

# **SPList Export for SharePoint 2007 User Manual**

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## ***Introduction***

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**SPList Export for SharePoint 2007 (SPListX)** is a powerful, easy-to-use tool to export folders and files along with their metadata from Microsoft Office SharePoint Server 2007 (MOSS 2007) and Microsoft Windows SharePoint Services v3.0 (WSS v3.0) to file systems & network shares.

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 the Created Date, Last Modified Date to the file system fields for each folder / document available in the source location
- 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](http://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.

The sales number can be found on << <http://www.vyapin.com/contactus.htm> >>. If you purchased your copy of SPListX on-line, your license key will have been delivered to you via e-mail.

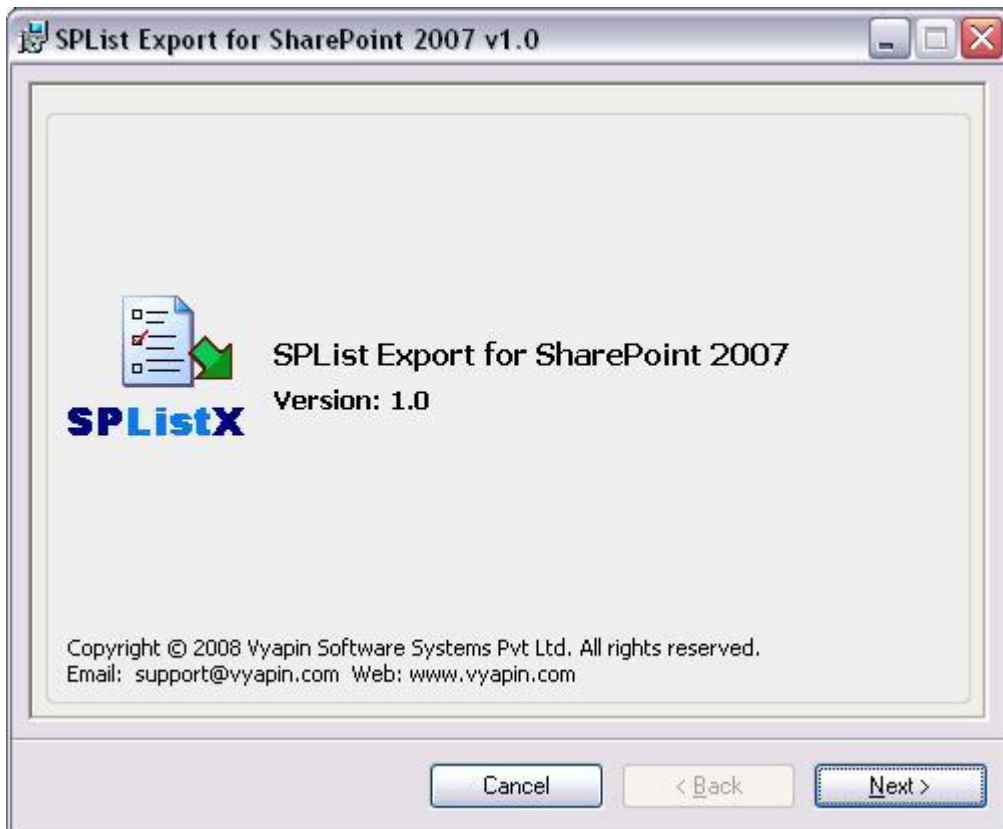
### ***3) SPList Export for SharePoint 2007 Installation Process***

---

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).

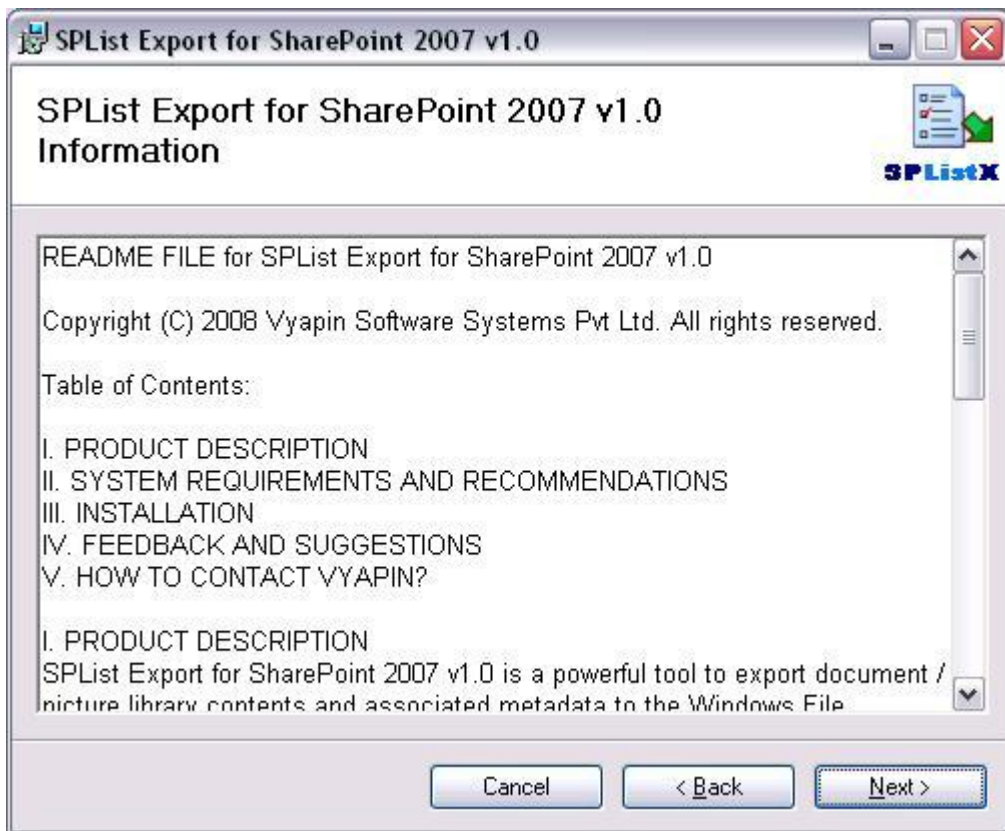
### 3.3. Welcome Screen



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.

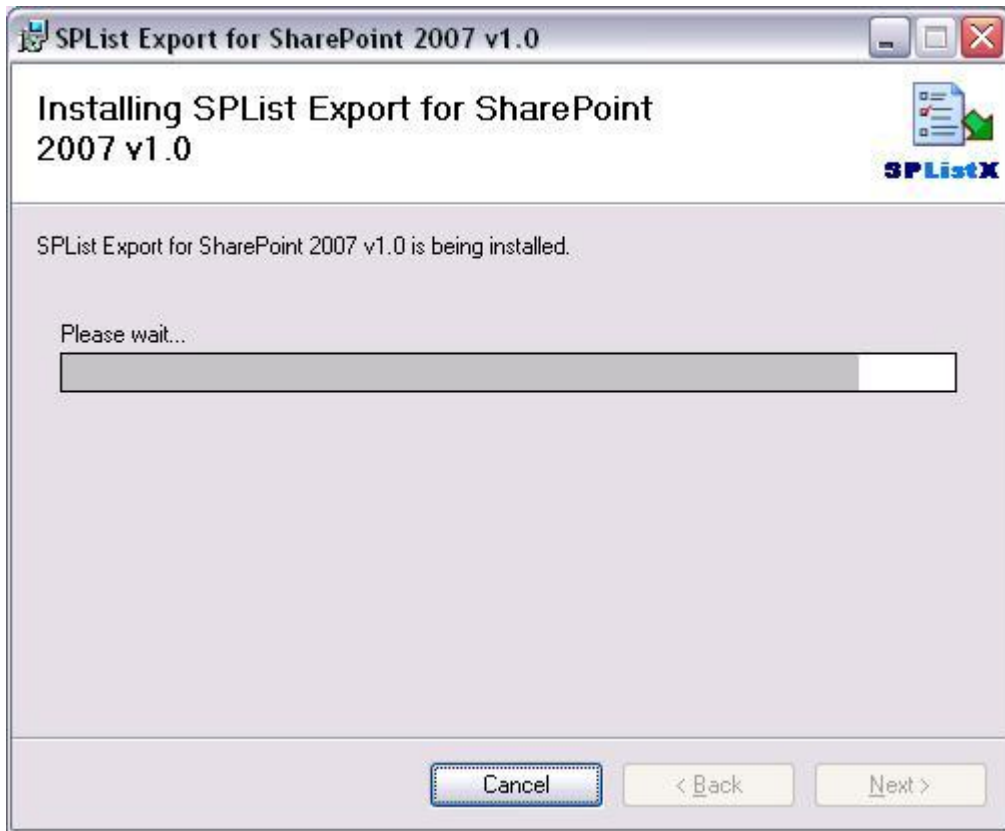
### 3.6. Installation - Destination Folder



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. Installation Progress



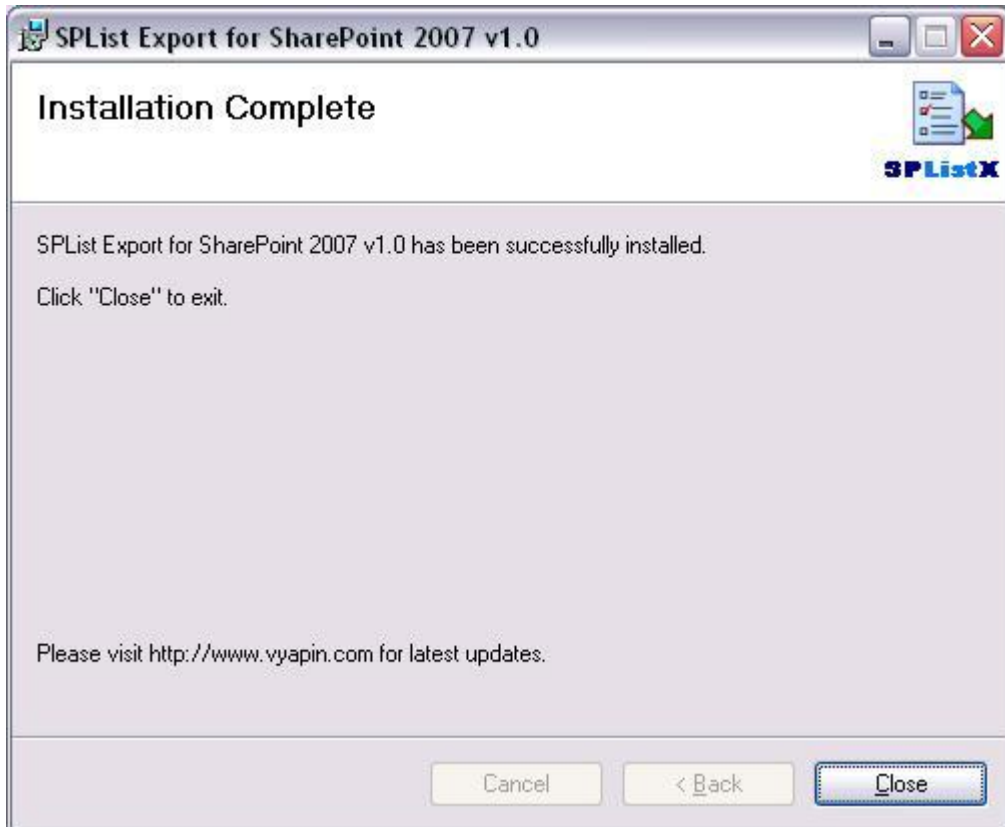
SPList Export for SharePoint 2007 will now be installed in your Hard Disk.

