane.






The Task Details pane displays the following settings:

Site Settings	
URL	http://rom64.vyapin.moss
User Option	Use 'VOYAGER\rd64spadminuser' credential
Export Options	
Export Options	Export both physical files and metadata
Create destination folder location if it does not exist	Yes
Metadata Options	

4.7. Task History

Task History pane maintains every task run information as a list. It displays the required information about task execution status. It displays Task's Start Time, End Time, Elapsed Time and Remarks.

Task History			
 Refresh  View Activity Log  Remove			
Start Time	End Time	Elapsed Time	Remarks
5/17/2008 12:08:52 PM	5/17/2008 12:13:04 PM	00:04:11	Completed successfully
5/17/2008 12:31:30 PM	5/17/2008 12:32:24 PM	00:00:53	Incomplete: refer activity log
5/17/2008 12:33:14 PM	5/17/2008 12:33:30 PM	00:00:16	Terminated: canceled by user

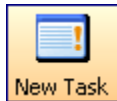
5) *SPListX Task Management*

5.1. How to create a new task

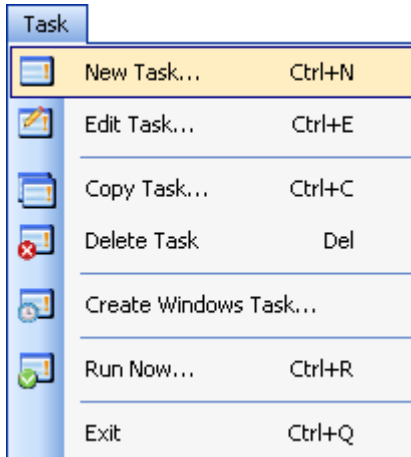
You can create a task to export folders and files along with their metadata from SharePoint Library to file system or network share. SPListX facilitates exporting files and its associated metadata from SharePoint library using the following export methods (or task types):

1. **Export files and metadata using browse option:** Export folders and files along with metadata to the file system by browsing the SharePoint library contents.
2. **Export files and metadata using a batch descriptor file:** Export folders and files along with metadata from SharePoint library to file system based on the entries in the descriptor file.

1. Click **New Task** from SPListX main screen.



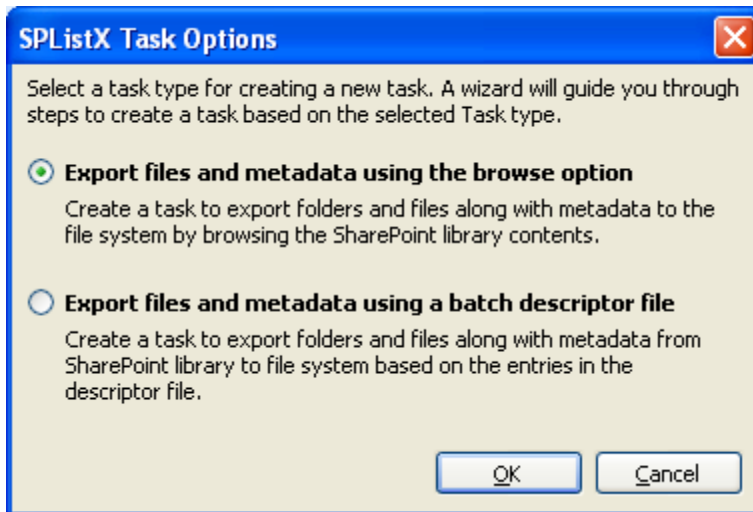
Or Select **New Task** from **Task** menu



Or Press **Ctrl + N**

2. Select a task type in **New Task** dialog and click **OK**.

SPList Export for SharePoint 2007 (SPListX)



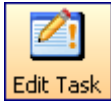
Click the links below for more information:

- [Create a task to Export files and metadata using the browse option](#)
- [Create a task to Export files and metadata using a batch descriptor file](#)

5.2. How to edit an existing task

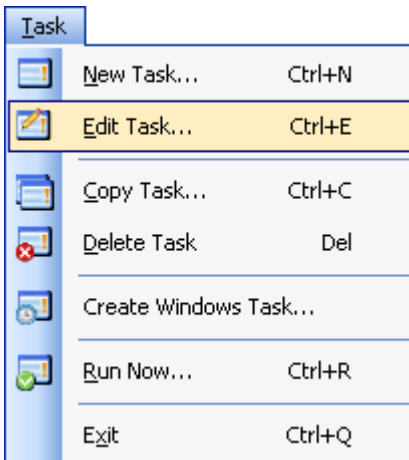
To edit an existing task:

1. Select a task in the **Task List** pane.



2. Click **Edit Task** from SPListX main screen.

Or Select **Edit Task** from **Task** menu



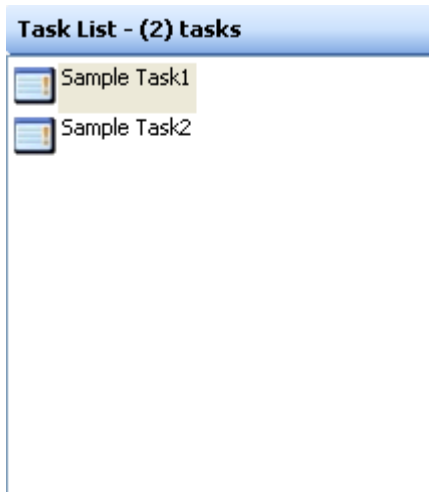
Or Press **Ctrl + E**

3. **SPListX Task Wizard** will load the selected task settings and appears as seen in Create New Task wizard. However, some of the options may be disabled when editing a task.
4. Click the links below for more information:
 - edit Export files and metadata using the browse option
 - edit Export files and metadata using a batch descriptor file

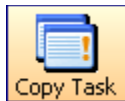
5.3. How to copy an existing task

To copy or create a new task from an existing SPListX export task:

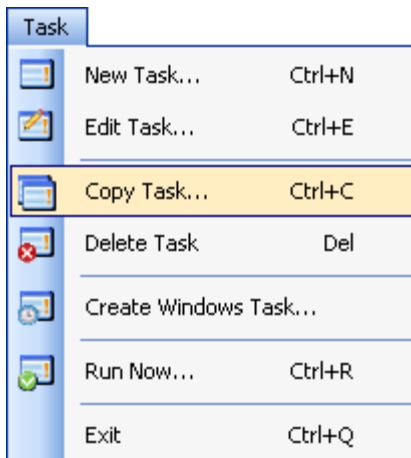
Select a task from the **Task List** pane.



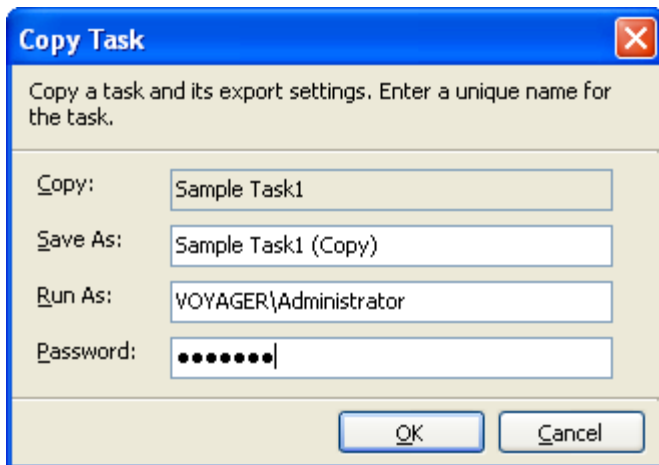
Click **Copy Task** from SPListX main screen.



Or Select **Copy Task** from **Task** menu



In **Copy Task** dialog, enter a new task name in **Save As** text-box; specify a **Run As** account and **Password** (if applicable) and Click **OK** to create a new task with the same export settings specified in the selected task.



The image shows a 'Copy Task' dialog box with a blue title bar and a close button. The main area is light beige and contains the instruction: 'Copy a task and its export settings. Enter a unique name for the task.' Below this are four input fields: 'Copy:' with 'Sample Task1', 'Save As:' with 'Sample Task1 (Copy)', 'Run As:' with 'VOYAGER\Administrator', and 'Password:' with masked characters. At the bottom are 'OK' and 'Cancel' buttons.

Copy Task

Copy a task and its export settings. Enter a unique name for the task.

Copy: Sample Task1

Save As: Sample Task1 (Copy)

Run As: VOYAGER\Administrator

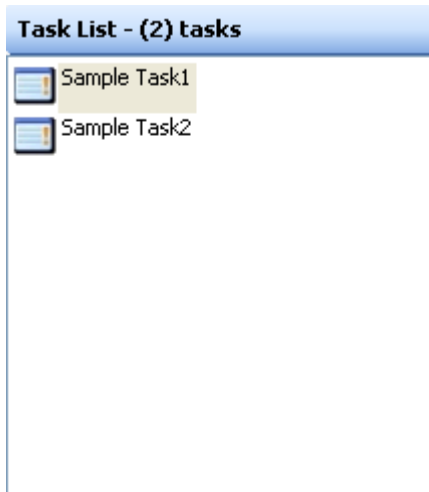
Password: ●●●●●●●●

OK Cancel

5.4. How to delete an existing task

To delete a SPListX export task:

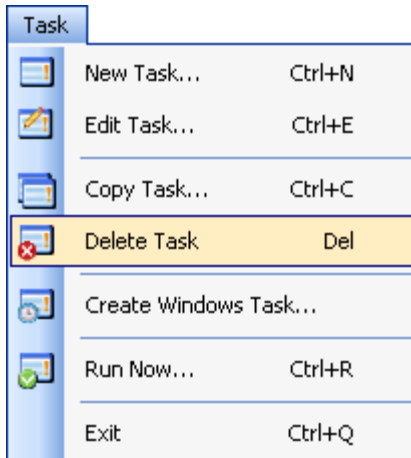
Select a task from **Task List** pane.



Click **Delete Task** from SPListX main screen.

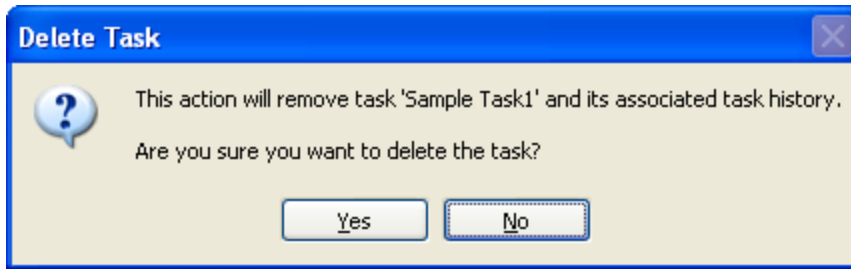



Or Select **Delete Task** from **Task** menu



Or Press **Del** key

Click **Yes** in **Delete Task** message-box shown below:

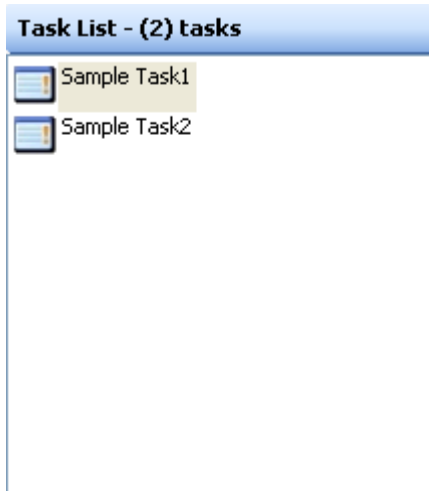


 **Note:** Deleting a task will permanently delete the selected task and its task history items.

5.5. How to run a task

SPListX 'Run Now' feature allows the user to instantiate a task anytime after the task has been created. To run a SPListX export task:

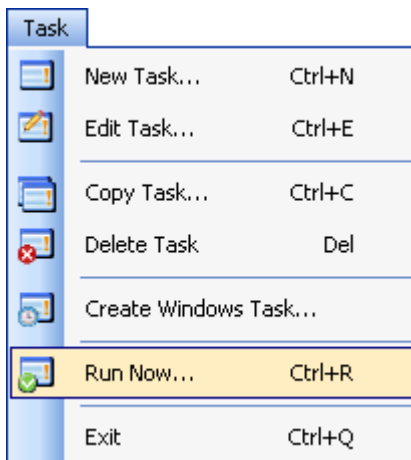
Select a task from **Task List** pane



Click **Run Now** from SPListX main screen.



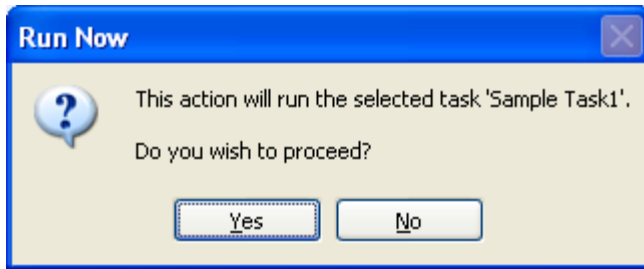
Or Select **Run Now** from **Task** menu



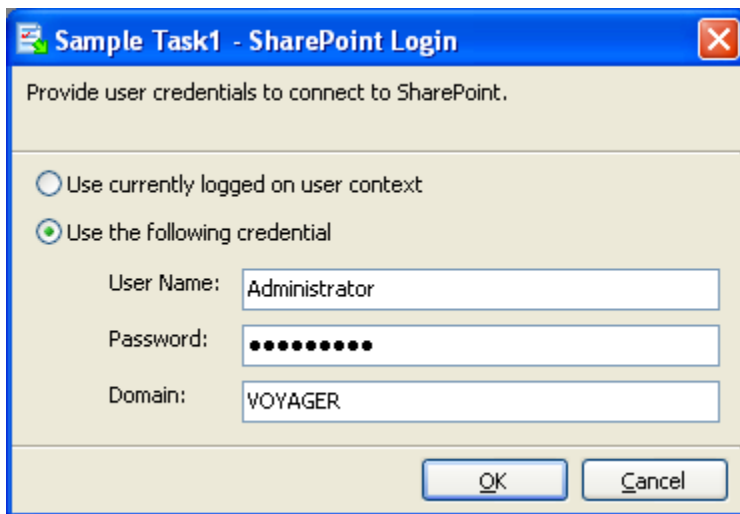
Or Press **Ctrl + R** key

Click **Yes** in **Run Now** confirmation message box shown below:

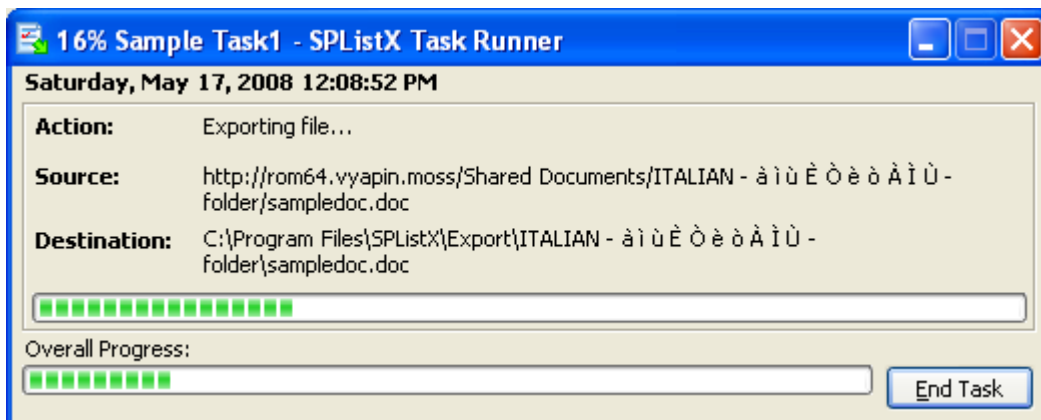
SPList Export for SharePoint 2007 (SPListX)



The **Credential Dialog** will appear as shown below. The given credential will be used to connect to the SharePoint site.