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

### 3.8. Installation Complete

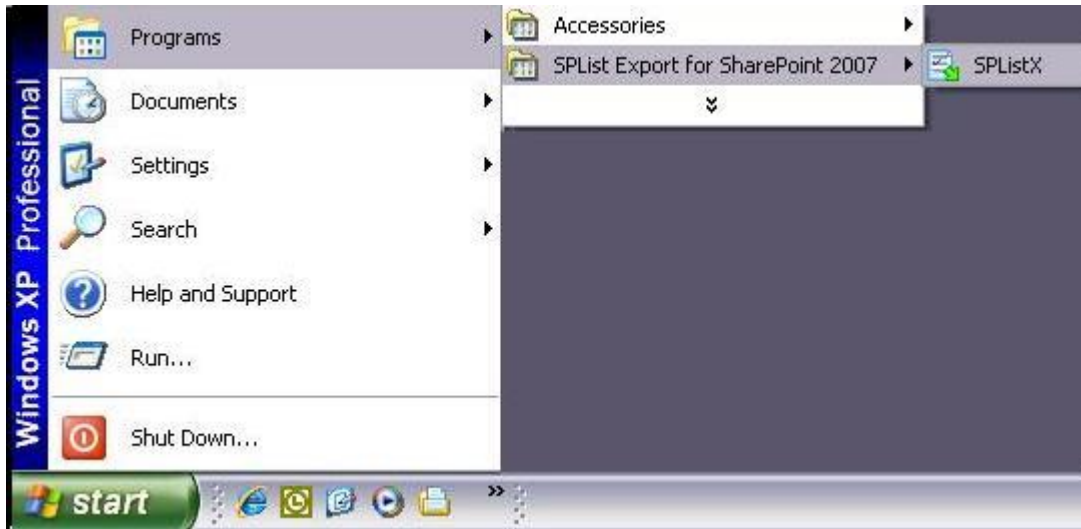
The Installation Complete dialog is the last step of the SPList Export for SharePoint 2007 installation process.

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




### 3.9. 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.

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

### 3.10. Evaluation Screen (Information)

---

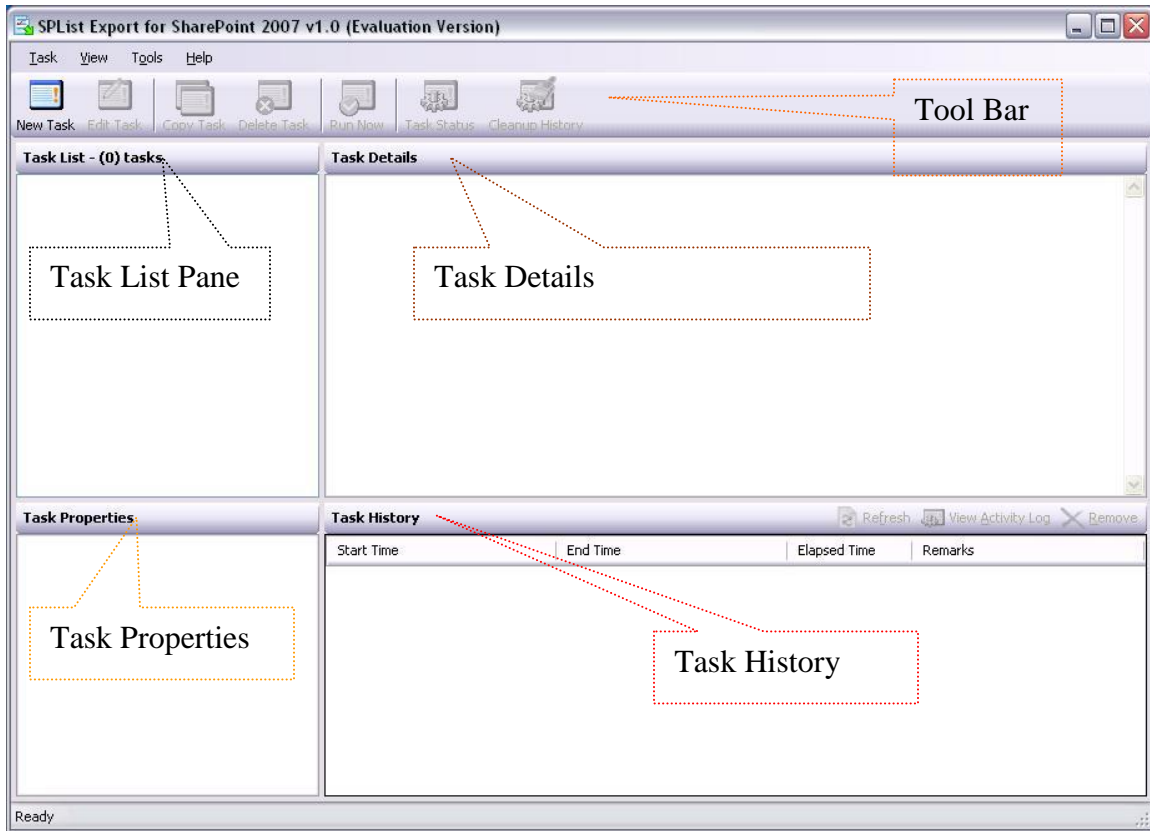


Press the **Start** button to continue.

## 4) *SPListX User Interface*

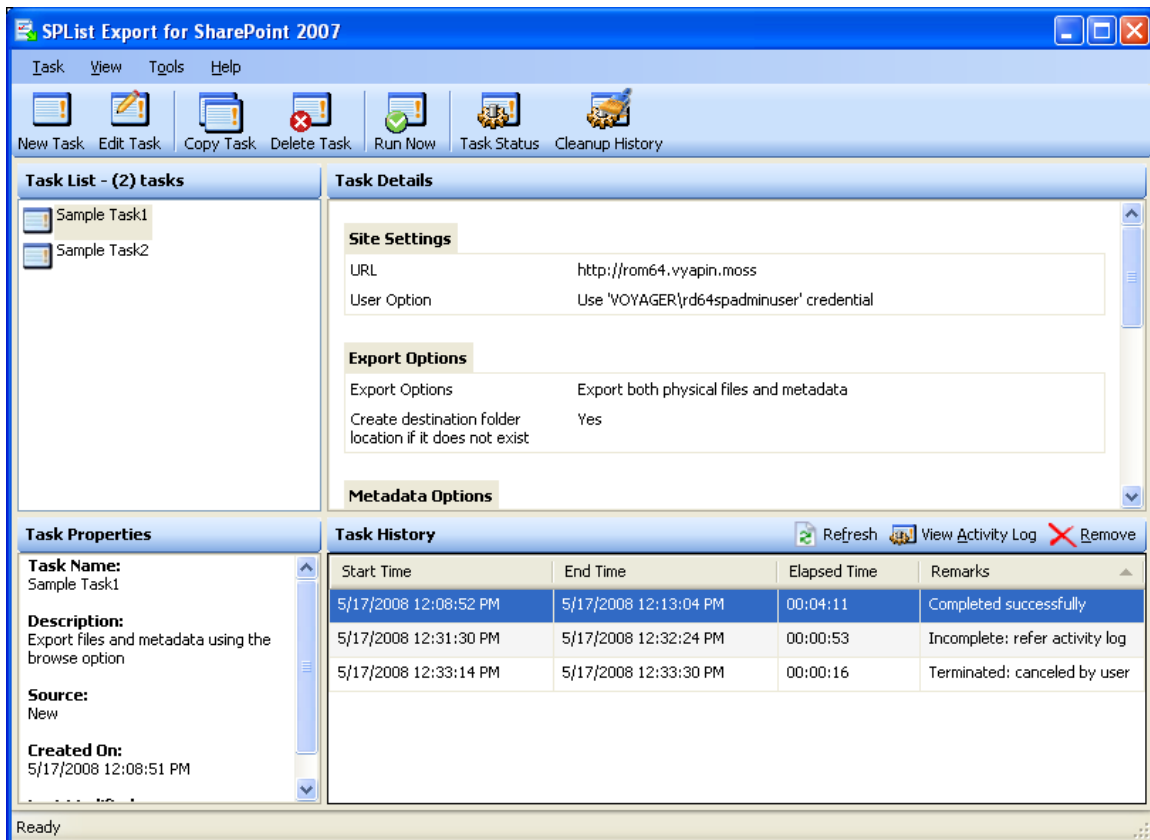
### 4.1. SPList Export for SharePoint 2007 (Main Screen)

---



## 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

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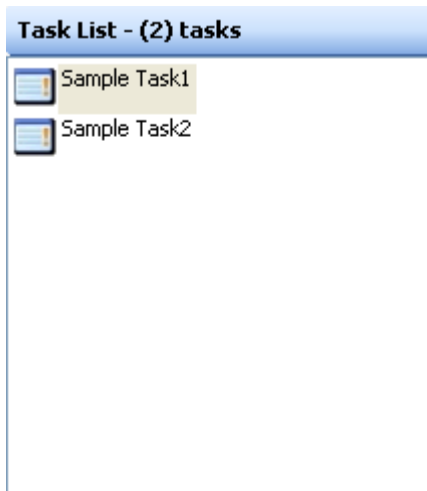
Standard menu bar and toolbar contain all the commands (or actions) to work with a SPListX export task



### 4.4. Task List

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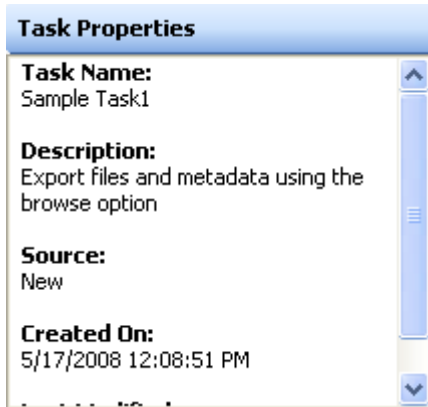
Task List pane contains all export tasks created by the user. Task related operations such as Edit Task, Copy Task, Delete Task and Run Now can be performed based on the selected task in the Task List pane. The remaining panes will change their content based on the selected task. Total task count will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



**Task Properties**

**Task Name:**  
Sample Task1

**Description:**  
Export files and metadata using the browse option

**Source:**  
New

**Created On:**  
5/17/2008 12:08:51 PM

This pane displays the basic information for a selected task. It includes fields for the task name, a description, the source, and the creation date. A vertical scrollbar is on the right side.