The current process of task will be reported in a new dialog as shown below:



Once the export task is complete, a new entry will be added in **Task History** section, where you can view the export activity performed when the task ran last

5.6. How to run a task from command line

SPListX command line feature allows the user to instantiate a task from DOS command prompt anytime after an export task has been created using SPListX's task wizard.

To run a SPListX export task from command line:

Usage:

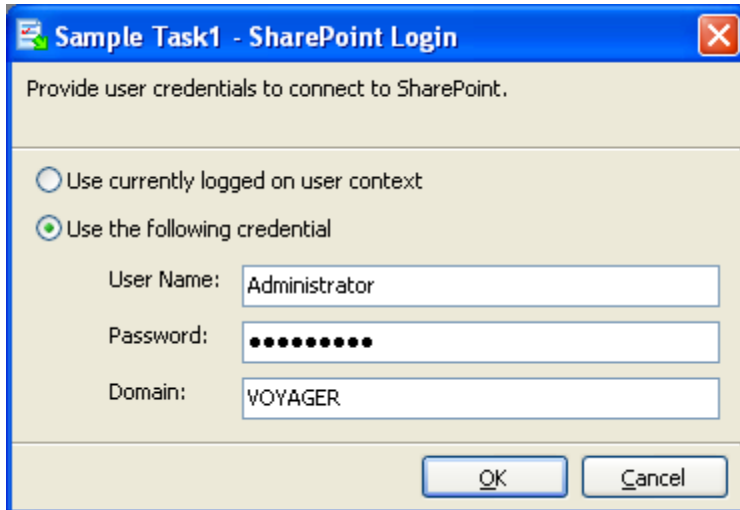
SPListXTaskRunner <task name> [/u:<domain name\user name>] [/p:password] [/noprompt]

where,

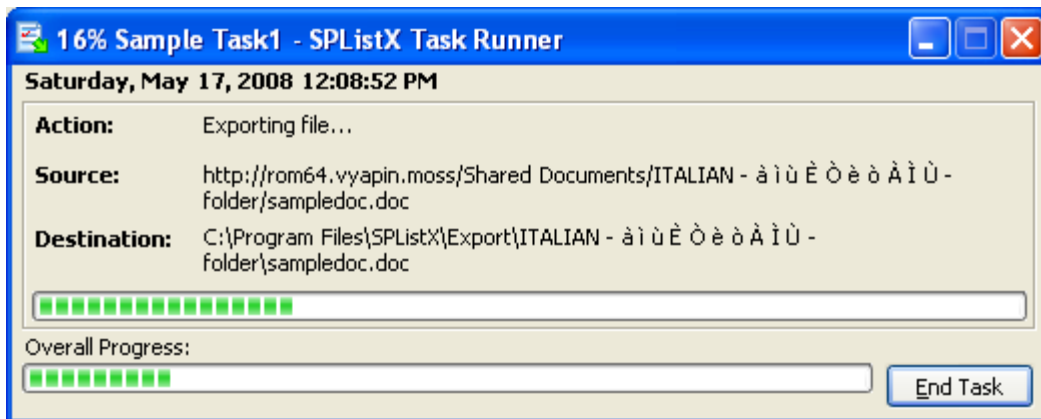
SPListXTaskRunner	Name of the SPListX Task Runner application. Specify absolute path where the SPListXTaskRunner located. For example: C:\Program Files\SPListX\SPListXTaskRunner
task name	Name of the SPListX Task to be run from DOS command prompt. Enclose the task name in double quotes. For example: "Sample Task1"
/u	Denotes user name context in which SPListX task must be run in the domain\username format. Enclose the user name in double quotes. For example: "/u:voyager\administrator"
/p	Denotes the password for the user name specified in /u parameter. Enclose the password in double quotes. For example: "/p:2ab45fb"
/noprompt	This optional flag suppresses SPListX's login dialog prompt to enter user credentials to connect to SharePoint

If **/noprompt** flag is not used, then the **Credential Dialog** will appear as shown below. The given credential will be used to connect to SharePoint.

SPList Export for SharePoint 2007 (SPListX)



The export task will be reported in a new dialog as shown below



Once the export task is complete, click **Refresh** button available in Task History pane in SPListX main application. A new entry will be added in **Task History** section, where you can view the export activity performed when the task ran last.

Examples of invoking an export task from the command prompt:

```
C:\Program Files\SPListX> SPListXTaskRunner "mytask1" "/u:voyager\administrator" "/p:2az" /noprompt
```

```
C:\Program Files\SPListX> SPListXTaskRunner "Sample Task1" "/u:voyager\adminuser" "/p:2az$%&" /noprompt
```

```
D:\>"C:\Program Files\SPListX\SPListXTaskRunner" "Sample Task3" "/u:voyager\adminuser" "/p:2az$%&" /noprompt
```

DOS batch file examples:

- To execute SPListX task one by one from a batch file:

```
"C:\Program Files\SPListX\SPListXTaskRunner" "Sample Task1" "/u:voyager\adminuser" "/p:2az$%&" /noprompt
```

SPList Export for SharePoint 2007 (SPListX)

```
"C:\Program Files\SPListX\SPListXTaskRunner" "Sample Task2" "/u:voyager\testuser"  
"/p:test" /noprompt
```

- To execute multiple SPListX tasks simultaneously:

```
start "cmd" "C:\Program Files\SPListX\SPListXTaskRunner" "Sample Task1"  
"/u:voyager\user1" "/p:ctest1" /noprompt  
start "cmd" "C:\Program Files\SPListX\SPListXTaskRunner" "Sample Task2"  
"/u:voyager\user2" "/p:ctest2" /noprompt
```

5.7. Creating Windows Task in Windows Task Scheduler

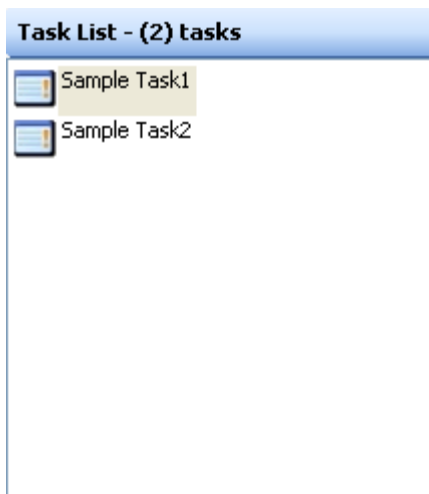
Use this tool to create a Windows Task in Windows Task Scheduler interface to automatically run the export tasks at scheduled intervals.

This tool helps you to re-create the Windows Schedule Task in the following two scenarios:

To create Windows Schedule Task that was accidentally deleted and is required to be created again with the same schedule settings

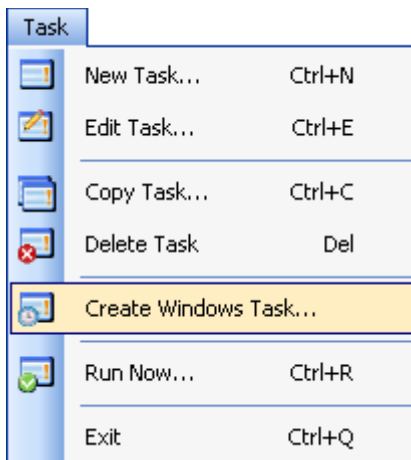
To create Windows Schedule Task when the SPListX export tasks are migrated from an old machine to a new machine

Select a task from the **Task List** pane



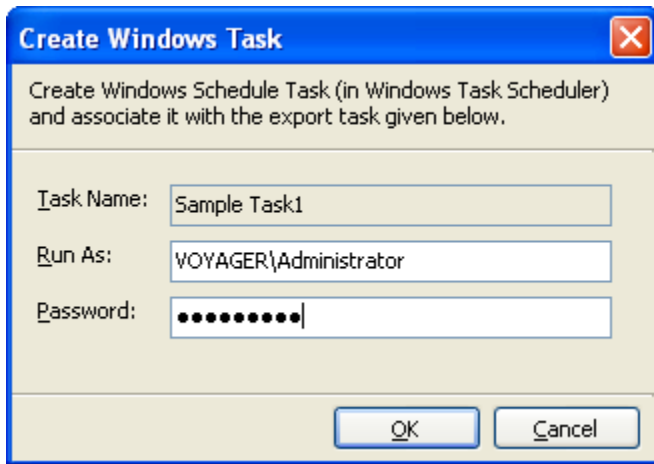
If SPListX has enough information about the required Windows Schedule Task, the **Create Windows Task** option will be enabled.

Select **Create Windows Task** from **Task** menu



SPList Export for SharePoint 2007 (SPListX)

In **Create Windows Task** dialog, specify a **Run As** account and **Password** and Click **OK** to create a new schedule task with the same schedule settings that was previously saved by SPListX Export Task Wizard.



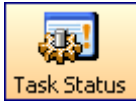
The image shows a Windows dialog box titled "Create Windows Task". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the following text: "Create Windows Schedule Task (in Windows Task Scheduler) and associate it with the export task given below." Below this text are three input fields: "Task Name:" with the value "Sample Task1", "Run As:" with the value "VOYAGER\Administrator", and "Password:" with a masked password represented by ten black dots. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Field	Value
Task Name:	Sample Task1
Run As:	VOYAGER\Administrator
Password:	••••••••••

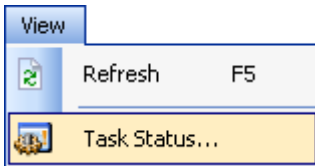
5.8. How to view or manage task status

To view and manage task status of a selected task:

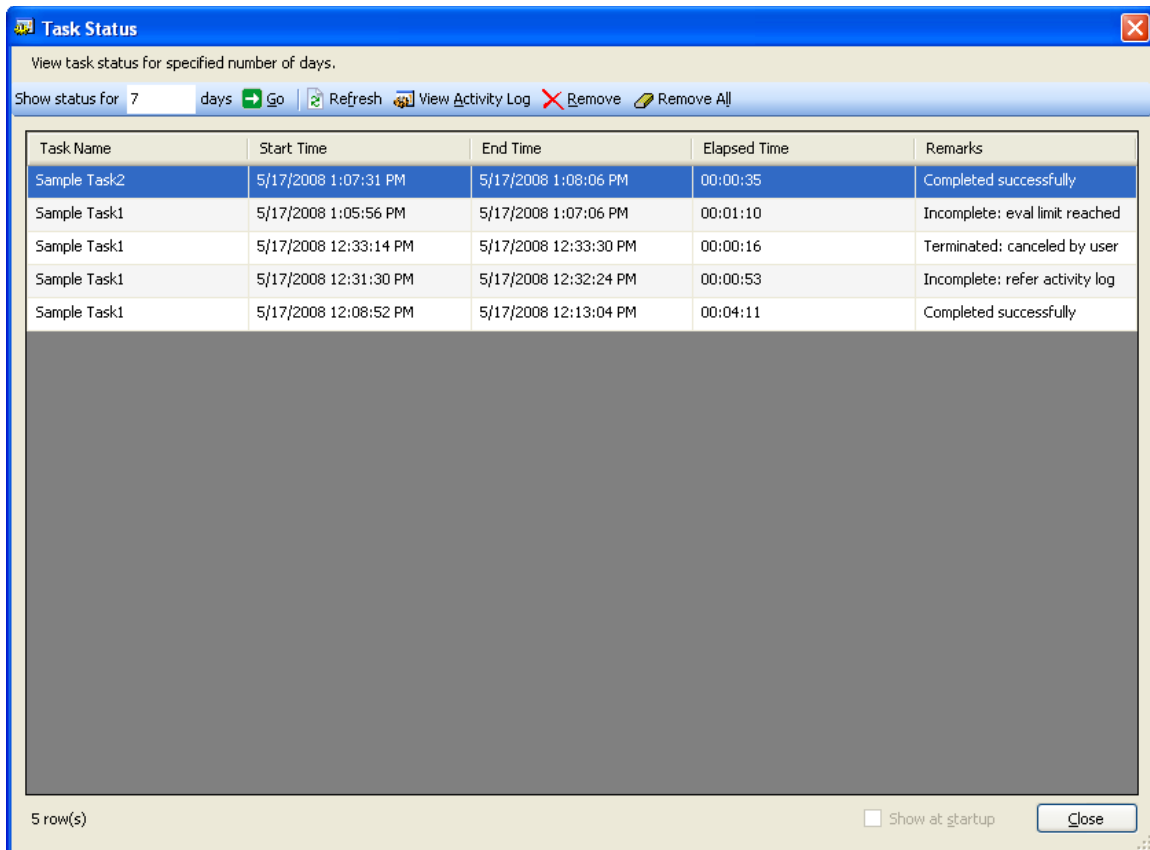
Click **Task Status** from SPListX main screen.



Or Select **Task Status** from **Tools** menu



The **Task Status** dialog appears as shown below:






- **Show status for <n> days:** Upon clicking **Go** button, displays task history entries of all tasks that were run within the specified number of days.
- **Refresh:** Reloads the task history entries and updates the newly run tasks (if any).
- **View activity log:** Displays activity log of the currently selected task history item.

SPList Export for SharePoint 2007 (SPListX)

- **Remove:** Removes the currently selected task history entry and its associated log folders and files.
- **Remove all:** Removes all task history entries and their associated log folders and files that are currently displayed.
- Click **Close** button to close this window.



5.9. How to view task history

When an export task is run in SPListX, the task export information is maintained in the 'TaskHistory' folder. The task history information can be seen at right-bottom of SPListX application's main window.

Task History			
		 Refresh	 View Activity Log  Remove
Start Time	End Time	Elapsed Time	Remarks
5/17/2008 12:08:52 PM	5/17/2008 12:13:04 PM	00:04:11	Completed successfully
5/17/2008 12:31:30 PM	5/17/2008 12:32:24 PM	00:00:53	Incomplete: refer activity log
5/17/2008 12:33:14 PM	5/17/2008 12:33:30 PM	00:00:16	Terminated: canceled by user




To view task history of a particular task:

Select a task from **Task List** pane.

Task List - (2) tasks	
	Sample Task1
	Sample Task2

The history of task will be displayed at right-bottom of SPListX main window as shown below.

SPList Export for SharePoint 2007 (SPListX)

Task History			
		 Refresh	 View Activity Log  Remove
Start Time	End Time	Elapsed Time	Remarks
5/17/2008 12:08:52 PM	5/17/2008 12:13:04 PM	00:04:11	Completed successfully
5/17/2008 12:31:30 PM	5/17/2008 12:32:24 PM	00:00:53	Incomplete: refer activity log
5/17/2008 12:33:14 PM	5/17/2008 12:33:30 PM	00:00:16	Terminated: canceled by user

Where

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

End Time -> Date and Time a task completed its export process

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

Remarks -> Brief remark about the status of export.

Possible Remarks	Description
Completed successfully	<i>Export process was completed successfully without any errors</i>
Incomplete: refer activity log	<i>Export process encountered certain errors as described in the activity log</i>
Incomplete: eval limit reached	<i>Export process reached the maximum allowed number of files to export in evaluation / trial version. This message is applicable for evaluation / trial version only.</i>
Terminated: canceled by user	<i>Export process was canceled by the user.</i>
Terminated abnormally	<i>The export process was abnormally terminated / killed.</i>
<i>Failed: the following error occurred while creating activity log</i>	<i>The export process could not be initiated as there were issues in creating the activity log files and initiating the export process.</i>

The following operations can be performed on Task history items:

- View activity log
- Remove a task history item
- Manage task status
- Cleanup history

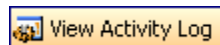
5.10. How to view activity log

To view activity log associated with a task history item:

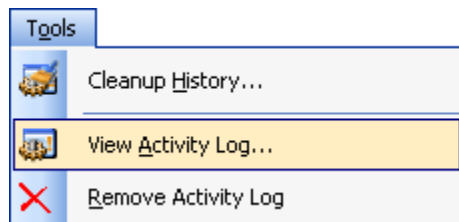
Select an item from **Task History** pane.