## 4.6. Task Details

---

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



**Task Details**

**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**

This pane provides detailed configuration for the task. It is organized into three sections: Site Settings, Export Options, and Metadata Options. Each section contains specific settings for the task, such as the target URL, user credentials, export scope, and folder creation preferences. A vertical scrollbar is on the right side.

## 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*

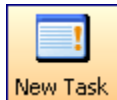
### 5.1. How to create a new task

---

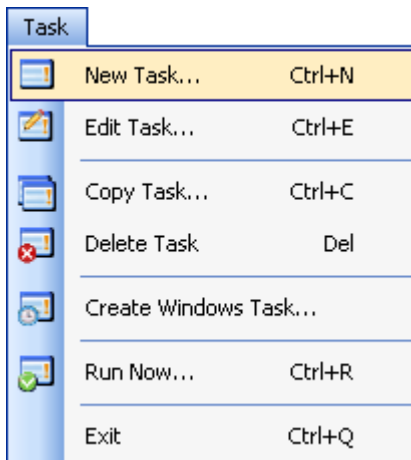
You can create a task to export folders and files along with their metadata from SharePoint Library to file system or network share. SPListX facilitates exporting files and its associated metadata from SharePoint library using the following export methods (or task types):

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.

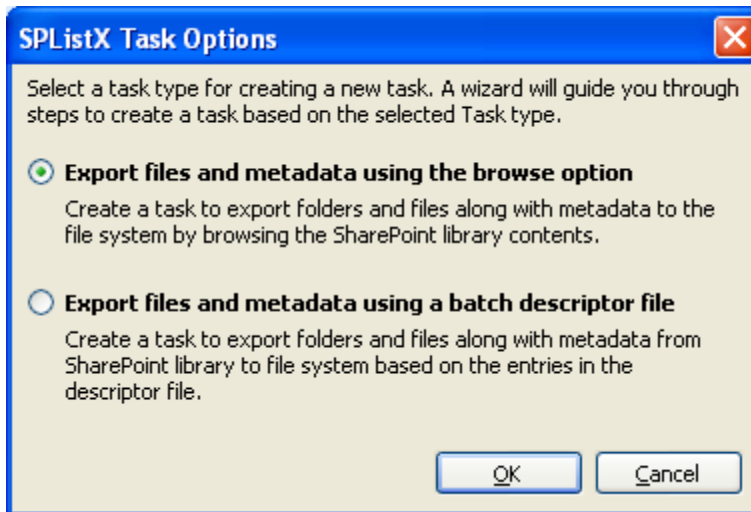


Or Select **New Task** from **Task** menu



Or Press **Ctrl + N**

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



Click the links below for more information:

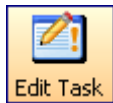
- Create a task to [Export files and metadata using the browse option](#)<sup>1</sup>
- Create a task to [Export files and metadata using a batch descriptor file](#)<sup>2</sup>

## 5.2. How to edit an existing task

---

To edit an existing task:

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



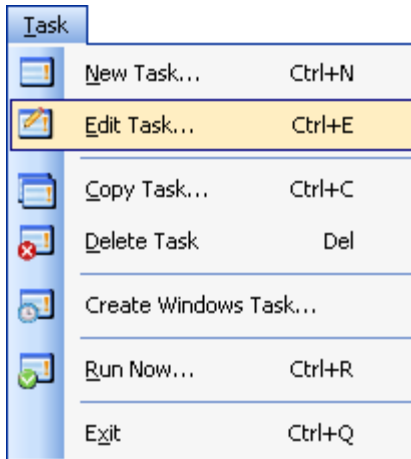
2. Click **Edit Task** from SPListX main screen.

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

---

<sup>1</sup> See also Export files and metadata using the browse option at page 44

<sup>2</sup> See also Export files and metadata using a batch descriptor file at page 63



Or Press **Ctrl + E**

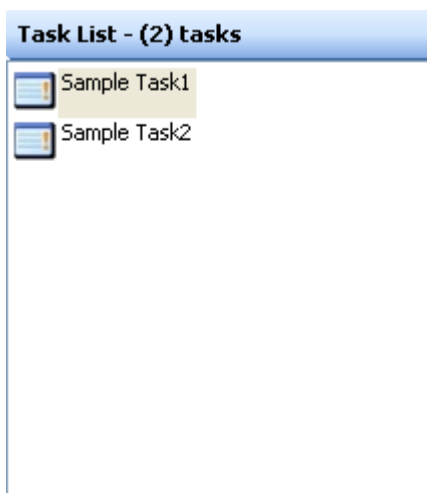
3. **SPListX Task Wizard** will load the selected task settings and appears as seen in Create New Task wizard. However, some of the options may be disabled when editing a task.
4. Click the links below for more information:
  - edit [Export files and metadata using the browse option](#)<sup>3</sup>
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

### 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.

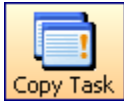


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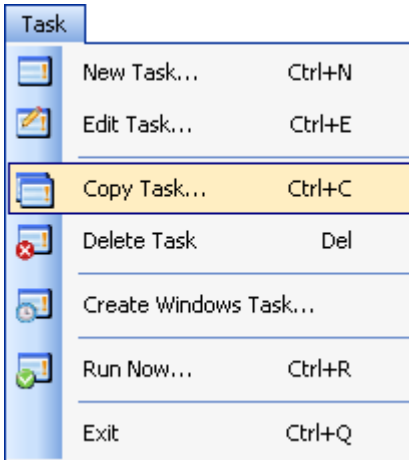
<sup>3</sup> See also Export files and metadata using the browse option at page 44

<sup>4</sup> See also Export files and metadata using a batch descriptor file 63

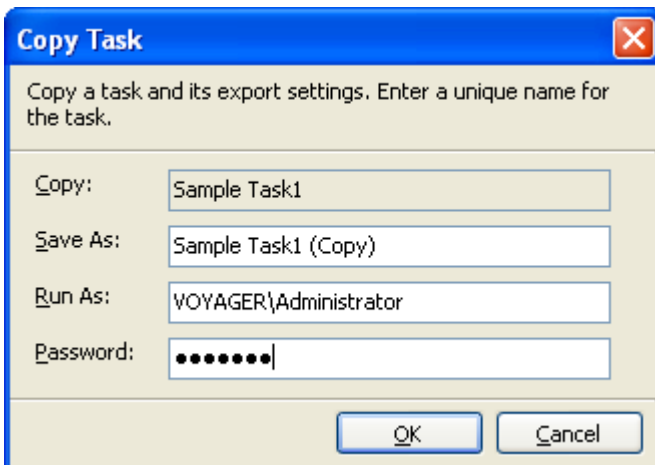
Click **Copy Task** from SPListX main screen.



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.

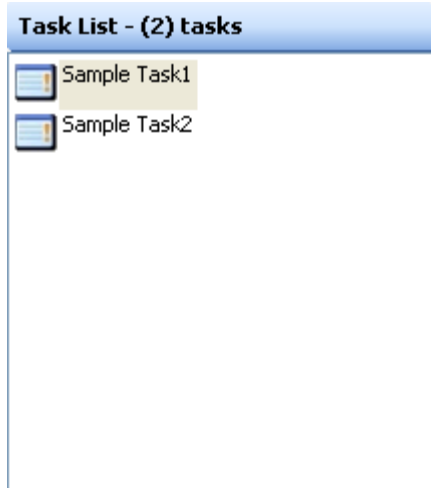


## 5.4. How to delete an existing task

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To delete a SPListX export task:

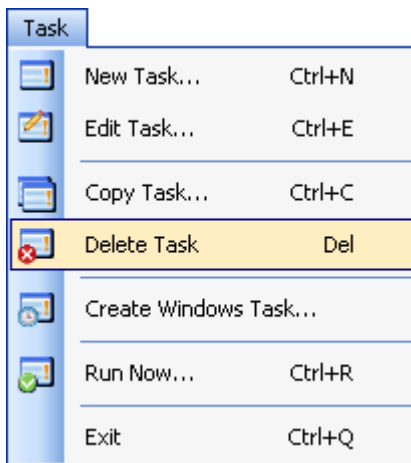
Select a task from **Task List** pane.



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

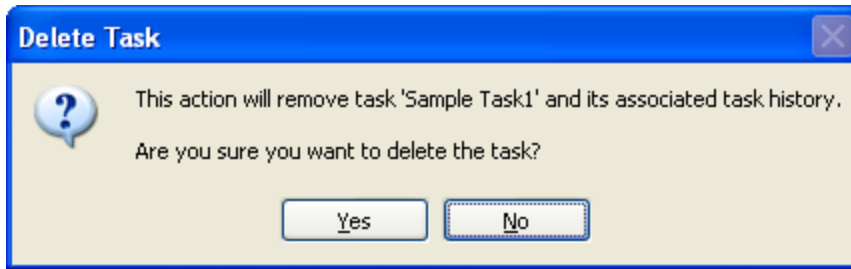



Or Select **Delete Task** from **Task** menu



Or Press **Del** key

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



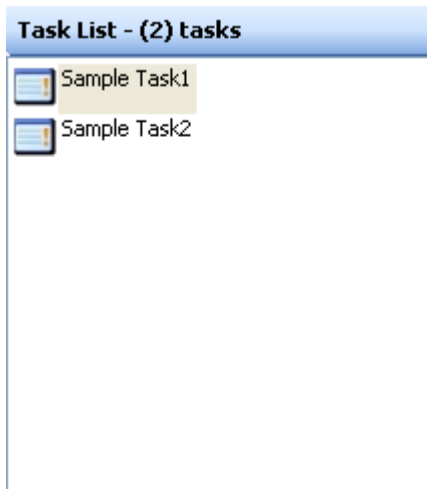
 <b>Note</b>
Deleting a task will permanently delete the selected task and its task history items.

## 5.5. How to run a task

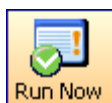
---

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

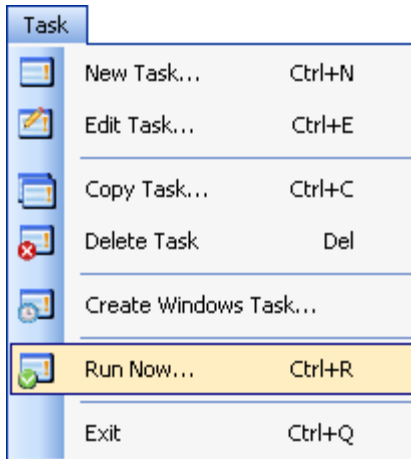
- Select a task from **Task List** pane.