Task History			
		Refresh	View Activity Log Remove
Start Time	End Time	Elapsed Time	Remarks
5/17/2008 12:08:52 PM	5/17/2008 12:13:04 PM	00:04:11	Completed successfully
5/17/2008 12:31:30 PM	5/17/2008 12:32:24 PM	00:00:53	Incomplete: refer activity log
5/17/2008 12:33:14 PM	5/17/2008 12:33:30 PM	00:00:16	Terminated: canceled by user

Click **View Activity Log** from SPListX main screen.



Or Select **View Activity Log** from Tools menu



The activity log of a task is classified into four different categories (seen under separate tabs):

- Task Statistics:** Displays a brief summary of the task export summary statistics and detailed statistics for each library.
- Task Results:** Displays detailed result of each task level check.
- File Errors:** Displays detailed report of errors that occurred during export.
- File Results:** Displays detailed log of all items processed in the export task.
- Task settings:** Displays settings specified for the task at the time of export.

Note: For all errors, refer **File Errors** section of Activity Log to view a description of the actual error that occurred during export.

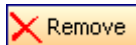
5.11. How to remove a task history item

To remove a task history item:

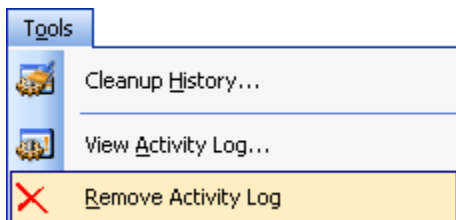
Select item from **Task History** pane.

Task History			
		Refresh	View Activity Log Remove
Start Time	End Time	Elapsed Time	Remarks
5/17/2008 12:08:52 PM	5/17/2008 12:13:04 PM	00:04:11	Completed successfully
5/17/2008 12:31:30 PM	5/17/2008 12:32:24 PM	00:00:53	Incomplete: refer activity log
5/17/2008 12:33:14 PM	5/17/2008 12:33:30 PM	00:00:16	Terminated: canceled by user

Click **Remove** from SPListX main screen.



Or Select **Remove Activity Log** from **Tools** menu

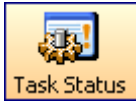


This will remove the currently selected activity log entry and log folders & files associated with the task history item. To maintain task history items, see [Cleanup history](#) and [Task Status](#).

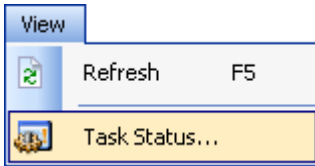
5.12. How to manage task status

To view and manage task status of a selected task:

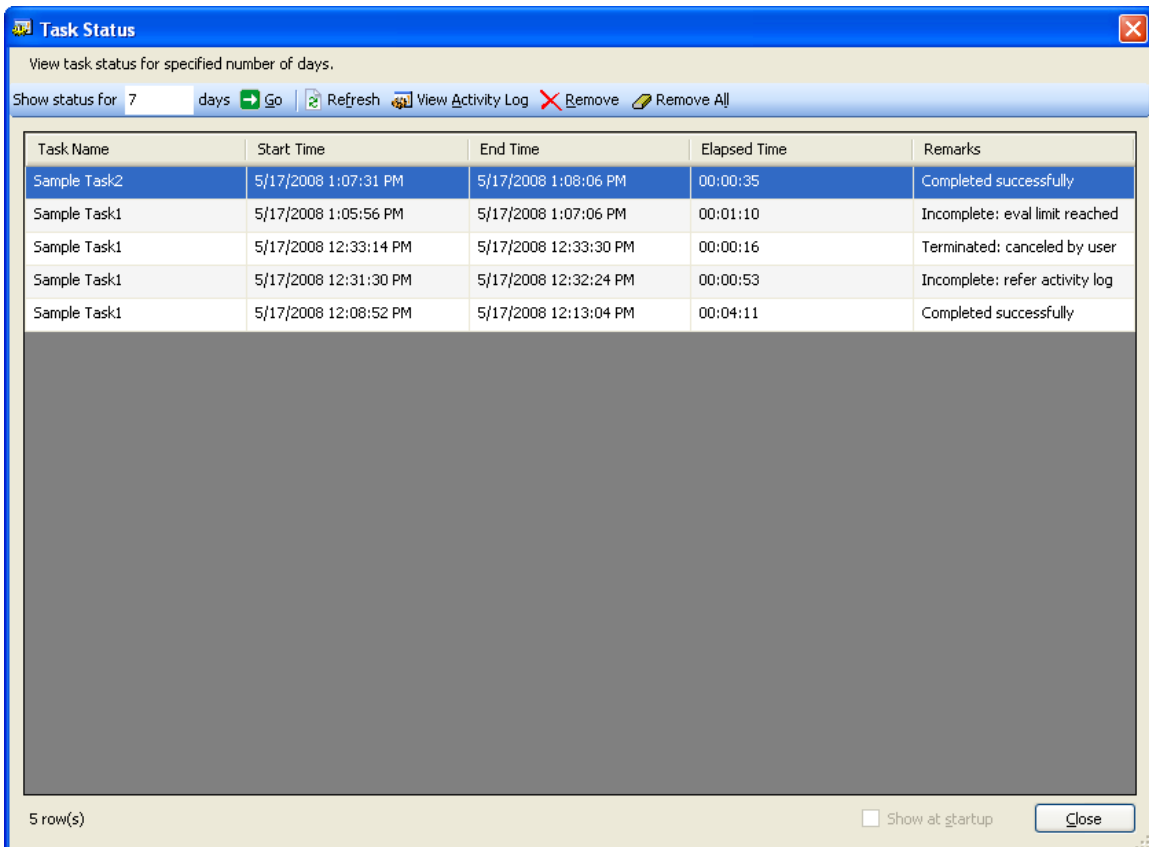
Click **Task Status** from SPListX main screen.



Or Select **Task Status** from **Tools** menu



The **Task Status** dialog appears as shown below:



SPList Export for SharePoint 2007 (SPListX)

- a) **Show status for <n> days:** Upon clicking Go button, displays task history entries of all tasks that were run within the specified number of days.
- b) **Refresh:** Reloads the task history entries and updates the newly run tasks (if any).
- c) **View activity log:** Displays activity log of the currently selected task history item.
- d) **Remove:** Removes the currently selected task history entry and its associated log folders and files.
- e) **Remove all:** Removes all task history entries and their associated log folders and files that are currently displayed.
- f) Click **Close** button to close this window.

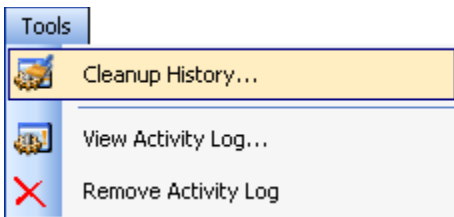
5.13. How to cleanup history

SPListX maintain the task history of each task run in the application task history folder e.g., C:\Program Files\SPListX\TaskHistory\<taskname>\<timestamp>. Over a period of time, the task history folder grows in size. We recommend cleaning up the task history periodically to control the disk space usage. To cleanup task history, perform the following steps given below:

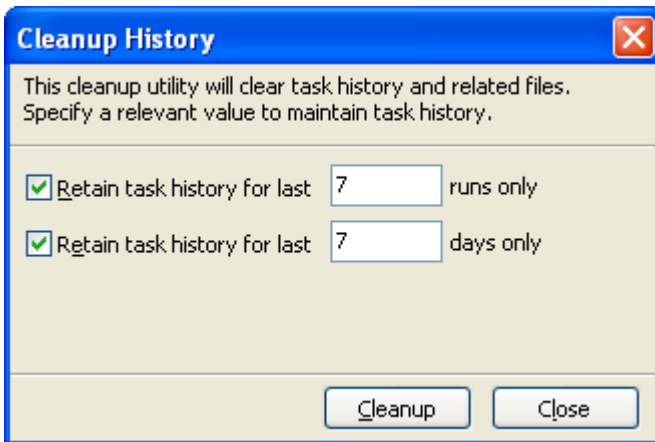
Click **Cleanup History** from SPListX Task Manager.



Or Select **Cleanup History** from **Tools** menu



The **Cleanup History** dialog appears as shown below:



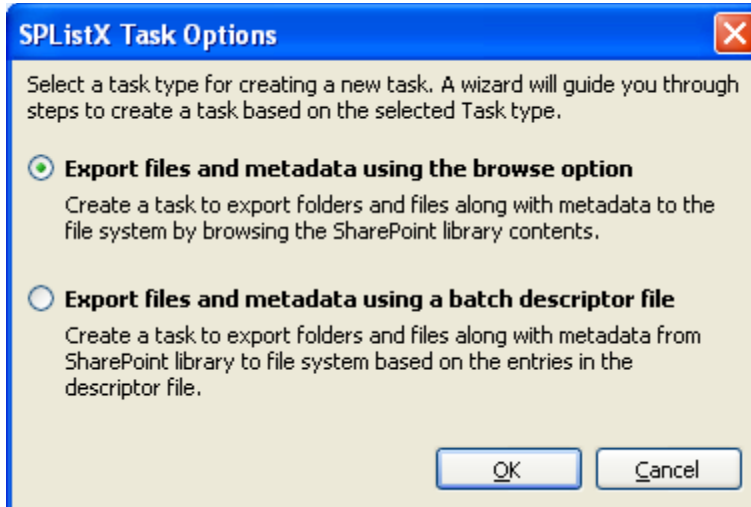
- a) Selecting **Retain task history for last <n> runs only** option will remove all history entries for each task that are older than <n> runs (task instances).
- b) Selecting **Retain task history for last <n> days only** option will remove all history entries for each task that are older than <n> days.

6) *Export files and metadata using browse option*

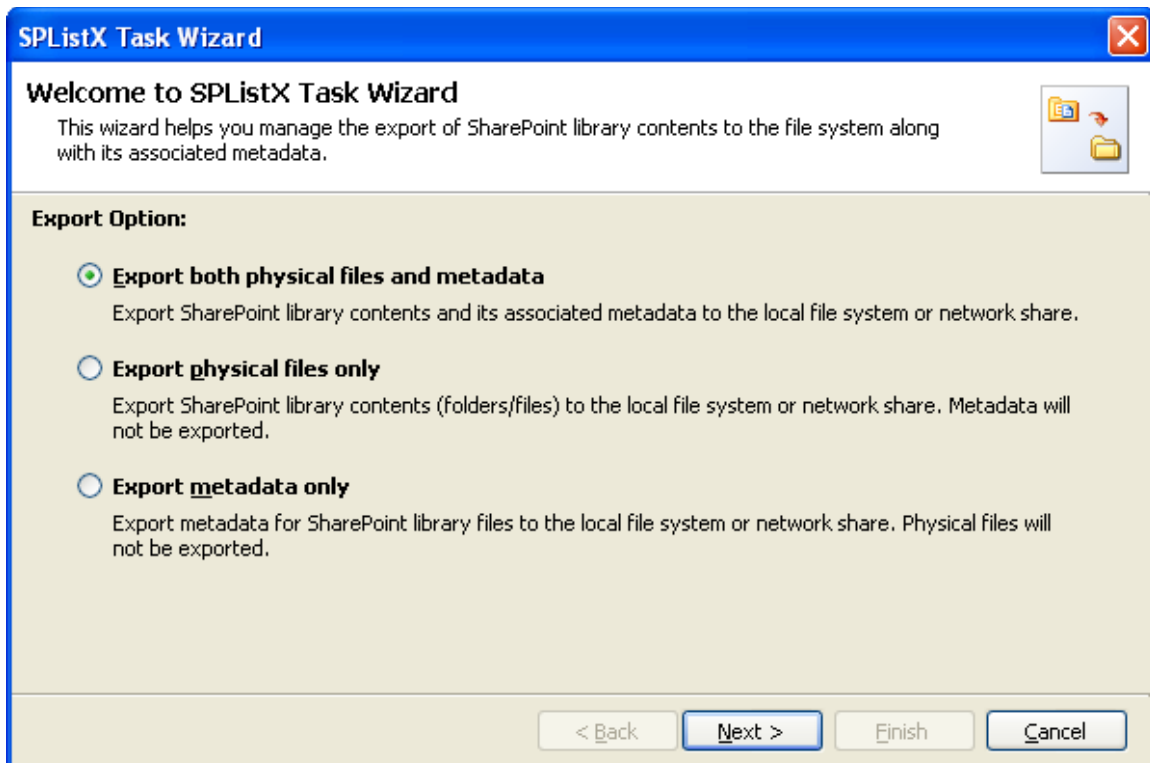
6.1. Create Task

To create a task to export folders / files along with their metadata from SharePoint Library to file system or network share:

Select **Export files and metadata using the browse option** in **SPListX Task Options** dialog as shown below and click **OK**.



The **SPListX Task Wizard** appears as shown below



SPList Export for SharePoint 2007 (SPListX)

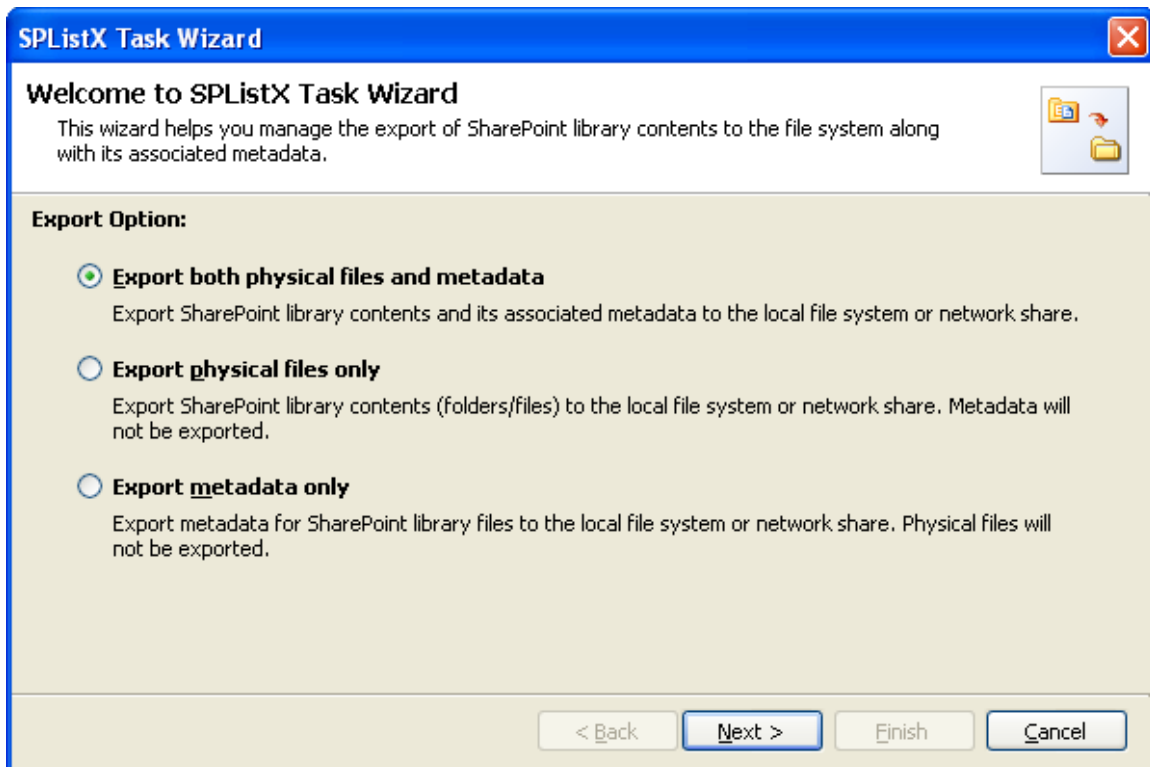
- a) Click **Next** button
- b) Specify the [SharePoint source location](#)
- c) Specify [Folders and Files to export](#)
- d) Specify [Destination folder option](#)
- e) Specify [File Version Options](#)
- f) Specify [Metadata Options](#)
- g) Specify [File System Date Settings](#)
- h) Specify [Task Settings](#)
- i) Specify [Folder Traversal Options](#)
- j) Specify [Metadata File Settings](#)
- k) Specify [Task Settings](#)
- l) Click **Finish** button to create the task, or click **Back** button to change the task settings.