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

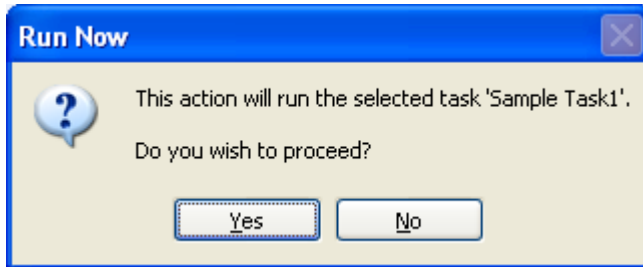


Or Select **Run Now** from **Task** menu

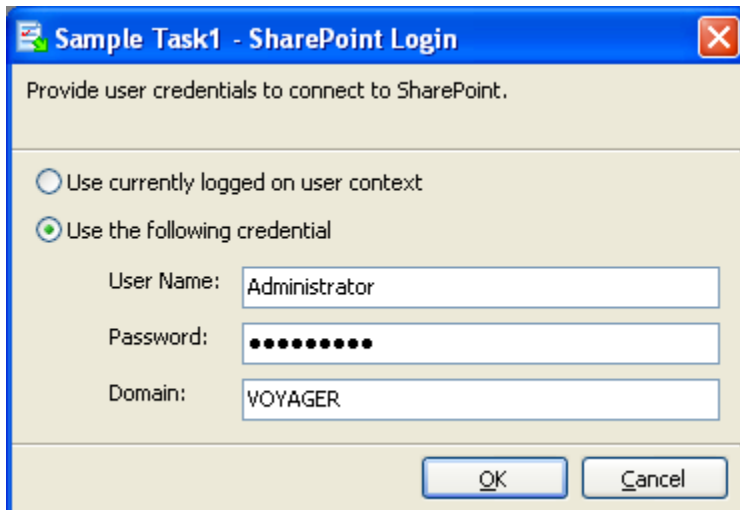


Or Press **Ctrl + R** key

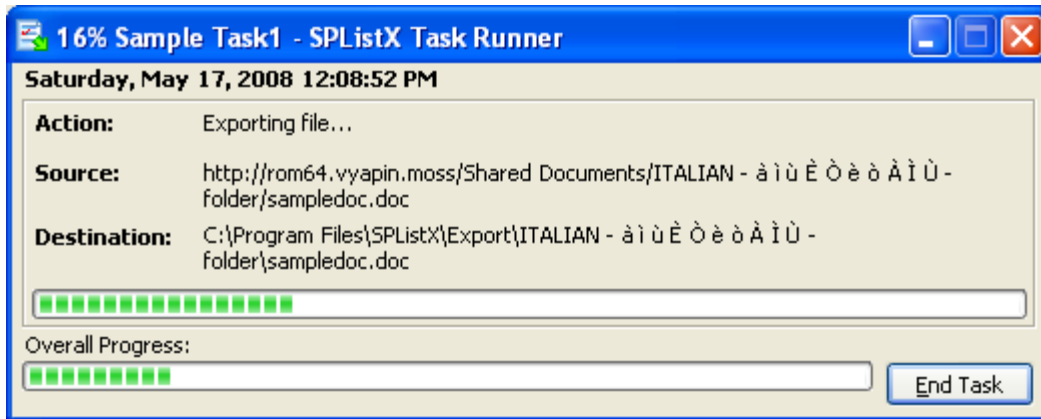
- Click **Yes** in **Run Now** confirmation message box shown below:



- 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:

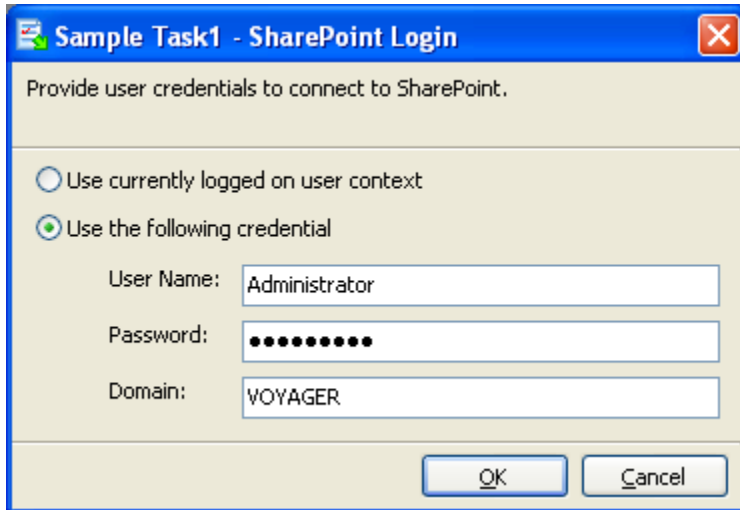
**SPListXTaskRunner <task name> [/u:<domain name\user name>] [/p:password] [/noprompt]**

where,

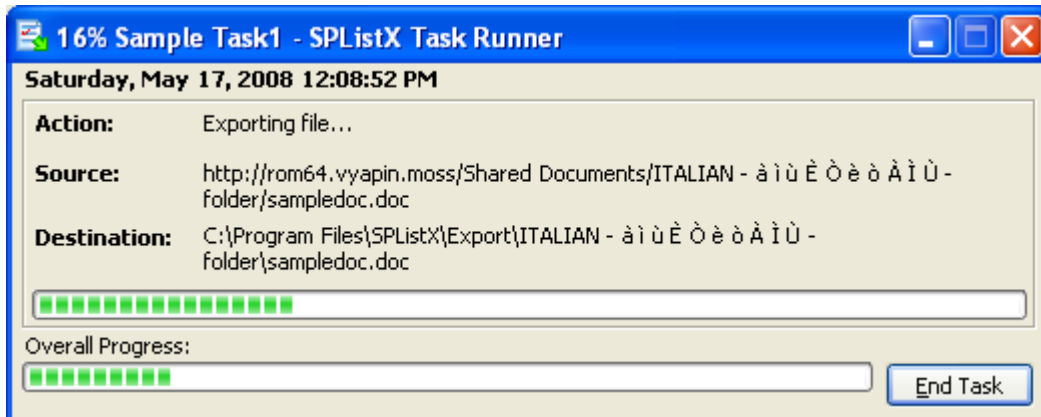
SPListXTaskRunner	Name of the SPListX Task Runner application. Specify absolute path where the SPListXTaskRunner located.  For example: C:\Program Files\SPListX\SPListXTaskRunner
task name	Name of the SPListX Task to be run from DOS command prompt. Enclose the task name in double quotes.  For example: "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.



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  
"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**

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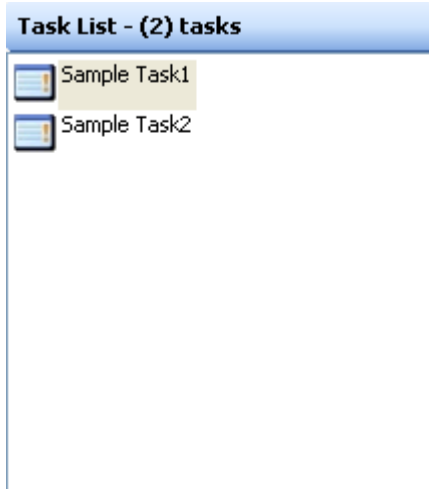
Use this tool to create a Windows Task in Windows Task Scheduler interface to automatically run the export tasks at scheduled intervals.

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

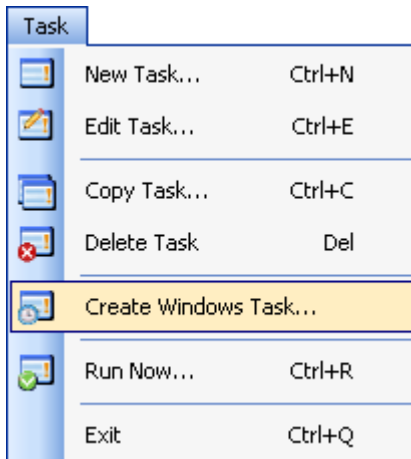
To create Windows Schedule Task when the SPListX export tasks are migrated from an old machine to a new machine

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

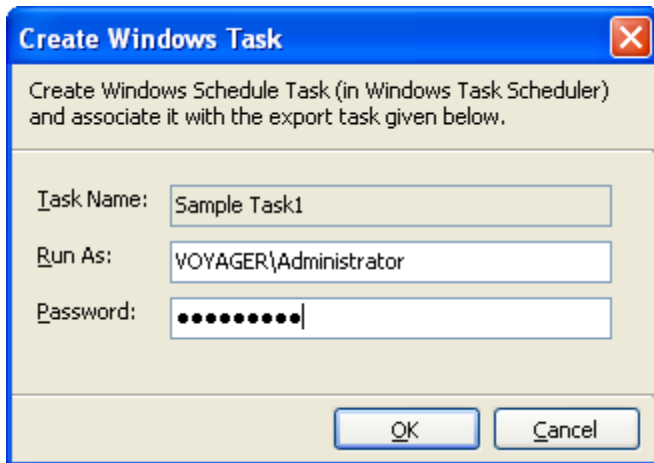


If SPListX has enough information about the required Windows Schedule Task, the **Create Windows Task** option will be enabled.

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



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.