6.1.1. Export Options

You can create a task to export folders / files along with their metadata from SharePoint Library to file system or network share. The export task enables users to select the export options in order to specify his requirements.

- **Export both physical files and metadata:** Export SharePoint library contents and its associated metadata to the local file system or network share.
- **Export physical files only:** Export SharePoint library contents (folders/files) to the local file system or network share. Metadata will not be exported.
- **Export metadata only:** Export metadata for SharePoint library files to the local file system or network share. Physical files will not be exported.

The **Export Options** step appears as shown below:



Select the required export options. The wizard guides you with the steps accordingly.

6.1.2. SharePoint source location

To specify a SharePoint URL of a site / library / folder location from which you wish to export folders and files to the file system, perform the steps given below:

The **SharePoint source location** step appears as shown below:

SPListX Task Wizard

Step Number: SharePoint source location

Specify a SharePoint URL of a site / library / folder location into which you wish to export folders and files to file system.

URL:

☒ Use currently logged on user context for validation

☐ Use the following credential for validation

User Name:

Password:

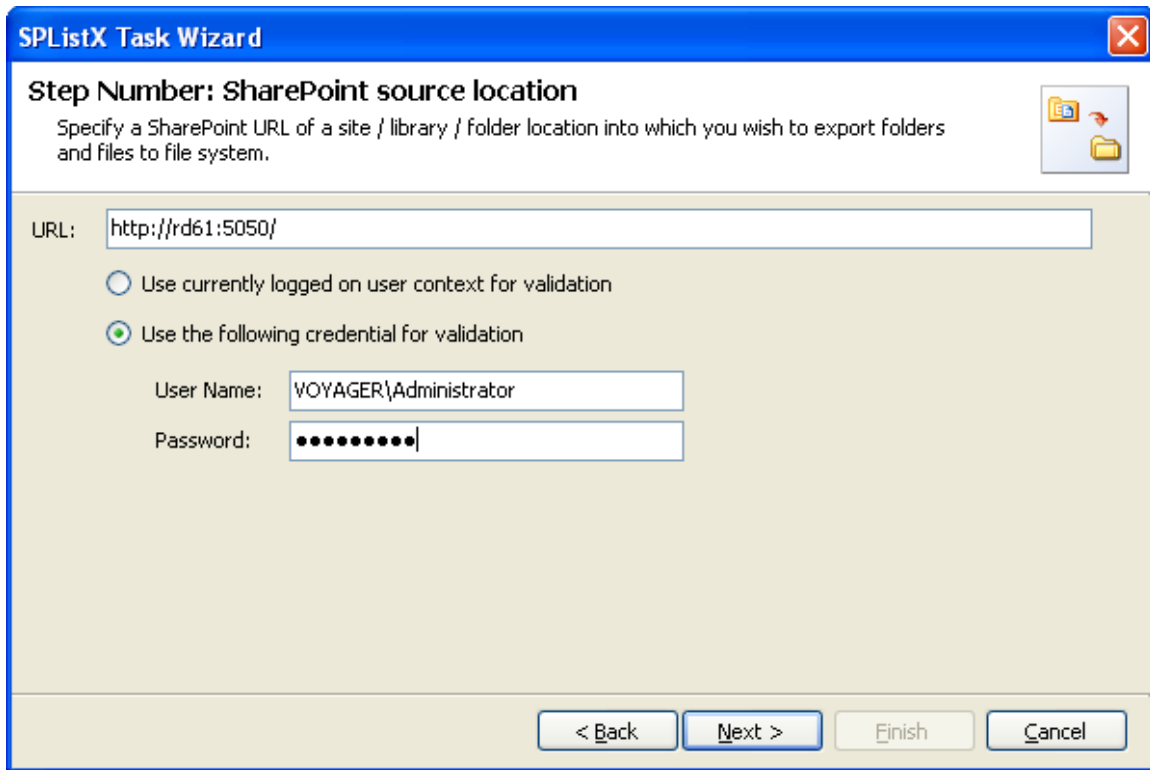
< Back Next > Finish Cancel

Specify a valid SharePoint URL in the URL textbox. You can specify a SharePoint site, library or folder location in the URL textbox. SPListX will load the tree view of the source location from the level specified in this textbox.

Specify the user's credentials to connect to the SharePoint URL specified above using the options given below.

- **Use currently logged on user context** - Connect to SharePoint URL using the currently logged on user context
- **Use the following credential** - Connect to the SharePoint URL using a different user context. Enter the user name as **<DOMAIN NAME>\<USER NAME>** and its corresponding password.

SPList Export for SharePoint 2007 (SPListX)



The image shows a Windows-style dialog box titled "SPListX Task Wizard". It has a blue title bar with a close button (X) in the top right corner. The main content area is light beige. At the top, it says "Step Number: SharePoint source location" in bold. Below this, it says "Specify a SharePoint URL of a site / library / folder location into which you wish to export folders and files to file system." To the right of this text is a small icon showing a folder with a red arrow pointing into it. Below the text is a text box labeled "URL:" containing the text "http://rd61:5050/". Underneath the URL box are two radio buttons. The first is "Use currently logged on user context for validation" and is unselected. The second is "Use the following credential for validation" and is selected. Below these are two text boxes: "User Name:" containing "VOYAGER\Administrator" and "Password:" containing a series of dots. At the bottom of the dialog are four buttons: "< Back", "Next >", "Finish", and "Cancel".

SPListX Task Wizard

Step Number: SharePoint source location

Specify a SharePoint URL of a site / library / folder location into which you wish to export folders and files to file system.

URL:

☐ Use currently logged on user context for validation

☒ Use the following credential for validation

User Name:

Password:

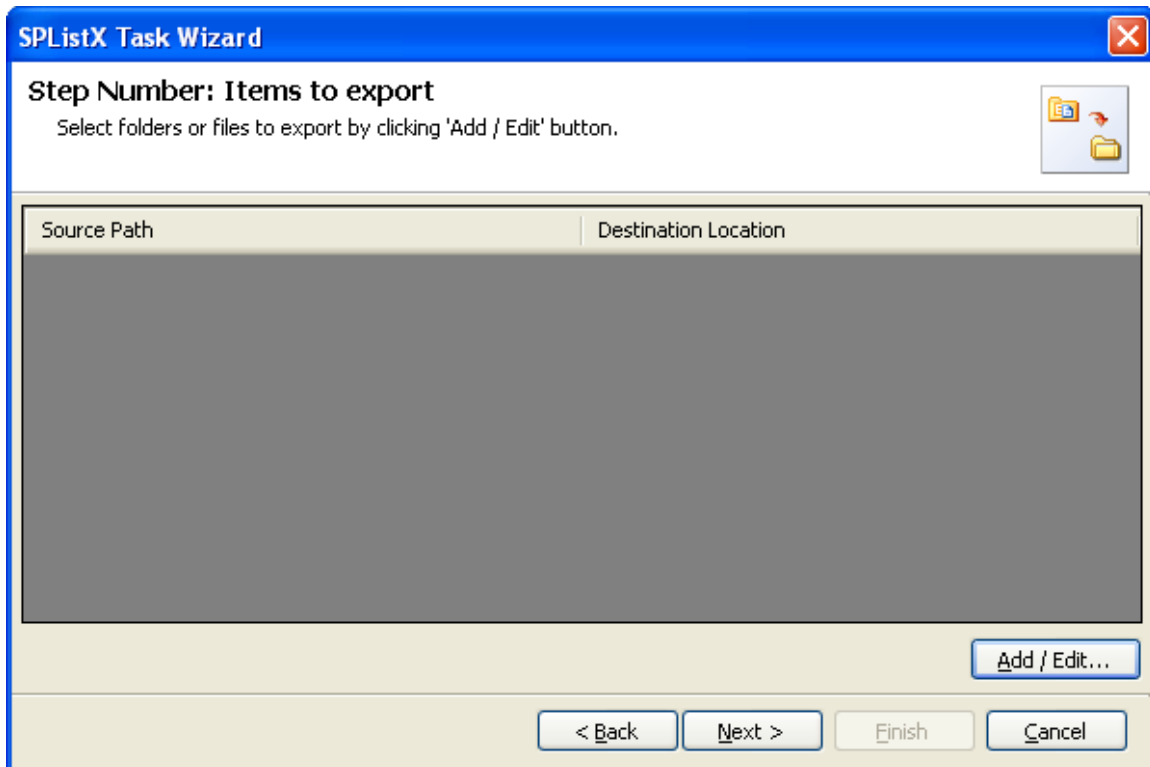
< Back Next > Finish Cancel

Click **Next** to proceed.

6.1.3. Items to export

To add folders and files to export to the destination location in the file system:

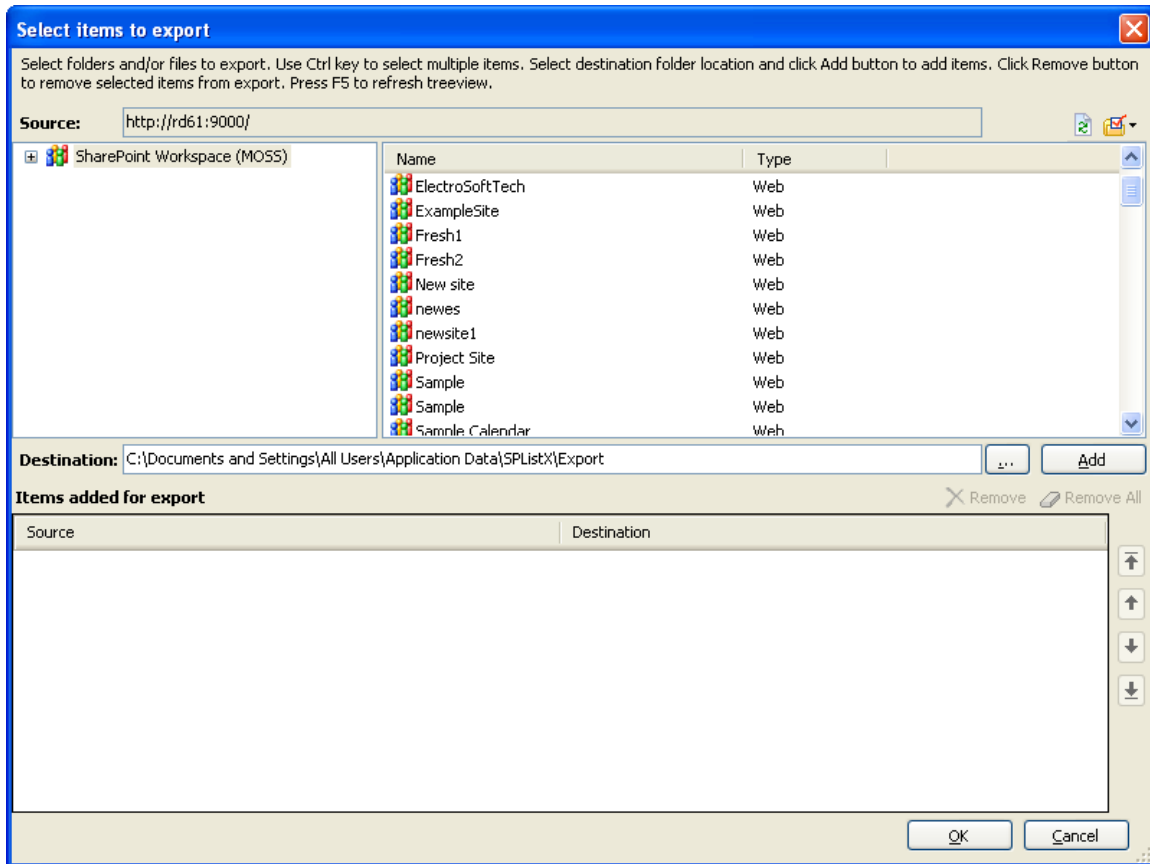
The **Items to export** step appears as shown below:



Click **Add / Edit** button to add and remove the folders and files for export.

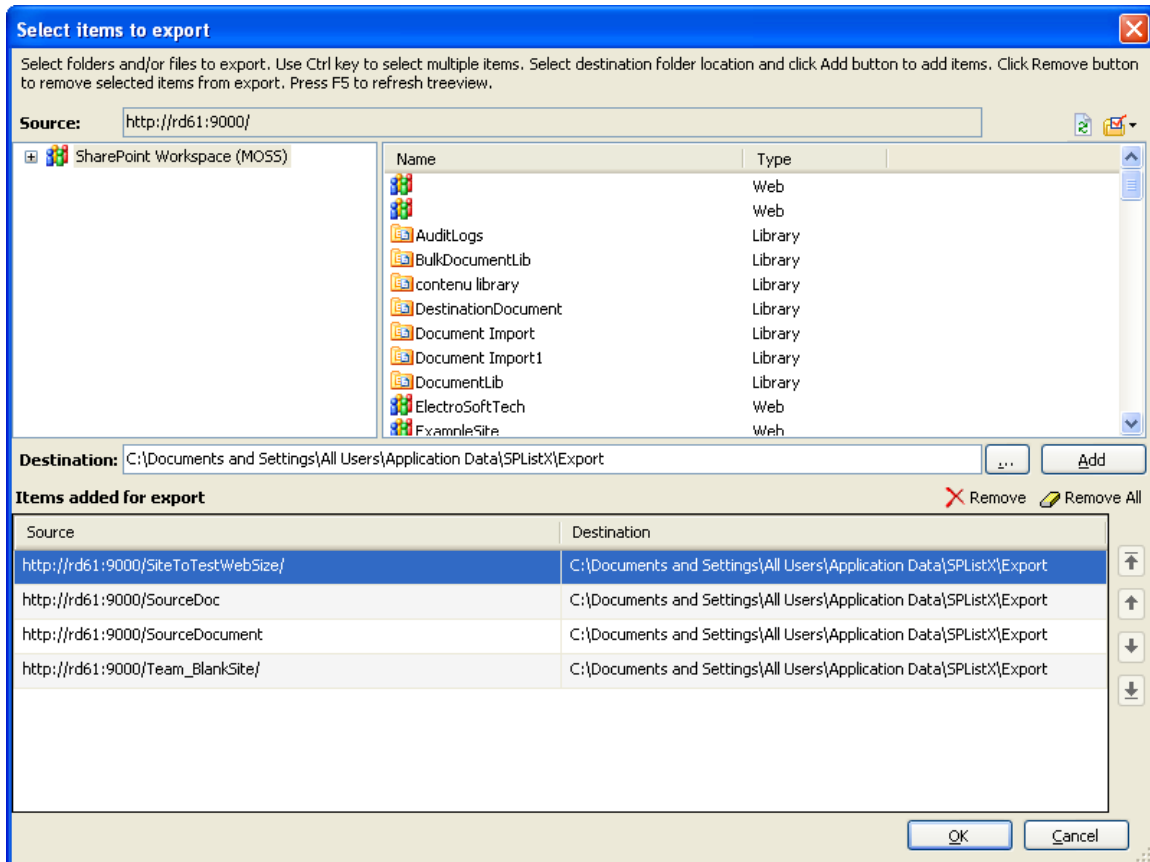
The **Select items to export** dialog appears as shown below:

SPList Export for SharePoint 2007 (SPListX)



Select items to export dialog contains a textbox (top), tree-view (top-left) and a list-view (top-right), which provides explorer like view to select folder / file to export. You will also see a textbox (middle) and browse button, which enables selection of destination location to export folders / files.