## 5.8. How to view or manage task status

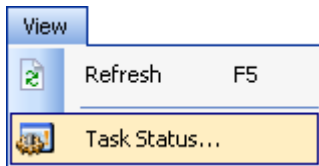
---

To view and manage task status of a selected task:

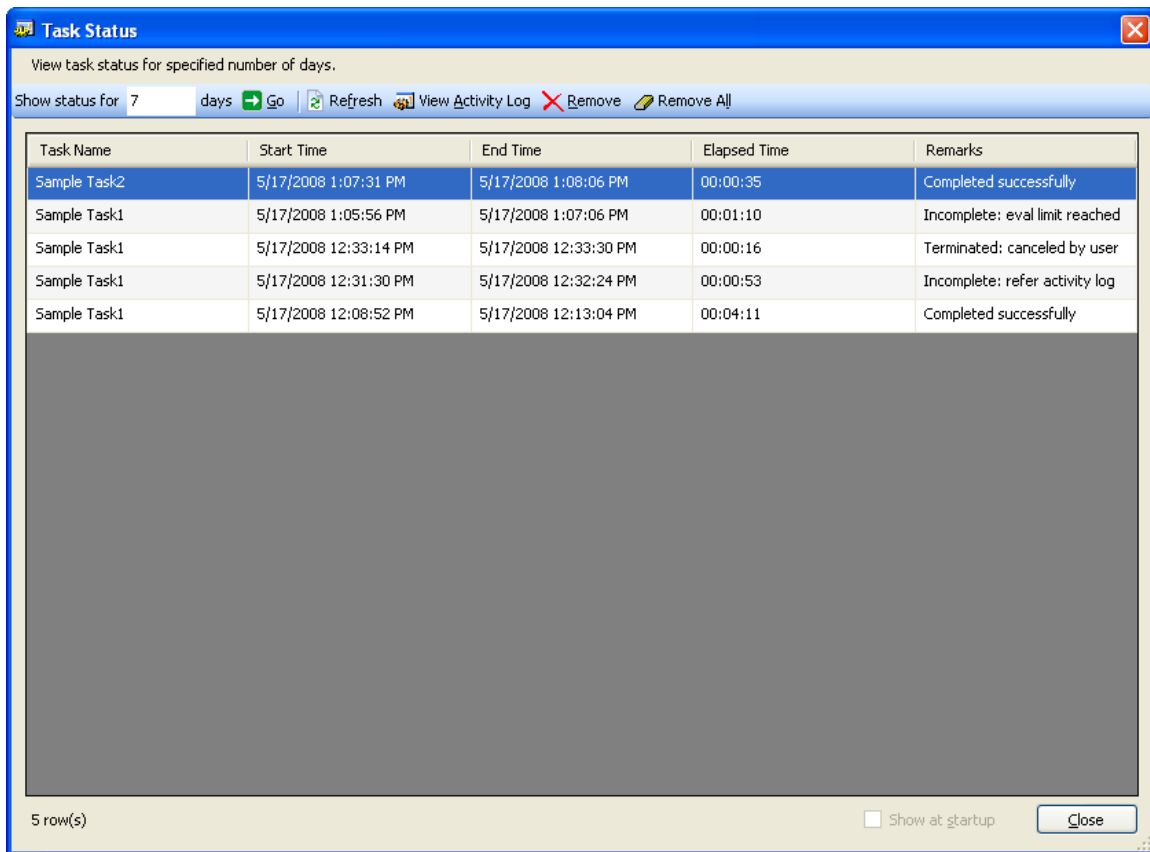
Click **Task Status** from SPListX main screen.



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.
- **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.

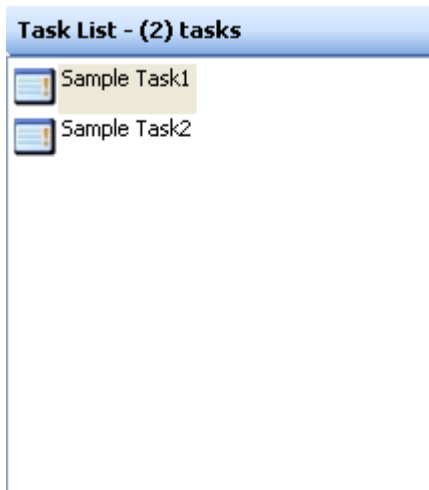
## 5.9. How to view task history

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.



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

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

Completed successfully

#### Description

Export process was completed successfully without any errors

Incomplete: refer activity log

Export process encountered certain errors as described in the activity log

Incomplete: eval limit reached

Export process reached the maximum allowed number of files to export in evaluation / trial version. This message is applicable for evaluation / trial version only.

Terminated: canceled by user

Export process was canceled by the user.

Terminated abnormally

The export process was abnormally terminated / killed.

Failed: the following error occurred while creating activity log

The export process could not be initiated as there were issues in creating the activity log files and initiating the export process.

The following operations can be performed on Task history items:

View activity log

Remove a task history item

Manage task status

Cleanup history

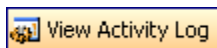
## 5.10. How to view activity log

To view activity log associated with a task history item:

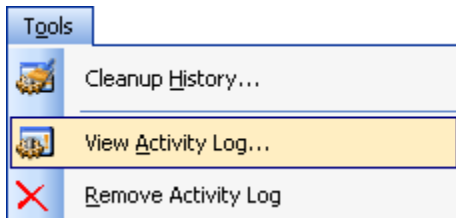
Select an item from **Task History** pane.

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.

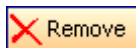
## 5.11. How to remove a task history item

To remove a task history item:

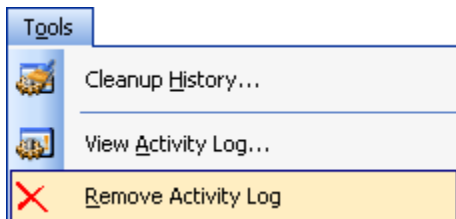
Select item from **Task History** pane.

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

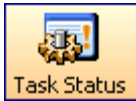


This will remove the currently selected activity log entry and log folders & files associated with the task history item. To maintain task history items, see [Cleanup history](#) and [Task Status](#).

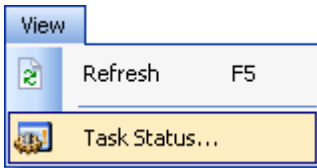
## 5.12. How to manage task status

To view and manage task status of a selected task:

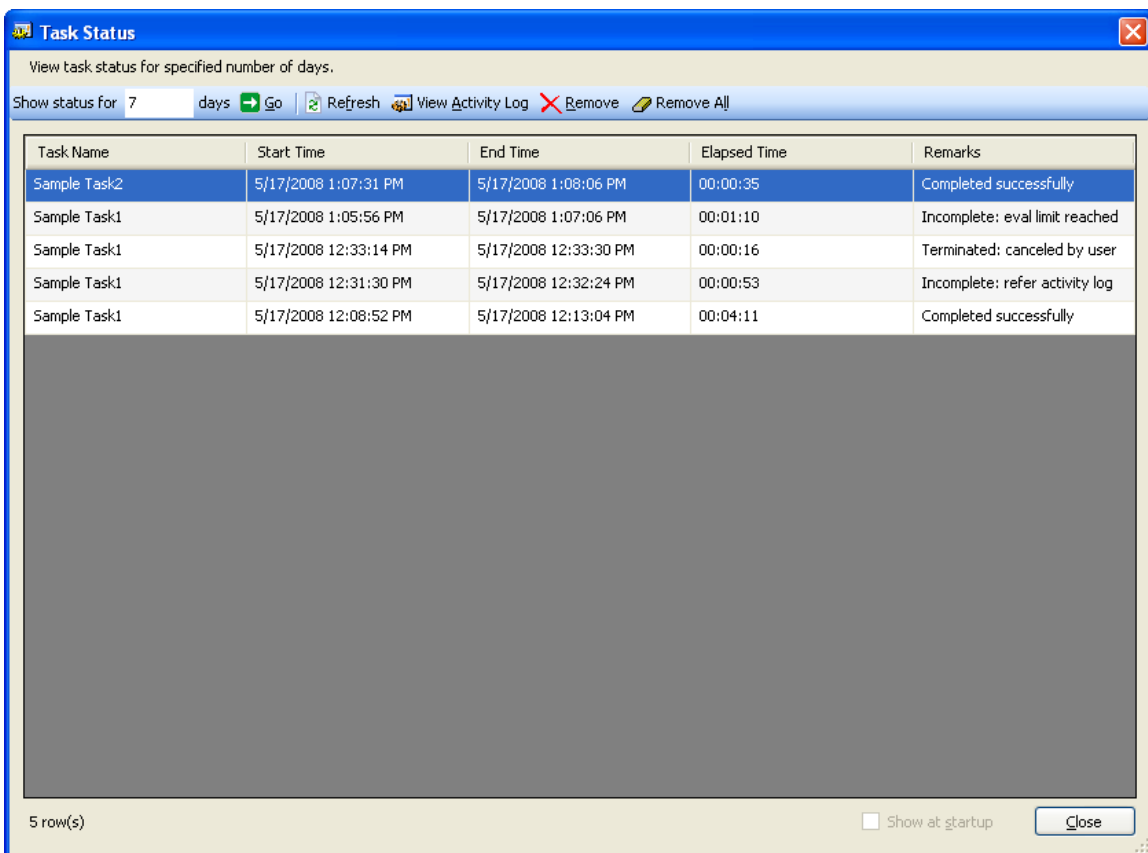
Click **Task Status** from SPListX main screen.



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



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



- 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

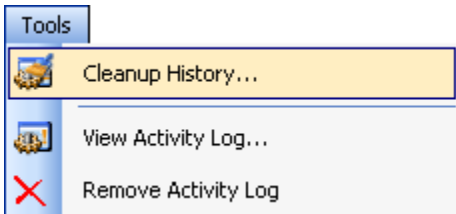
---

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:

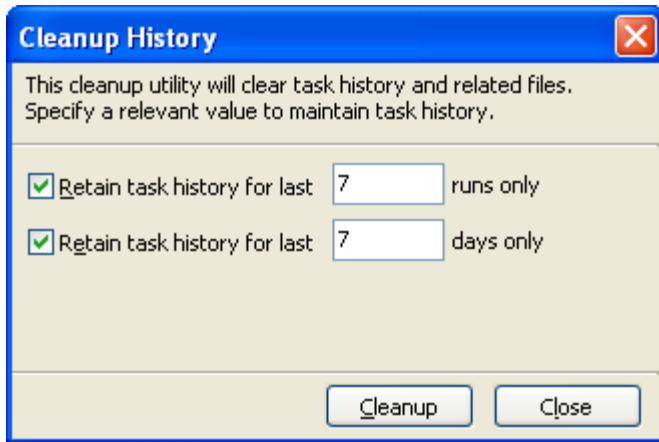
Click **Cleanup History** from SPListX Task Manager.