SPList Export for SharePoint 2007 (SPListX)

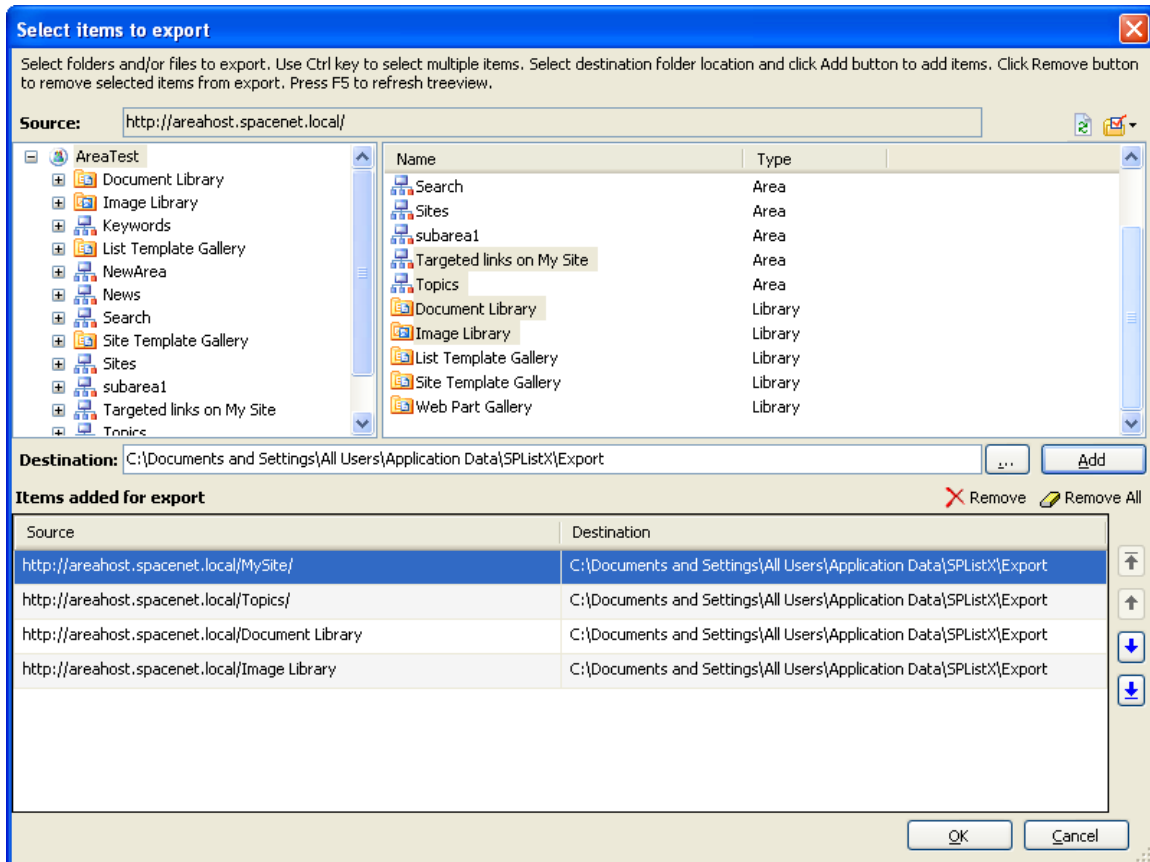


Browse the source folders and files of connected SharePoint library and select the required folders and files from either tree view (top left pane) or list view (top right pane). Select a destination location using browse option or enter the destination location path in the textbox and click **Add** button to export selected items.

All folders, files, document libraries of a site and its sub site can be exported by selecting Site collection node from tree-view.

All folders, files, documents libraries of a area and its sub area of SharePoint 2003 environment can be exported to file system.

SPList Export for SharePoint 2007 (SPListX)



The selected top level site, sub sites, document library, folders and files added for export will be displayed in the **Items added for export** grid. SPListX processes the top-level folders and fiels added for export in the order in which it appears in the **Item added for export** grid. The export process order can be changed by the **navigation** buttons available in the right side of the grid.

Click **OK** button to proceed or click **Cancel** to discard the changes.


Items to export steps contains top level site, sub sites, document library, folders and files added for export as shown below:

SPList Export for SharePoint 2007 (SPListX)

SPListX Task Wizard - t2

Step Number: Items to export

Select folders or files to export by clicking 'Add / Edit' button.



Source Path	Destination Location
http://rd61:9000/TestSite_19/	C:\Documents and Settings\All Users\Application Data\SPListX\Export
http://rd61:9000/vyapinsite/	C:\Documents and Settings\All Users\Application Data\SPListX\Export
http://rd61:9000/AuditLogs	C:\Documents and Settings\All Users\Application Data\SPListX\Export
http://rd61:9000/BulkDocumentLib	C:\Documents and Settings\All Users\Application Data\SPListX\Export
http://rd61:9000/contenu library	C:\Documents and Settings\All Users\Application Data\SPListX\Export

[Add / Edit...](#)

[< Back](#) [Next >](#) [Finish](#) [Cancel](#)

Click **Next** to proceed.

6.1.4. Destination Folder Options

SPListX will create destination folders based on the following options given below.

The **Destination Folder Options** specification wizard step appears as shown below:

SPListX Task Wizard - t2

Step Number: Destination Folder Options
Specify folders settings to use when creating folders in file system.

File System Folder Options:

Do you want to create the top-level folder(s) included for export? ☒ Yes ☐ No

Do you want to create current timestamp folder under destination location? ☐ Yes ☒ No

Do you want to create destination folder path if it does not exist? ☒ Yes ☐ No

< Back Next > Finish Cancel

Select from the following options:

- a. **Do you want to create top-level folder(s) included for export?** – The top-level folder is the folder added or specified for export by the user. SPListX will commence the export process from this top-level folder. Select the appropriate option to create the top-level folder by selecting the option (Yes/No).
- b. **Do you want to create current timestamp folder under destination location?** – This option creates timestamp folder under the specified destination location. This option may be useful when scheduling the export process or when repeated exporting contents to the same destination location. Select the appropriate option to create the timestamp folder by selecting the option (Yes/No).
- c. **Do you want to create destination folder path if it does not exist?** - This option creates the full folder path in the destination location, if the specified path is not available in the specified location.

Click Next to proceed.

6.1.5. File Version Options

To selectively export document versions to the destination location:

The **File Version Options** step appears as shown below:

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard". The main heading is "Step Number: File Version Options". Below this, a subtitle reads: "Specify the file versions to export. By default, latest version of the file will be exported." In the top right corner, there is a small icon of a folder with a red arrow pointing into it. The main area contains three radio button options under the label "Version Options:": "Latest version only" (which is selected), "Export version range:" (with "Start:" and "End:" text boxes next to it), and "All Versions". Below these is a text box labeled "Version Folder Name:" containing the letter "v". A small asterisk note below the text box states: "* This name will be used to create the version folders followed by the version number." At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Finish", and "Cancel".

By default, **Latest version** only option is selected. Document version settings will be used for each of the documents exported from the library.

Select any one of the following version settings.

- a. **Latest version only** - Export the latest document version from the source.
- b. **Export version range** - Export only document versions specified in the range from the source library e.g., versions 2 to 5
- c. **All versions** - Export all document versions available in the source library.

SPListX Task Wizard

Step Number: File Version Options

Specify the file versions to export. By default, latest version of the file will be exported.

Version Options:

☐ Latest version only

☒ Export version range: Start: End:

☐ All Versions

Version Folder Name:

* This name will be used to create the version folders followed by the version number.

< Back Next > Finish Cancel

Note: When selecting **All versions** or **Export version range** option, a version folder name must be provided in **Version Folder Name** textbox. When exporting document versions, a new folder with the name specified in the textbox will be created as a sub-folder in the folder hierarchy and the respective versions will be exported to the corresponding version folder. For example if "ver" is entered in the textbox, the respective document versions will be stored in folders such as "ver1", "ver1.1", "ver2" etc.

The following table illustrates how file version folders are created:

For example, SharePoint folder "SampleFolder1" contains 3 files (that in turn have 2 files versions) and one subfolder "SampleFolder11". SampleFolder11 contains 2 files.

Sample Folder1	Level1	Level 2	Level 3
	Sample Folder11		
		Sample file 4.gif	
		Sample file 5.csv	
		V1.0	
			Sample file 4.gif
			Sample file 5.csv
		V2.0	
			Sample file 4.csv
			Sample file 5.csv
	Sample file 1.txt		
	Sample file 2.bmp		
	Sample file 3. pdf		
	V1.0		
		Sample file 1.txt	
		Sample file 2.bmp	
		Sample file 3.pdf	

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	V2.0		
		Sample file1.txt	
		Sample file 2.bmp	
		Sample file 3.pdf	

When these SharePoint folder along with all available file versions are exported to file system, folder "SampleFolder1" contains its Subfolder "SampleFolder11", all the 3 files, and the file version folders "v1.0", "v2.0".

All files in "SampleFolder1" have 2 versions, Latest versions of the files reside under SampleFolder1 and additionally, file versions reside under the respective version folder. Version folder structure for subfolder "SampleFolder11" also will resemble "SampleFolder1" structure as shown above.

6.1.6. Metadata Options

To selectively export metadata columns from the SharePoint library:

The **Metadata Options** step appears as shown below:

SPListX Task Wizard - t2

Step Number: Metadata Options

Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported.

Column Settings:

- ☐ Do not export columns
- ☐ Export all columns
- ☒ Export all user defined columns
- ☐ Export selected columns

<Type column names here>

Examples:

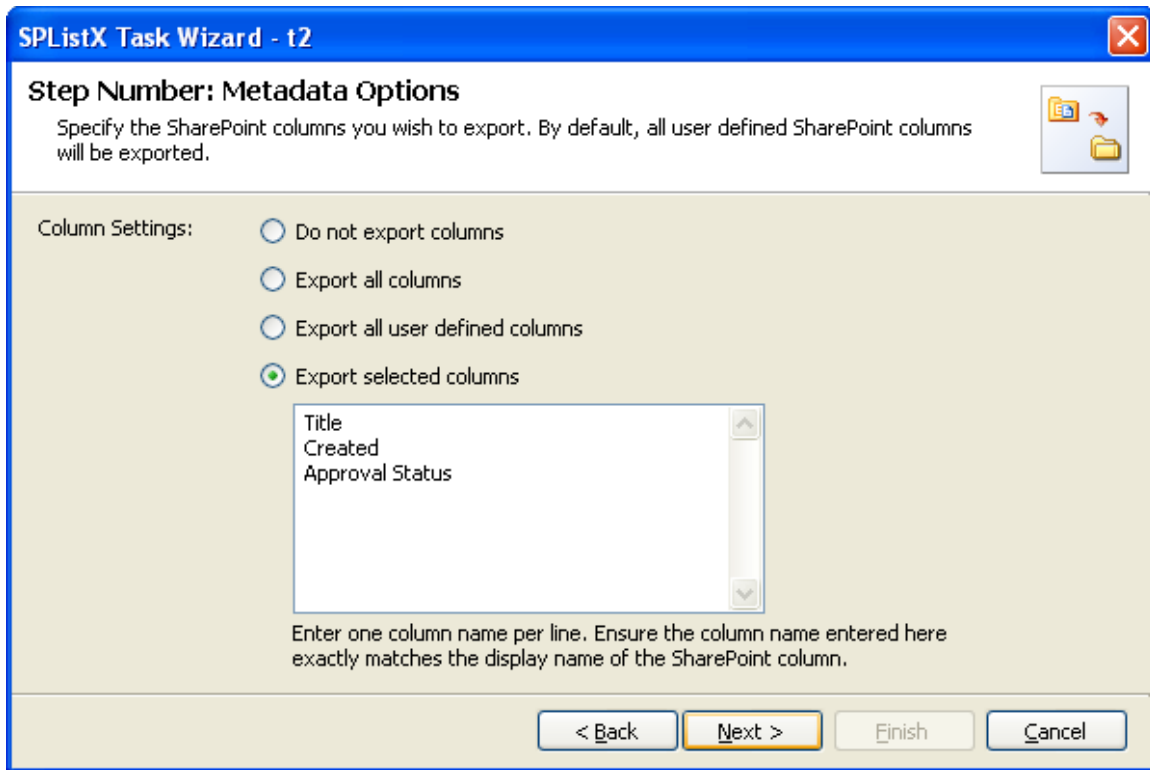
- Title
- Description
- Author

Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column.

< Back Next > Finish Cancel

Select any one of the following metadata settings:

- **Do not export columns** - This option does not export columns.
- **Export all columns** - Exports all columns available in the source library, including SharePoint system columns such as Created, Modified, Approval Status, etc
- **Export all user defined columns** - Exports all columns that are created by the SharePoint user
- **Export selected columns** - Exports columns that are specified in the textbox



SPListX Task Wizard - t2

Step Number: Metadata Options

Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported.

Column Settings:

- ☐ Do not export columns
- ☐ Export all columns
- ☐ Export all user defined columns
- ☒ Export selected columns

Title
Created
Approval Status

Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column.

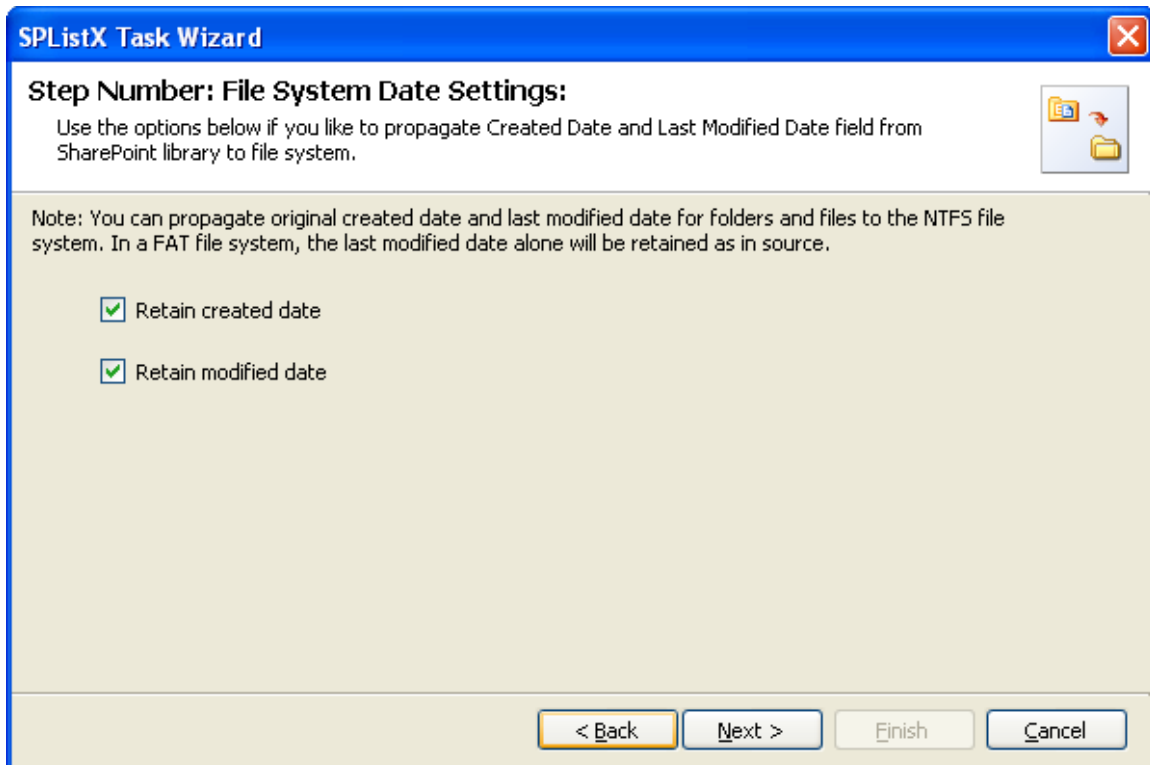
< Back Next > Finish Cancel

Click **Next** to proceed.