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*

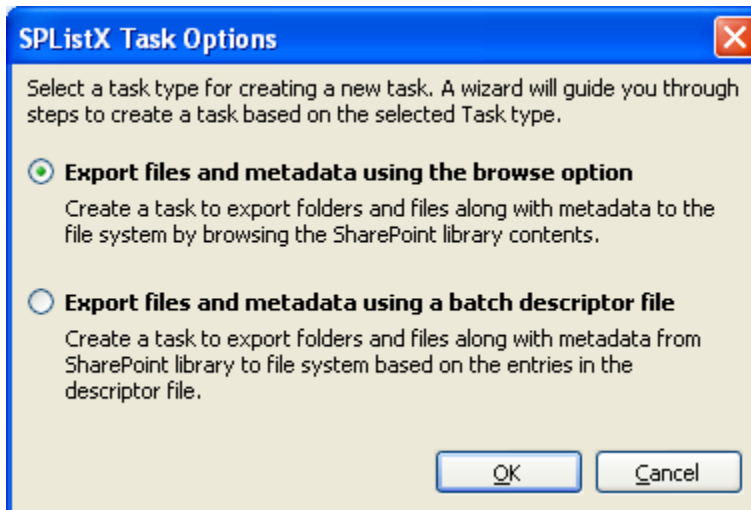
---

### 6.1. Create Task

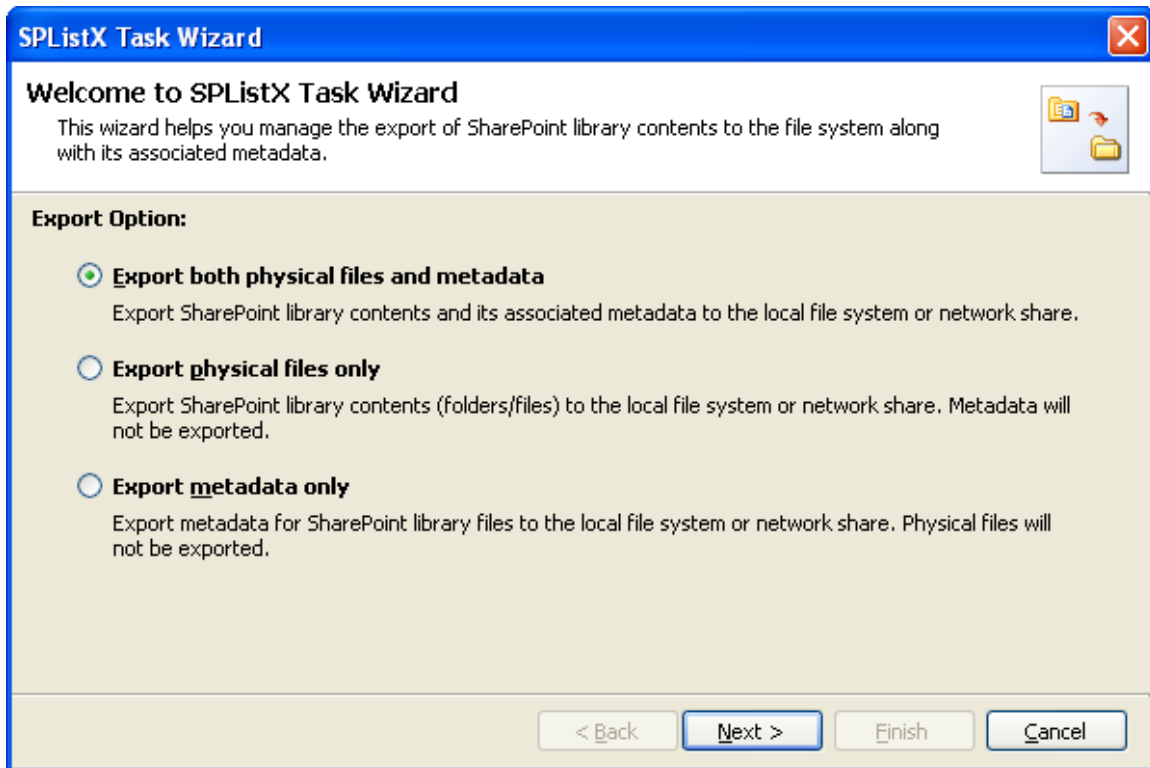
---

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



- a) Click **Next** button
- b) Specify the [SharePoint source location](#)
- c) Add [folders and files to export](#)
- d) Specify [File Version Options](#)
- e) Specify [Metadata Options](#)
- f) Specify [File System Date Settings](#)
- g) Specify [Task Settings](#)
- h) Click **Finish** button to create the task, or click **Back** button to change the task settings.

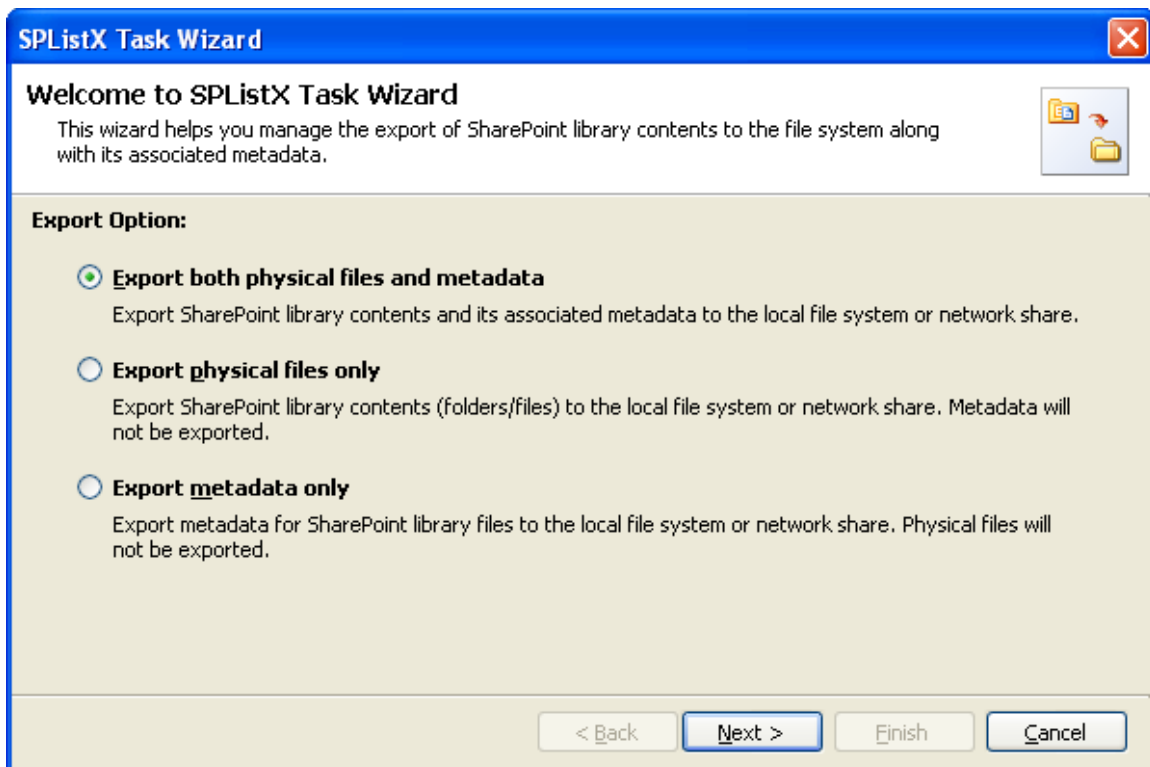
### 6.1.1. Export Options

---

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: 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

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.

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard". The window has a blue title bar with a close button (X) in the top right corner. The main content area has a light beige background. At the top, the text "Step Number: SharePoint source location" is displayed in bold. Below this, a smaller line of text reads: "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 depicting a folder with a red arrow pointing into it. Below the instruction text, there is a text input field labeled "URL:" containing the text "http://rd61:5050/". Underneath the URL field are two radio button options. The first option is "Use currently logged on user context for validation" and is currently unselected. The second option is "Use the following credential for validation" and is selected, indicated by a filled green circle. Below these radio buttons are two text input fields. The first is labeled "User Name:" and contains the text "VOYAGER\Administrator". The second is labeled "Password:" and contains a series of black dots, indicating a masked password. At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Finish", and "Cancel". The "Next >" button is highlighted with a blue border, suggesting it is the recommended action.

**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

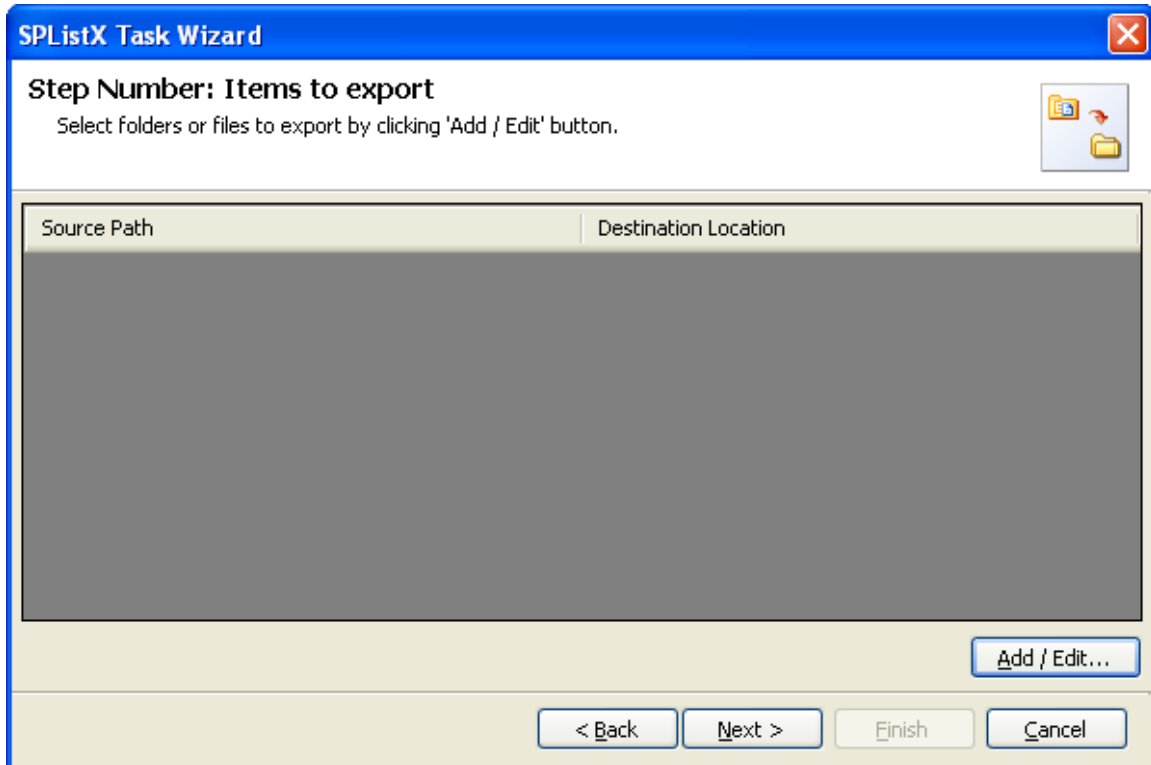
Click **Next** to proceed.

### 6.1.3. Items to export

---

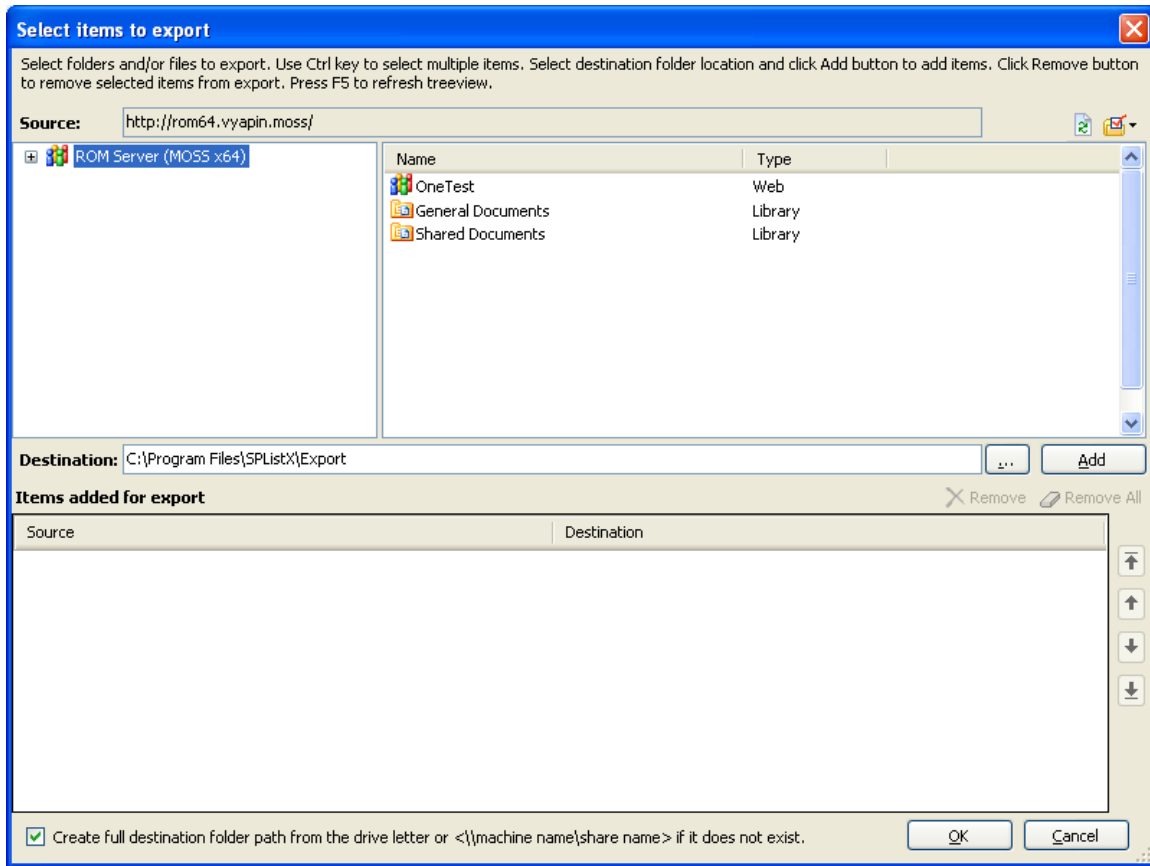
To add folders and files to export to the destination location in the file system:

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

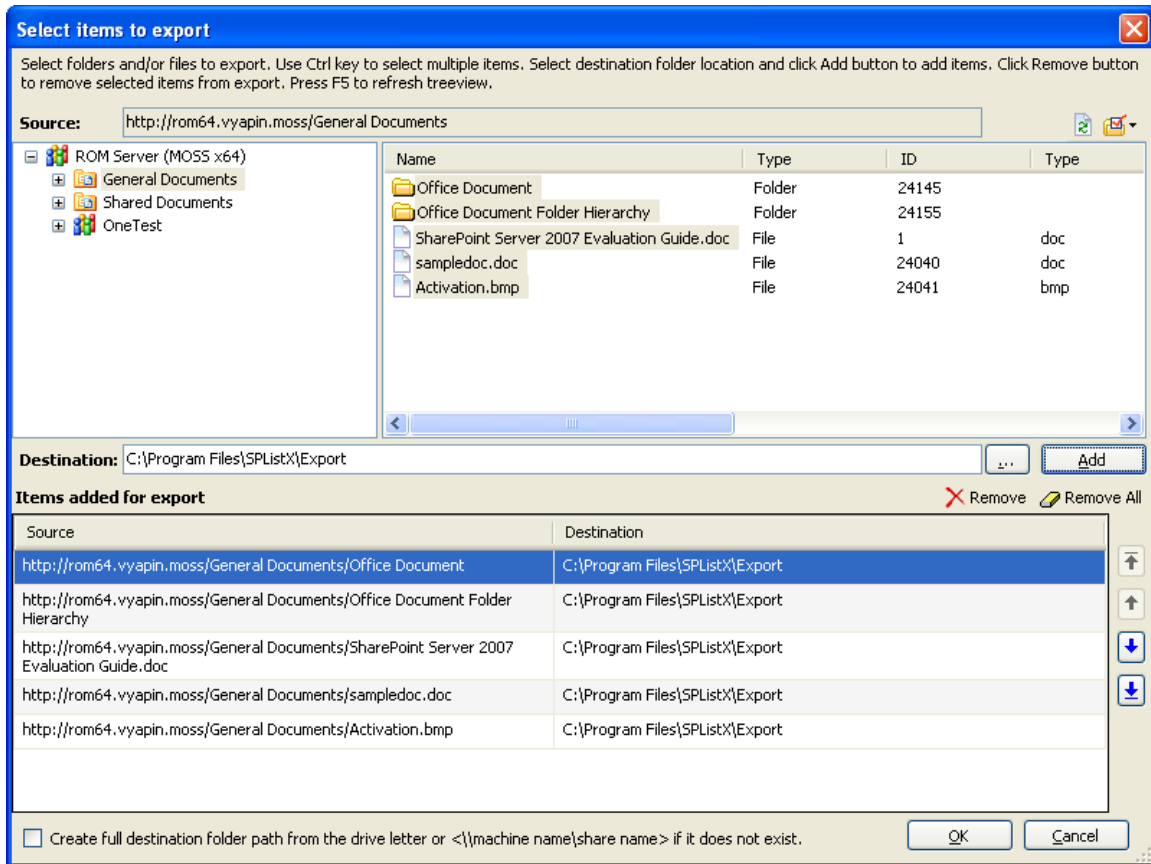


Click **Add / Edit** button to add and remove the folders and files for export.

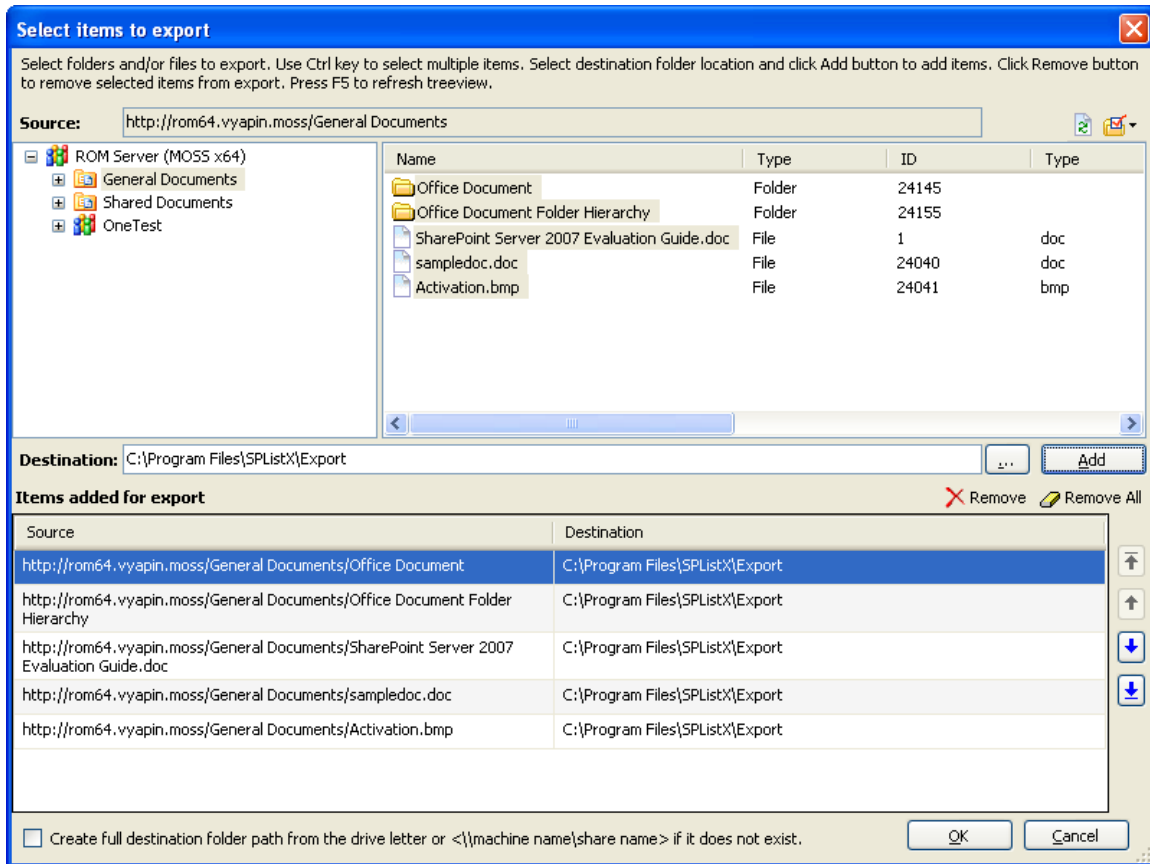
The **Select items to export** dialog appears as shown below:



**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.



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.