6.1.7. File System Date Settings

To propagate the system date fields – Created Date and Last Modified Date to respective folder and file in the file system, follow the information outlined below:


The **File System Date Settings** step appears as shown 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 library.

- Retain created date – To carry forward Created Date field from the source folders and files
- Retain modified date – To carry forward Last Modified Date field from the source folders and files

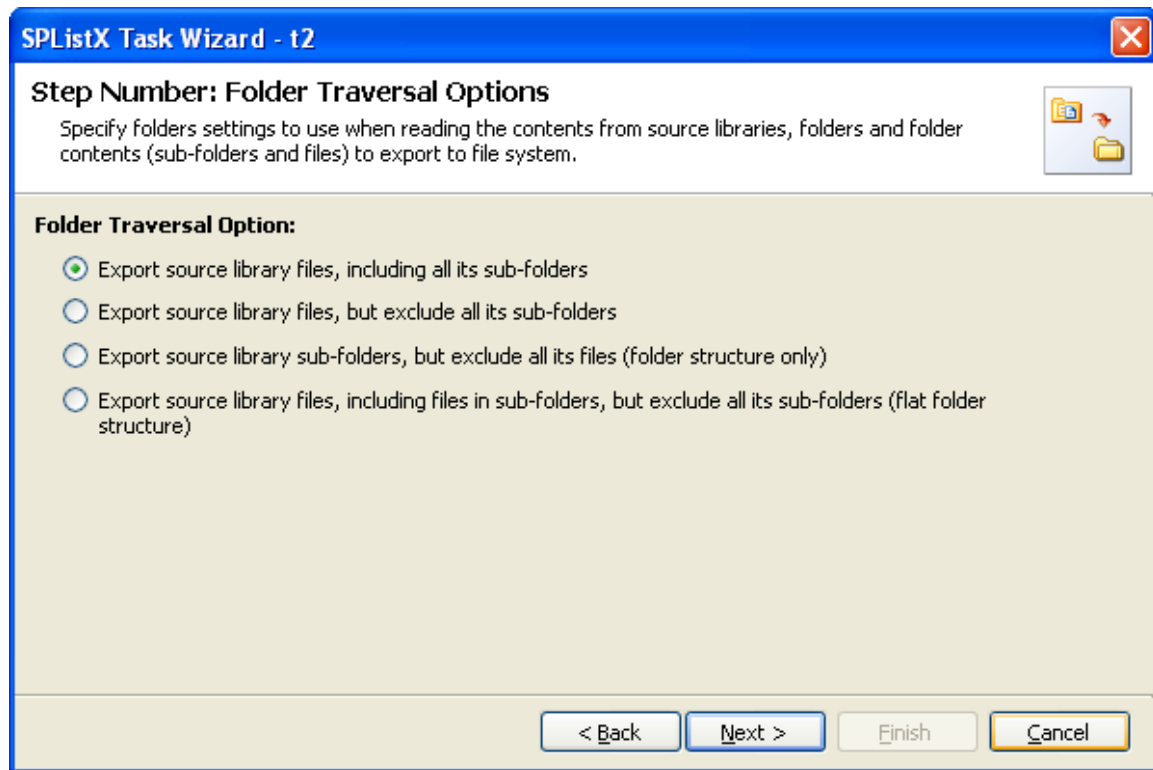
 **Note:** You can propagate original created date and last modified date for folders and files to the NTFS file system. In FAT file system, the last modified date alone will be retained as in source.

Click **Next** to proceed.

6.1.8. Folder Traversal Options

SPListX will export the folders, files and associated metadata based on the following options.

The **Folder Options** specification step appears as shown below:



Select any one of the following options given below to specify the contents to be exported from the source folders in SharePoint:

- a) **Export the source library files, including all its sub-folders** - This option exports folders and files exactly as they are in source SharePoint library. The source folder structure in the library will be retained in the destination location.
- b) **Export the source library files, but exclude all its sub-folders** - This option exports files available in the top-level folders only. SPListX will not traverse the sub-folders within the top level folders.
- c) **Export the source library sub-folders, but exclude all its files (folder structure only)** - This option creates the sub-folder structure in the destination location and ignores all files that are available within the added top level folder and sub-folders.
- d) **Export the source library files, including files in sub-folders, but exclude all its sub-folders** – This option exports files only and ignore its source folder structure in the source library. In case of duplicate file names, file exported last will overwrite the existing file in the destination location.

Click Next to proceed.

6.1.9. Metadata File Settings

To specify the metadata file location where the folder and file metadata is to be exported:

The **Metadata File Settings** step appears as shown below:

SPListX Task Wizard - t2

Step Number: Metadata File Settings
Specify destination path to store metadata file and export file format (CSV/MDB/XLS)

Metadata file location:
For example: C:\SharePoint Export
☒ Create folder path if it does not exist

Metadata file format:
☐ Comma delimited (CSV)
☐ Microsoft Access (MDB)
☒ Microsoft Excel (XLS)

Metadata file naming mask:
☒ Append metadata file name with current timestamp
For example: Shared Documents_20081231-163709

< Back Next > Finish Cancel

Specify a folder path where the selected items' metadata are to be exported. You can also Click browse ('...') button to launch folder browser dialog.

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

Select a metadata file format using the following options:

- **Comma delimited (CSV)** - Export metadata column values to comma separated values (CSV) file format.
- **Microsoft Access (MDB)** - Export metadata column values to a Microsoft Access database format.
- **Microsoft Excel (XLS)** - Export metadata column values to Microsoft Excel format.

Select a metadata file naming mask to use when creating the metadata file. Metadata file will be named based on the selected file naming options and checked status of the timestamp option.

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Library name – Metadata file will be named with the SharePoint library name. For example: Shared Documents.csv (or) Shared Documents_20081223-203220.csv

Site name with library name - Metadata file will be named with site name, an underscore followed by SharePoint library name. For example: ProjectSite_Shared Documents.csv (or) ProjectSite_Shared Documents_20081223-203220.csv

Absolute library URL- Metadata file will be named with Absolute URL of the SharePoint library. For example: rd61_9000_ProjectSite_Shared Documents.csv (or) rd61_900_ProjectSite_Shared Documents_20081223-203220.csv

SPListX Task Wizard - t2

Step Number: Metadata File Settings
Specify destination path to store metadata file and export file format (CSV/MDB/XLS)

Metadata file location: C:\Documents and Settings\All Users\Application Data\SPListX\Export
For example: C:\SharePoint Export
☒ Create folder path if it does not exist

Metadata file format:
☒ Comma delimited (CSV)
☐ Microsoft Access (MDB)
☐ Microsoft Excel (XLS)

Metadata file naming mask: Site name with library name
☒ Append metadata file name with current timestamp
For example: ProjectSite_Shared Documents_20081231-163802

< Back Next > Finish Cancel

Click **Next** to proceed.

6.1.10. Task Settings

To specify the task name and schedule settings:

The **Task Settings** step appears as shown below

The screenshot shows the 'SPListX Task Wizard' window, specifically the 'Step Number: Task Settings' screen. The window has a blue title bar and a close button in the top right. Below the title bar, the text 'Step Number: Task Settings' is displayed, followed by the instruction 'Enter a unique name for the export task and specify schedule task settings.' To the right of this text is a small icon of a folder with a red arrow. The main area of the dialog contains several fields and options: 'Task Name:' with an empty text box; 'Task Option:' with three radio buttons: 'Run task upon clicking Finish button' (selected), 'Run later', and 'Create Schedule Task'; 'Run As:' with a text box containing 'VOYAGER\Administrator' and a 'Set Password...' button; 'Schedule:' with a dropdown menu set to 'Daily' and a 'Start time:' dropdown set to '01:13 PM', with an 'Advanced...' button to the right; and a 'Schedule Task Daily' section with 'Every' followed by a spinner box set to '1' and the text 'day(s)'. Below this section, it says 'At 1:13 PM every day, starting 5/20/2008'. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

Enter a unique task name in **Task Name** textbox.

Select a **Task Option** from one of the following options:

- **Run task upon clicking Finish button** – to run the task immediately after clicking Finish button
- **Run later** – to run the task later as and when desired
- **Create Schedule task** – to create a Windows scheduled task. SPListX will create a schedule task in the Windows Scheduled Tasks with the given settings. SPListX will perform the export based on the Run As user account specified in this step. The Run As account should be a valid Windows domain account.

SPListX Task Wizard

Step Number: Task Settings
Enter a unique name for the export task and specify schedule task settings.

Task Name:

Task Option: ☐ Run task upon clicking Finish button ☐ Run later ☒ Create Schedule Task

Run As:

Schedule: Start time:

Schedule Task Daily

Every day(s)

At 1:13 PM every day, starting 5/20/2008

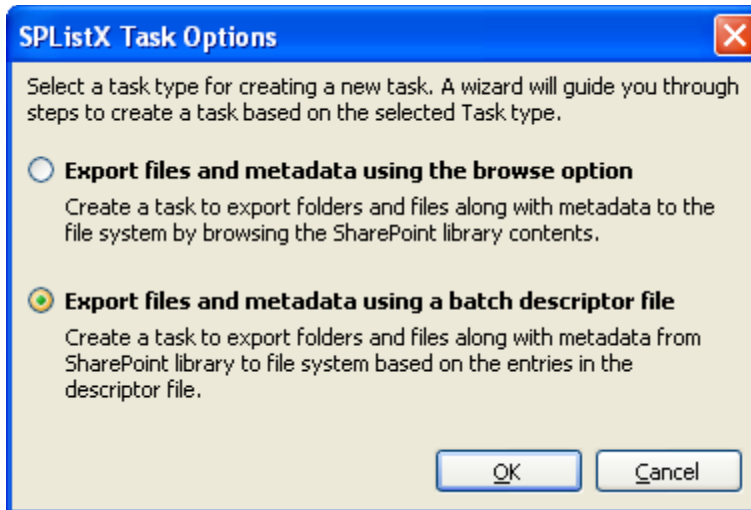
Click **Finish** button to create the task.

7) Export files and metadata using a batch descriptor file

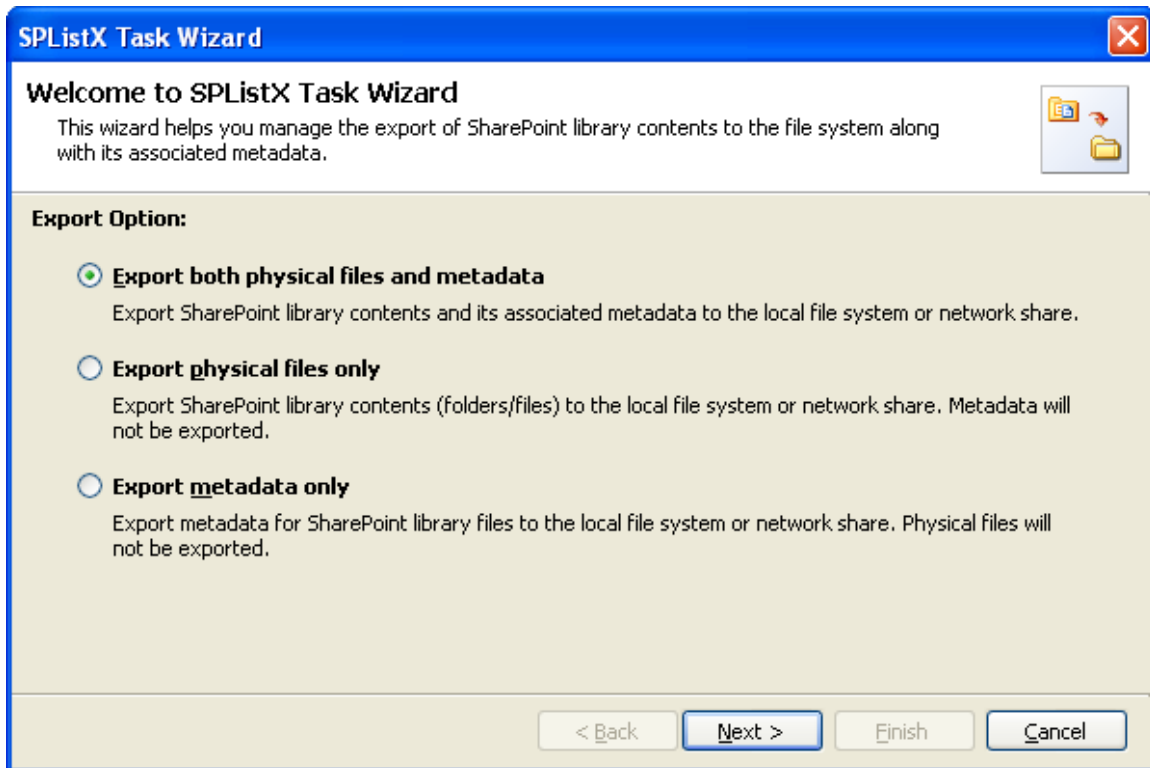
7.1. Create Task

Create a task to export folders / files along with their metadata from SharePoint Library to file system or network share based on the entries in the descriptor file. SPListX will process the files in the order in which they appear in the batch descriptor file.

Select **Export files and metadata using a batch descriptor file** option in **SPListX Task Options** dialog as shown below and click OK.



The **SPListX Task Wizard** appears



Click **Next** button

Specify [Export Option](#)

Specify [Batch Descriptor File](#)

Specify [Destination folder Option](#)

Specify [File Version Options](#)

Specify [Metadata Options](#)

Specify [File System Date Settings](#)

Specify [Folder Traversal Options](#)

Specify [Metadata File Settings](#)

Specify [Task Settings](#)

Click **Finish** button to create the task, or click **Back** button to change the any task settings.

7.1.1. Create Batch Descriptor File

The following section gives you the guidelines to create an external batch descriptor file for **Export files and metadata using a batch descriptor file** task type.

- The first row of the metadata file should contain the Field Names as headers.
- 2. The first field should be named as '**Path**' and second field should be named as '**Destination Path**'.

The other field names should be separated by a delimiter character such as comma (,), semi-colon (;) etc. The delimiter character used in the external metadata file should be same as 'List Separator' defined in locale settings in 'Regional and Language Options' in Control Panel and 'Format' string value available in the registry key: (HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Jet\4\Engines\Text).

The following table shows the equivalent Format string for 'List Separator' in the registry key:

List Separator	Equivalent Format String
, (comma)	CSVDelimited
; (semi-colon)	Delimited (;)
* (asterisk)	Delimited(*)

The first column of all the rows should contain the source URL of the library or folder or file or folder. In other words, the source path should be either a SharePoint Library URL (e.g., http://rd60:5000/Shared_Documents) or sub-folder URL within SharePoint Library (e.g., http://rd60:5000/Shared_Documents/sample_folder1) or file URL within the SharePoint Library (e.g., http://rd60:5000/shared_documents/sample_folder1/SampleDocument.doc)


The second column of all the rows should contain the destination folder location e.g., "C:\My Projects\" (or) \\FileServer\My Documents, where the exported item is stored.

Be consistent with the drive letters and UNC path when exporting folders and files from a SharePoint library. If you use local / mapped drives to export files, ensure the 'Destination Path' field has the corresponding local / mapped drive path (e.g., [M:\My Documents](#)). If you use shares to export file, ensure the 'Destination Path' field has the corresponding UNC path (e.g., \\Machine_Name\Share_Name).

For CSV and TXT formats, all field names and their corresponding metadata values should be enclosed within double quotes (") e.g., "http://rd60:5000/Shared_Documents/sample_folder1". When using accent characters such as [á é í ó] in folder / file names, the CSV / TXT metadata file must be in UNICODE encoded format.

For Microsoft Excel file formats (XLS / XLSX), do not enclose the field names and their corresponding values within double quotes.

Sample format of a CSV / TEXT batch descriptor file:

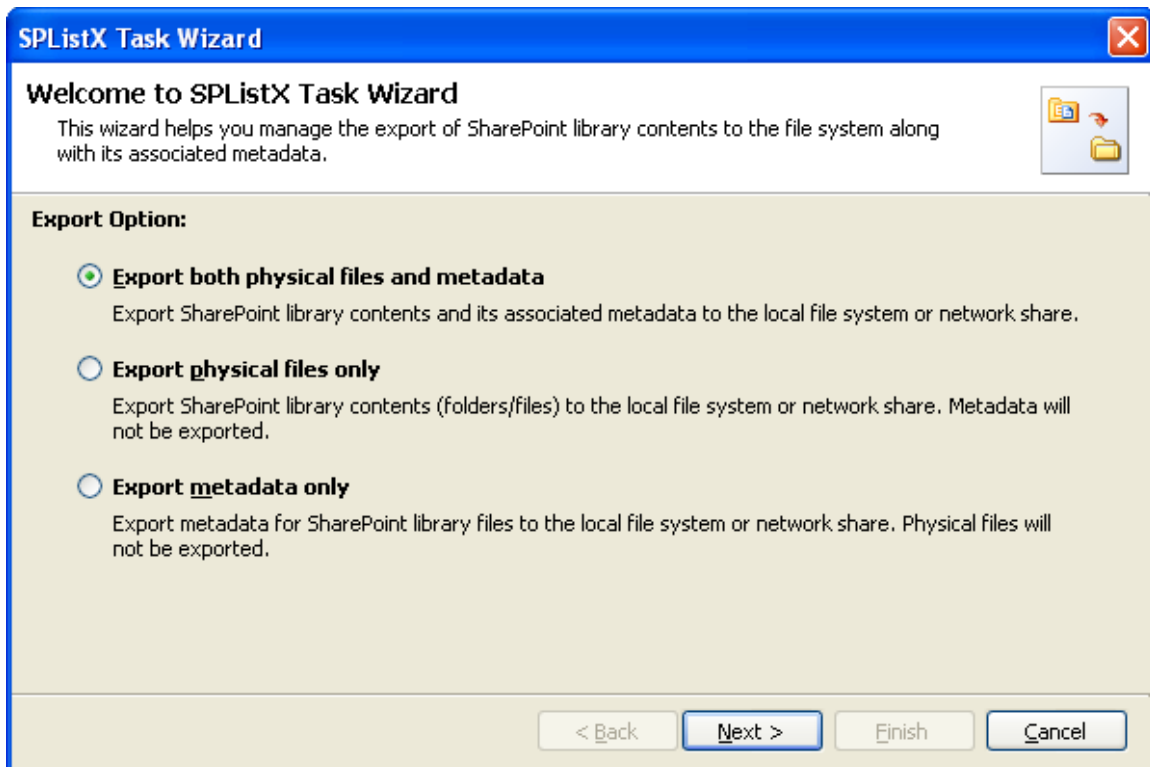
 Note
<i>Refer Point #2 for the separator to be used in the batch descriptor file</i>
"Path","Destination Path"
"http://rd60:5000/shared_documents/Sample Brochure.doc","C:\My Documents"
"http://rd60:5000/shared_documents/sample_folder1","\\RD60\ExportDocs\shared doc contents"
"http://rd60:5000/shared_documents","C:\My Sales\Shared Documents Library Backup"

7.1.2. Export Options

You can create a task to export folders / files along with their metadata from SharePoint Library to file system or network share. The export task enables users to select the export options in order to specify his requirements.

- **Export both physical files and metadata:** Export SharePoint library contents and its associated metadata to the local file system or network share.
- **Export physical files only:** Export SharePoint library contents (folders/files) to the local file system or network share. Metadata will not be exported.
- **Export metadata only:** Export metadata for SharePoint library files to the local file system or network share. Physical files will not be exported.

The **Export Options** step appears as shown below:



Select the required export options. The wizard guides you with the steps accordingly.

7.1.3. Batch descriptor file

You can create a SPListX export task using a batch descriptor file that specifies the folders and files to export from the SharePoint library and destination file system location. SPListX will export the folders, files and associated metadata based on the entries in the batch descriptor file.

The **Batch descriptor file** specification step appears as shown below:

SPListX Task Wizard

Step Number: Batch descriptor file

Specify batch descriptor file to use in order to export folders/files and its associated metadata to the local file system or network share.

File Name: ...

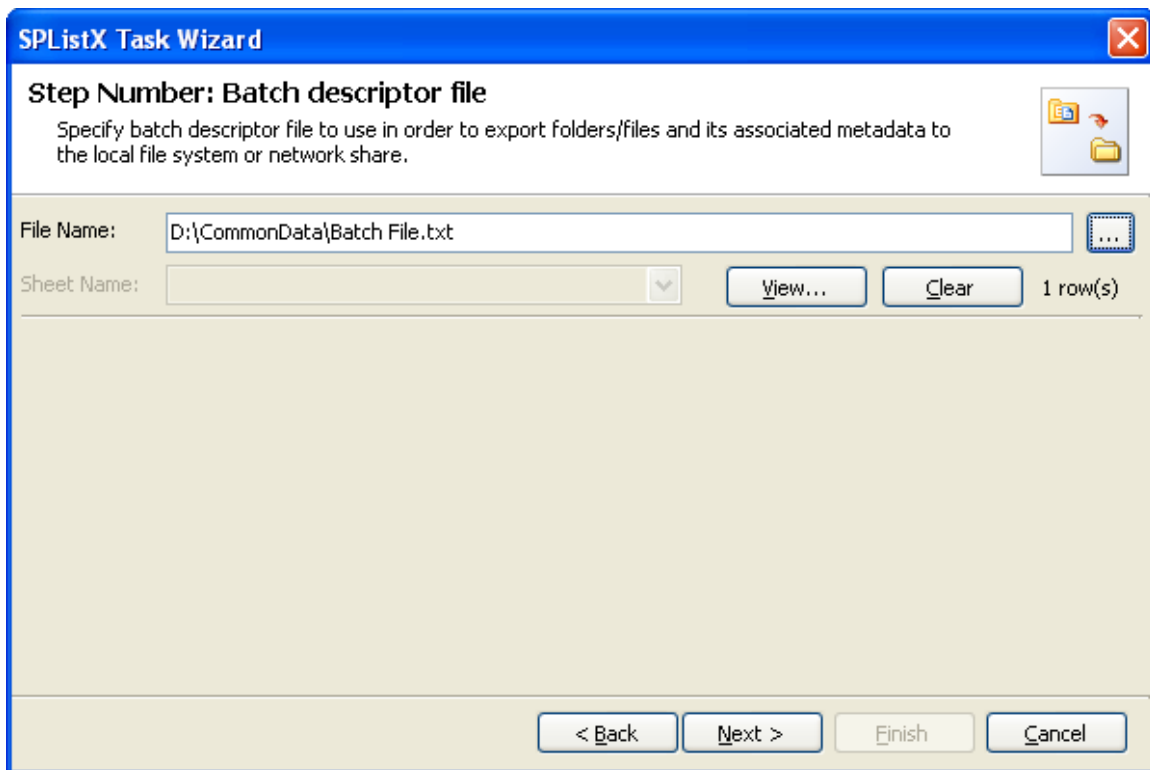
Sheet Name: View... Clear

< Back Next > Finish Cancel

Click (...) button to select the batch descriptor file. The descriptor file can be in any one of the following file formats - Comma delimited (CSV), Microsoft Excel (XLS, XLSX) or Text file (TXT).

The external metadata file will automatically be extracted once the file name is specified. If you are using Microsoft Excel based file format, then select the sheet name to use from the drop-down.

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The image shows a Windows-style dialog box titled "SPListX Task Wizard". It has a blue title bar with a close button (X) in the top right corner. The main area is white and contains the following elements:

- Step Number: Batch descriptor file** (in bold)
- Instruction text: "Specify batch descriptor file to use in order to export folders/files and its associated metadata to the local file system or network share."
- An icon of a folder with a red arrow pointing to it, located in the top right corner of the main area.
- A text field labeled "File Name:" containing the path "D:\CommonData\Batch File.txt". To the right of the text field is a small icon of a document with a red arrow.
- A text field labeled "Sheet Name:" with a dropdown arrow on its right side.
- Two buttons: "View..." and "Clear".
- Text "1 row(s)" to the right of the "Clear" button.
- A large empty rectangular area below the "Sheet Name:" field.
- Four buttons at the bottom: "< Back", "Next >", "Finish", and "Cancel".

Click **Next** to proceed.

7.1.4. Destination Folder Options

SPListX will create destination folders based on the following options

The **Destination Folder Options** specification step appears as shown below:

SPListX Task Wizard - t2

Step Number: Destination Folder Options
Specify folders settings to use when creating folders in file system.

File System Folder Options:

Do you want to create the top-level folder(s) included for export? ☒ Yes ☐ No

Do you want to create current timestamp folder under destination location? ☐ Yes ☒ No

Do you want to create destination folder path if it does not exist? ☒ Yes ☐ No

< Back Next > Finish Cancel

Select from the following options:

Do you want to create top-level folder(s) included for export? – The top-level is the folder added or specified for export by the user. SPListX will commence the export process from this top-level folder. Select the appropriate option to create the top-level folder by selecting the option (Yes/No).

Do you want to create current timestamp folder under destination location? - This option creates timestamp folder under the specified destination location. This option may be useful when scheduling the export process or when repeated exporting contents to the same destination location. Select the appropriate option to create the timestamp folder by selecting the option (Yes/No).

Do you want to create destination folder path if it does not exist? - This option creates the full folder path in the destination location, if the specified path is not available in the specified location.

Click Next to proceed.

7.1.5. File Version Options

To selectively export document versions to the destination location:

The **File Version Options** step appears as shown below:

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard". The main heading is "Step Number: File Version Options". Below this, a subtitle reads: "Specify the file versions to export. By default, latest version of the file will be exported." In the top right corner, there is a small icon of a folder with a red arrow pointing into it. The main area of the dialog contains three radio button options under the label "Version Options": "Latest version only" (which is selected), "Export version range:" (with "Start:" and "End:" text labels and empty input boxes), and "All Versions". Below these options is a text input field labeled "Version Folder Name:" containing the letter "v". A small asterisk note below the input field states: "* This name will be used to create the version folders followed by the version number." At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Finish", and "Cancel".

By default, **Latest version only** option is selected. Document version settings will be used for each of the documents exported from the library.

Select any one of the following version settings.

Latest version only - Export the latest document version from the source.


Export version range - Export only document versions specified in the range from the source library e.g., versions 2 to 5

All versions- Export all document versions available in the source library.

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard" with a close button (X) in the top right corner. Below the title bar, the text "Step Number: File Version Options" is displayed, followed by the instruction "Specify the file versions to export. By default, latest version of the file will be exported." and a small icon of a folder with a red arrow. The main area of the dialog has a light beige background and contains the following elements:

- Version Options:** Three radio buttons are present:
 - ☐ Latest version only
 - ☒ Export version range: Start: End:
 - ☐ All Versions
- Version Folder Name:** A text box containing the letter "v".
- A note below the text box: "* This name will be used to create the version folders followed by the version number."

At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Finish", and "Cancel".

 **Note:** When All versions or Export version range option, a version folder name must be provided in **Version Folder Name** textbox. When exporting document versions, a new folder with the name specified in the textbox will be created as a sub-folder in the folder hierarchy and the respective versions will be document versions will be stored in folders such as "ver1", "ver1.1", "ver2" etc.

SPList Export for SharePoint 2007 (SPListX)

The following table illustrates how file version folders are created:

For example, SharePoint folder “SampleFolder1” contains 3 files (that in turn have 2 file versions) and one subfolder “SampleFolder11”. SampleFolder11 contains 2 files.

Sample Folder1	Level 1	Level 2	Level 3
	Sample Folder 11		
		Sample file 4.gif	
		Sample file 5.csv	
		V1.0	
			Sample file 4.gif
			Sample file 5.csv
		V2.0	
			Sample file 4.csv
			Sample file 5.csv
	Sample file 1.txt		
	Sample file 2.bmp		
	Sample file 3.pdf		
	V1.0		
		Sample file 1.txt	
		Sample file 2.bmp	
		Sample file 3.pdf	
	V2.0		
		Sample file 1.txt	
		Sample file 2.bmp	
		Sample file 3.pdf	

When these SharePoint folders along with all available file versions are exported to file system, folder “SampleFolder1” contains its Subfolder “SampleFolder11”, all the 3 files, and the file version folder “v1.0”, “v2.0”.

All files in “sampleFolder1” have 2 versions. Latest versions of the files reside under SampleFolder1 and additionally, file versions reside under the respective version folder. Version folder structure for subfolder “sampleFolder11” also will resemble “SampleFolder1” structure as shown above.

7.1.6. Metadata Options

To selectively export metadata columns from the SharePoint library:

The **Metadata Options** step appears as shown below:

SPListX Task Wizard - t2

Step Number: Metadata Options

Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported.

Column Settings:

- ☐ Do not export columns
- ☐ Export all columns
- ☒ Export all user defined columns
- ☐ Export selected columns

<Type column names here>

Examples:

Title
Description
Author

Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column.

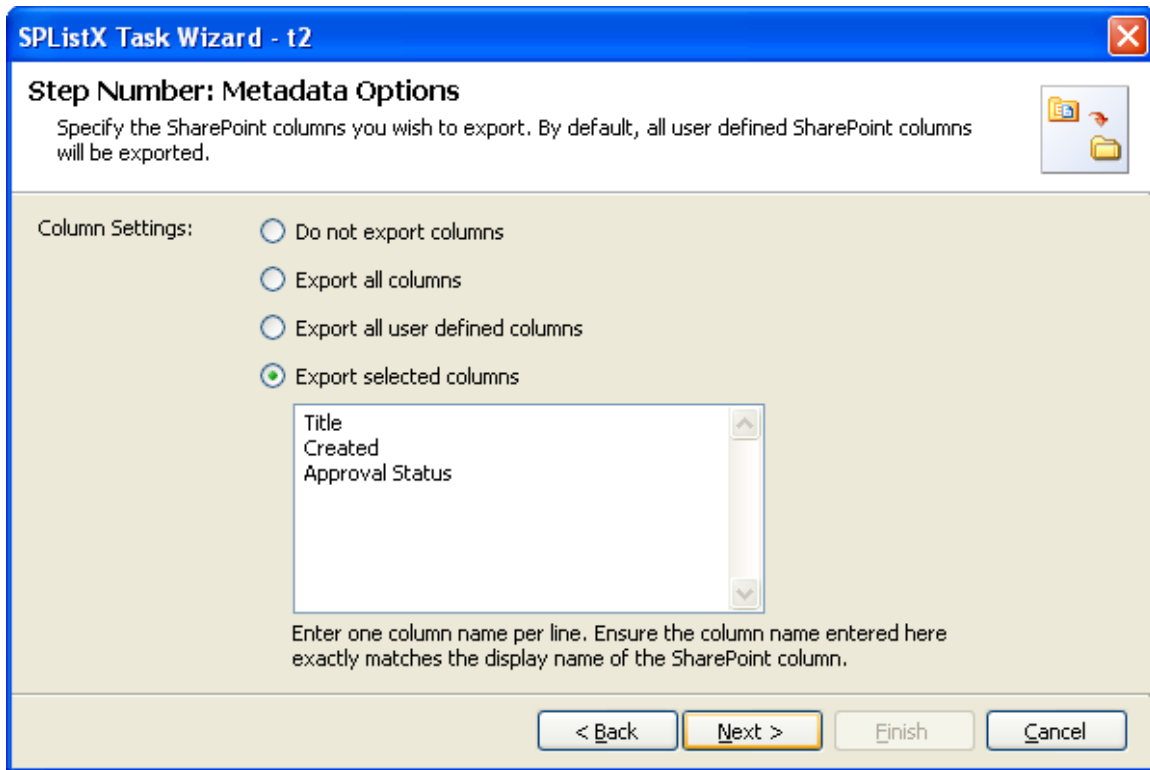
< Back Next > Finish Cancel

Select any one of the following metadata settings:

Do not export columns - This option does not export columns.

Export all columns – Exports all columns available in the source library, including SharePoint system columns such as Created, Modified, Approval Status, etc.

Export selected columns – Exports columns that are specified in the textbox.



SPListX Task Wizard - t2

Step Number: Metadata Options

Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported.

Column Settings:

- ☐ Do not export columns
- ☐ Export all columns
- ☐ Export all user defined columns
- ☒ Export selected columns

Title
Created
Approval Status

Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column.

< Back Next > Finish Cancel

Click **Next** to proceed.

7.1.7. File System Date Settings

To propagate the system date fields – Created Date and Last Modified Date to respective folder and file in the file system, follow the information outlined below:

The **File System Date Settings** step appears as shown below:

SPListX Task Wizard

Step Number: File Version Options

Specify the file versions to export. By default, latest version of the file will be exported.

Version Options:

- ☒ Latest version only
- ☐ Export version range: Start: End:
- ☐ All Versions

Version Folder Name:

* This name will be used to create the version folders followed by the version number.

< Back Next > Finish Cancel

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 library.

- Retain created date – To carry forward Created Date field from the source folders and files.
- Retain modified date – To carry forward Last Modified Date field from the source folders and files

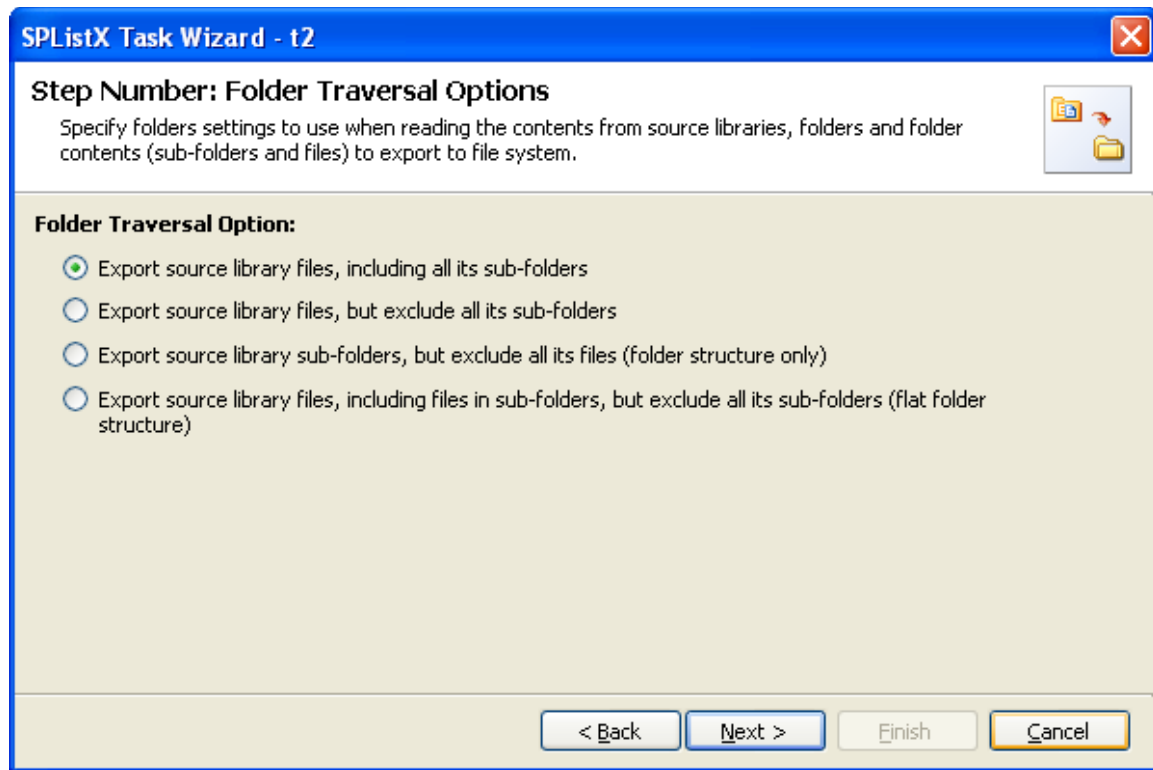
Note: You can propagate original created date and last modified date for folders and files to the NTFS file system. In a FAT file system, the last modified date alone will be retained as in source.

Click **Next** to proceed.

7.1.8. Folder Traversal Option

SPListX will export the folders, files and associated metadata based on the following options.

The **Folder options** specification step appears as shown below:



Select any of the following options given below to specify the contents to be exported from the source folders in SharePoint:

Export the source library files, including all its sub-folders – This option exports folder and files exactly as they are in source SharePoint library. The source folder structure in the library will be retained in the destination location.

Export the source library files, but exclude all its sub-folders – This option exports files available in the top-level folders only. SPListX will not traverse the sub-folders within the top level folders.

Export the source library sub-folders, but exclude all its files (folder structure only) – This option creates the sub-folder structure in the destination location and ignores all files that are available within the added top level folder and sub-folders.

Export the source library files, including files in sub-folders, but exclude all its sub-folders – This option exports files only and ignore its source folder structure in the source library. In case of duplicate file names, file exported last will overwrite the existing file in the destination location.

Click **Next** to proceed.

7.1.9. Metadata File Settings

To specify the metadata file location where the folder and file metadata is to be exported:

The **Metadata File Settings** step appears as shown below:

SPListX Task Wizard - t2

Step Number: Metadata File Settings

Specify destination path to store metadata file and export file format (CSV/MDB/XLS)

Metadata file location: C:\Documents and Settings\All Users\Application Data\SPListX\Export
For example: C:\SharePoint Export
☒ Create folder path if it does not exist

Metadata file format:
☐ Comma delimited (CSV)
☐ Microsoft Access (MDB)
☒ Microsoft Excel (XLS)

Metadata file naming mask: Library name
☒ Append metadata file name with current timestamp
For example: Shared Documents_20081231-163709

< Back Next > Finish Cancel

Specify a folder path where the selected items' metadata are to be exported. You can also Click browse ('...') button to launch folder browser dialog.

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

Select a metadata file format using on of the following options:

Comma delimited (CSV) – Export metadata column values in comma separated values (CSV) file format.

Microsoft Access (MDB) – Export metadata column values in Microsoft Access database format.

Microsoft Excel (XLS) - Export metadata column values in Microsoft Excel format.

Select a metadata file naming mask to use when creating the metadata file. Metadata file will be named based on the selected file naming options and checked status of the time stamp option.

Library name – Metadata file will be named with the SharePoint library name. For example: Shared Documents.csv (or) Shared Documents_20081223_203220.csv

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Site name with library name – Metadata file will be named with site name, an underscore followed by SharePoint library name. For example: ProjectSite_Shared Documents.csv (or) ProjectSite_Shared Documents_20081223-203220.csv

Absolute library URL – Metadata file will be named with Absolute URL of the SharePoint library. For example: Rd61_900_ProjectSite_Share Documents.csv (or) rd61_9000_ProjectSite_Shared Documents_20081223-203220.csv

SPListX Task Wizard - t2

Step Number: Metadata File Settings

Specify destination path to store metadata file and export file format (CSV/MDB/XLS)

Metadata file location: C:\Documents and Settings\All Users\Application Data\SPListX\Export
For example: C:\SharePoint Export

☒ Create folder path if it does not exist

Metadata file format:

- ☒ Comma delimited (CSV)
- ☐ Microsoft Access (MDB)
- ☐ Microsoft Excel (XLS)

Metadata file naming mask: Site name with library name

☒ Append metadata file name with current timestamp
For example: ProjectSite_Shared Documents_20081231-163802

< Back Next > Finish Cancel

Click **Next** to proceed.

7.1.10. Task Settings

To specify the task name and schedule settings:

The **Task Settings** step appears as shown below:

The screenshot shows the 'SPListX Task Wizard' window, specifically the 'Step Number: Task Settings' screen. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige. At the top, it says 'Step Number: Task Settings' and 'Enter a unique name for the export task and specify schedule task settings.' Below this, there are several input fields and options. 'Task Name:' is followed by a text box. 'Task Option:' has three radio buttons: 'Run task upon clicking Finish button' (which is selected), 'Run later', and 'Create Schedule Task'. Below these, 'Run As:' is followed by a text box containing 'VOYAGER\Administrator' and a 'Set Password...' button. 'Schedule:' is followed by a dropdown menu set to 'Daily' and a 'Start time:' dropdown set to '01:13 PM', with an 'Advanced...' button to the right. A section titled 'Schedule Task Daily' contains an 'Every' dropdown set to '1' and a 'day(s)' label. At the bottom of this section, it says 'At 1:13 PM every day, starting 5/20/2008'. At the very bottom of the window are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

Select a Task Option from one of the following options:

Run task upon clicking Finish button – to run the task immediately after clicking Finish button

Run later - to run the task later as and when desired.

Create Schedule task - to create a Windows scheduled task. SPListX will create a schedule task in the Windows Scheduled Tasks with the given settings. SPListX will perform the export based on the Run As user account specified in this step. The Run As account should be a valid Windows domain account.

SPListX Task Wizard

Step Number: Task Settings
Enter a unique name for the export task and specify schedule task settings.

Task Name:

Task Option: ☐ Run task upon clicking Finish button ☐ Run later ☒ Create Schedule Task

Run As:

Schedule: Start time:

Schedule Task Daily

Every day(s)

At 1:13 PM every day, starting 5/20/2008


< Back Next > Finish Cancel

Click **Finish** button to create the task.

I. Troubleshooting

If and when a problem arises, please forward the following files to support@vyapin.com to get back to you with a solution. These files will be available where SPListX is installed.

1. *Error log file* - e.g., <Application Data Folder>\SPListX\Log\SPListXErrorLog.txt
2. For issues while running a task, the Activity Log and Error Log files will be generated in a date and time-stamp folder within the task folder name under TaskHistory folder.
 - a) *Activity log file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\ActivityLog.txt
 - b) *Error log file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\ActivityErrors.txt
 - c) *Metadata log file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\MetadataErrors.txt
 - d) *SPListX error log file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\SPListXErrorLog.txt
 - e) *Task settings file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\settings\Details.xml
 - f) *Library settings file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\settings\LibrarySettings.xml
 - g) *Process details file* - e.g., <Application Data Folder>\SPListX\TaskHistory\SPListX Task\20060522-183919\settings\ListItemProcessCount.xml

 **Note:** <Application Data Folder> is the common area where SPListX tasks and task history will be stored in the machine running SPListX. The <Application Data Folder> specified at the time of installing SPListX can be found from the **Help->About** screen. The default path of <Application Data Folder> is as follows:


- Windows XP, Windows 2003 – C:\Documents and Settings\All Users\Application Data
- Windows Vista or later – C:\ProgramData

II. 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:

- a) Version of SPListX that you are evaluating or you have registered with us. Version information could be found in the "About" Screen and in "Help".
- b) Additional services or resource consuming processes/applications (like anti-virus) running in the background on SPListX installed machine as well as the source MOSS / WSS and destination.
- c) Hardware configuration of the machine where SPListX and MOSS / WSS is installed.
- d) 'Service Pack' version of Windows Server & MOSS / WSS running currently.
- e) Send us the "SPListXErrorLog.txt" available in the installation path of SPListX (e.g., <Application Data Folder>\SPListX\Log\).
- f) While running a task, a set of files (ActivityLog.txt, ActivityErrors.txt, MetadataErrors.txt and SPListXErrorLog.txt) will be generated under the respective task folder in History folder, available in the installation path of SPListX (e.g., <Application Data Folder>\SPListX2007\TaskHistory\<taskname>\<timestamp>).

 Note: <Application Data Folder> is the common area where SPListX tasks and task history will be stored in the machine running SPListX. The <Application Data Folder> specified at the time of installing SPListX can be found from the Help->About screen. The default path of <Application Data Folder> is as follows:
<ul style="list-style-type: none">o Windows XP, Windows 2003 – C:\Documents and Settings\All Users\Application Datao Windows Vista or later – C:\ProgramData

III. How to register the software?

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

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

- **Company Name:** End-user Company Name
- **Location:** City & Country for the Company Name given above

Please allow 12 to 24 hours from the time of purchase for our sales department to process your orders.

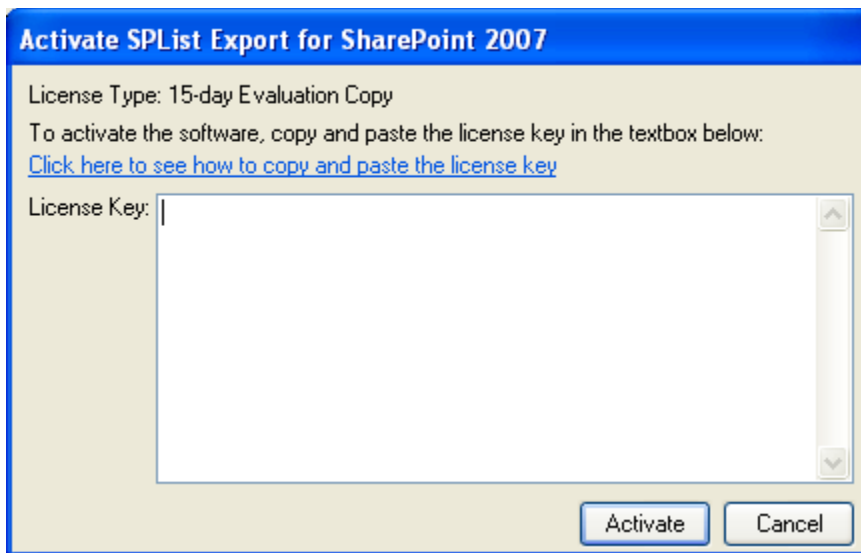


Image 1 - Activate screen

Perform the following steps to activate the software:

1. Download evaluation/trial copy of software from the respective product page available in our website at <http://www.vyapin.com/>
2. Install the software on the desired computer.
3. You will receive a license key through e-mail as soon as the purchase process is complete.
4. Click 'Activate' in Help -> About -> Activate menu to see the Activate dialog (as shown in

SPList Export for SharePoint 2007 (SPListX)

Image 1).

5. Copy the license key sent to you through email and paste it in the 'License Key' textbox.
6. For help on how to copy the license key, click 'Click here to see how to copy and paste the license key' link in the Activate dialog (as shown in Image 2).

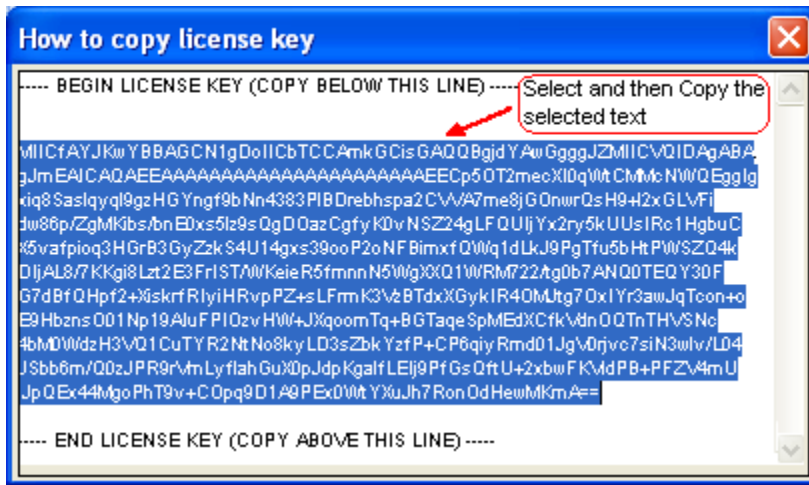


Image 2 - How to copy license key screen