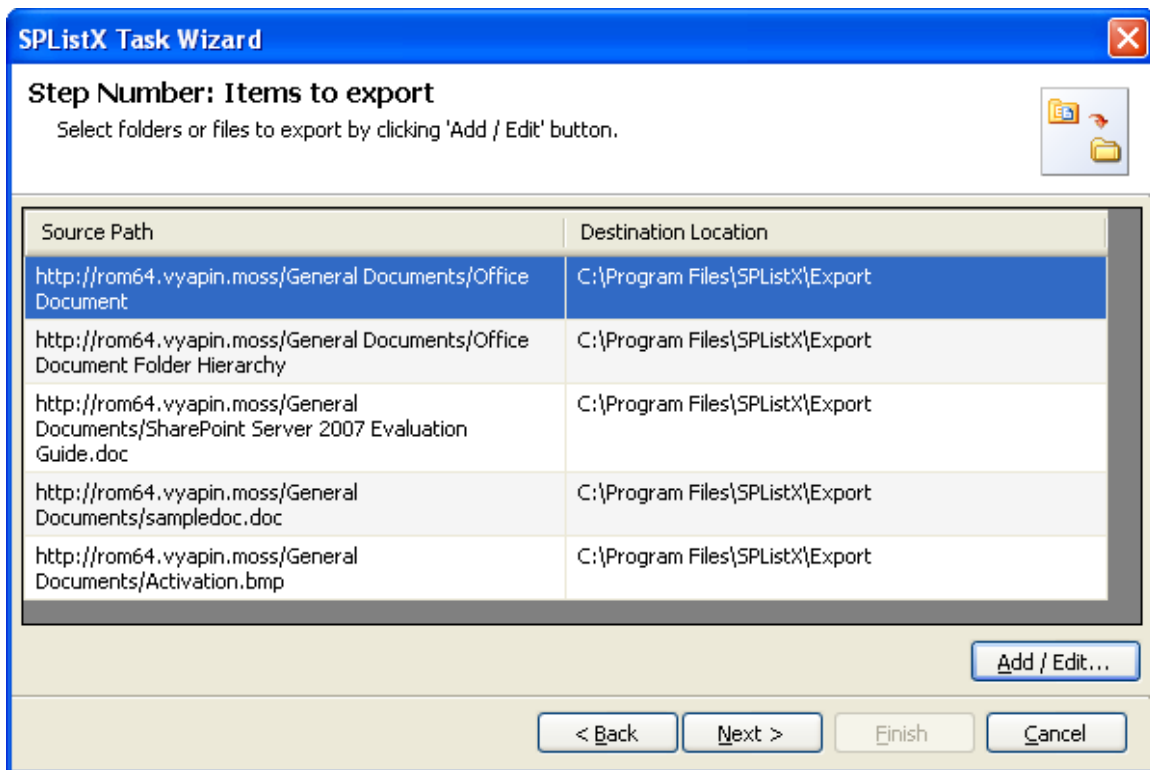


Select the checkbox **Create full destination folder path from the drive letter or <\\machine name>\share name> if it does not exist**, if you like SPListX to create the folder structure and proceed with the export.

The selected folders and files added for export will be displayed in the **Items added for export** grid. SPListX processes the top-level folders and files added for export in the order in which it appears in the **Items 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 contain the folders and files added for export as shown below:



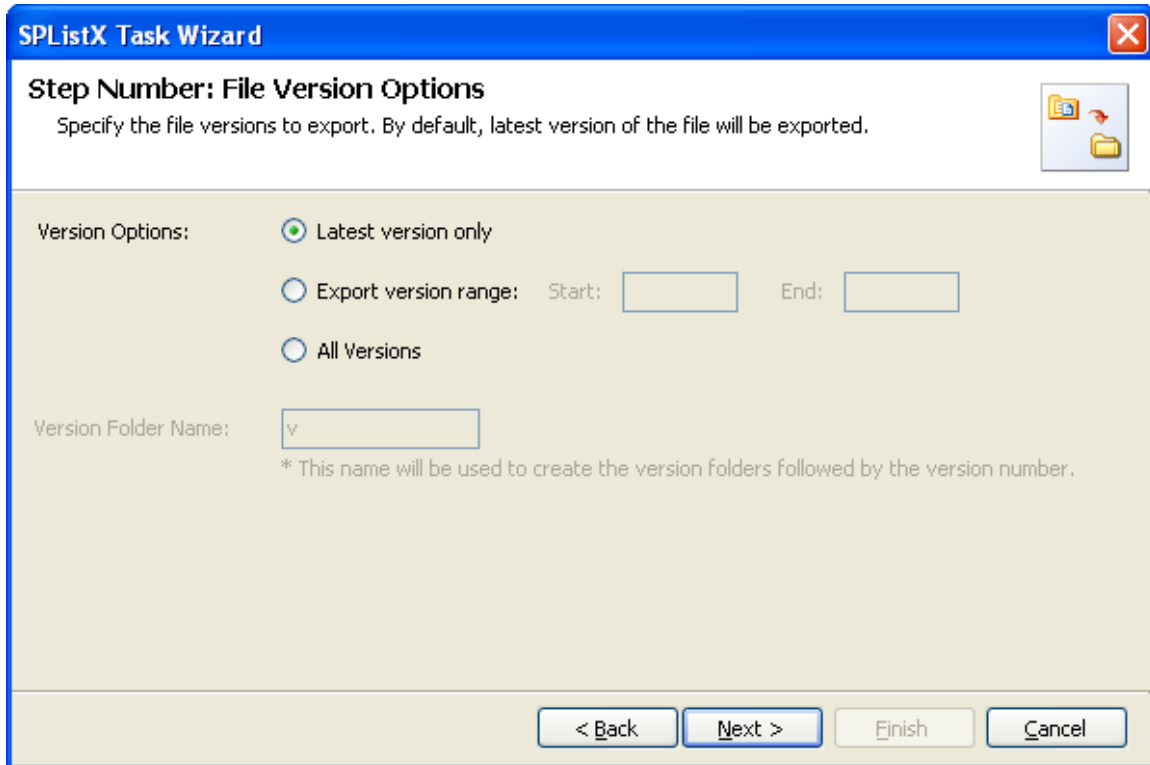
Click **Next** to proceed.

### 6.1.4. 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" with a close button (X) in the top right corner. The main heading is "Step Number: File Version Options". Below the heading is a descriptive text: "Specify the file versions to export. By default, latest version of the file will be exported." To the right of this text is a small icon showing a document with a red arrow pointing to a folder. The main area of the dialog contains three radio button options under the label "Version Options:":

- ☒ Latest version only
- ☐ Export version range: Start: [text box] End: [text box]
- ☐ All Versions

Below these options is a text box labeled "Version Folder Name:" containing the letter "v". A small asterisk note below the text box reads: "\* This name will be used to create the version folders followed by the version number." At the bottom of the dialog 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.

### 6.1.5. Metadata Options

---

To selectively export metadata columns from the SharePoint library:

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

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard". The main heading is "Step Number: Metadata Options". Below this, a text box says: "Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported." To the right of this text is a small icon of a folder with a red arrow pointing into it. Below the text, under the heading "Column Settings:", there are three radio button options: "Export all columns", "Export all user defined columns" (which is selected), and "Export selected columns". Below these options is a text area with a placeholder "<Type column names here>" and a list of examples: "Title", "Description", and "Author". Below the text area, a note states: "Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column." At the bottom of the dialog are four buttons: "< Back", "Next >", "Finish", and "Cancel".

Select any one of the following metadata settings:

- **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

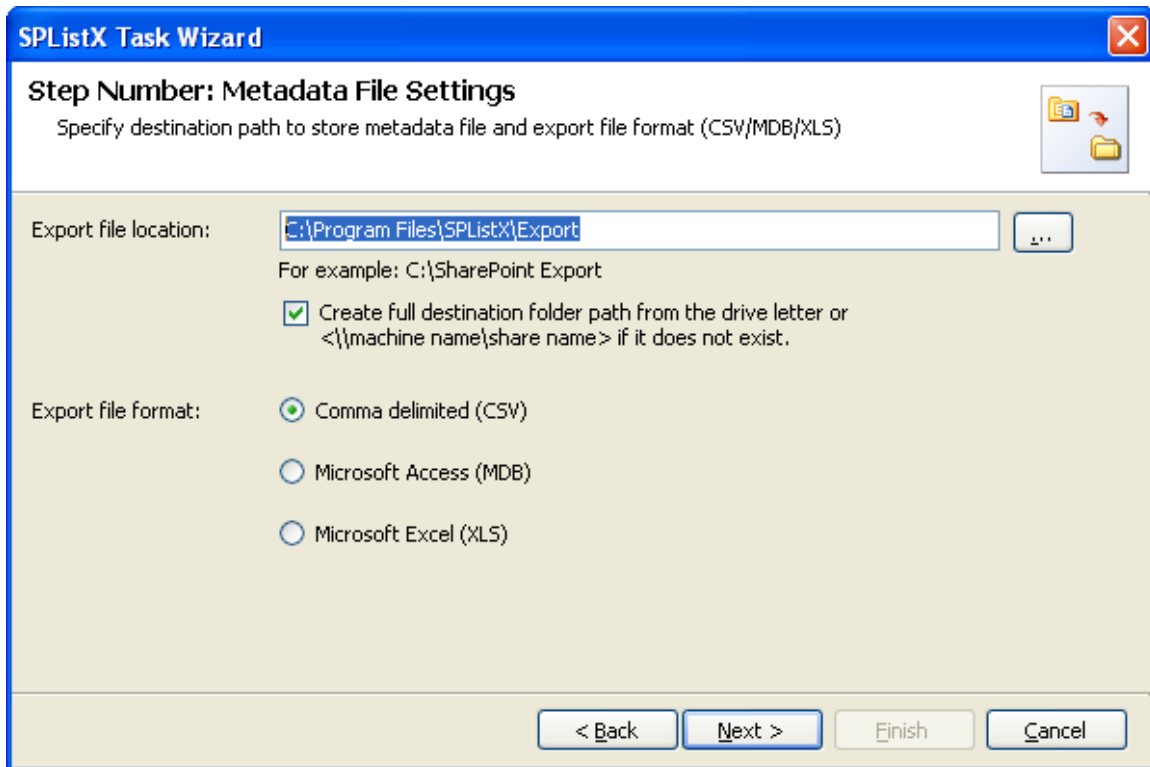
The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard". The main heading is "Step Number: Metadata Options". Below this, a text instruction reads: "Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported." In the top right corner, there is a small icon of a folder with a red arrow pointing into it. The main area of the dialog is divided into two sections. The first section, labeled "Column Settings:", contains three radio button options: "Export all columns", "Export all user defined columns", and "Export selected columns". The "Export selected columns" option is selected, indicated by a green dot. Below these options is a text box containing the following text:  
Title  
Created  
Approval Status|  
The text box has a vertical scrollbar on its right side. Below the text box, a note states: "Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column." At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Finish", and "Cancel". The "Next >" button is highlighted with a blue border.

Click **Next** to proceed.

### 6.1.6. 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:



The screenshot shows the 'SPListX Task Wizard' window at the 'Step Number: Metadata File Settings' stage. The window has a blue title bar and a close button in the top right. Below the title bar, the text 'Specify destination path to store metadata file and export file format (CSV/MDB/XLS)' is displayed. On the right side, there is a small icon of a folder with a red arrow pointing into it. The main area contains two sections: 'Export file location:' with a text box containing 'C:\Program Files\SPListX\Export' and a browse button ('...') to its right; and 'Export file format:' with three radio button options: 'Comma delimited (CSV)' (selected), 'Microsoft Access (MDB)', and 'Microsoft Excel (XLS)'. Below the text box, there is a note: 'For example: C:\SharePoint Export' and a checked checkbox with the text 'Create full destination folder path from the drive letter or <\machine name\share name> if it does not exist.' At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Finish', and '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.

**SPListX Task Wizard**

**Step Number: Metadata File Settings**

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

Export file location:  

For example: C:\SharePoint Export

☒ Create full destination folder path from the drive letter or <\machine name\share name> if it does not exist.

Export file format:

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

< Back   Next >   Finish   Cancel

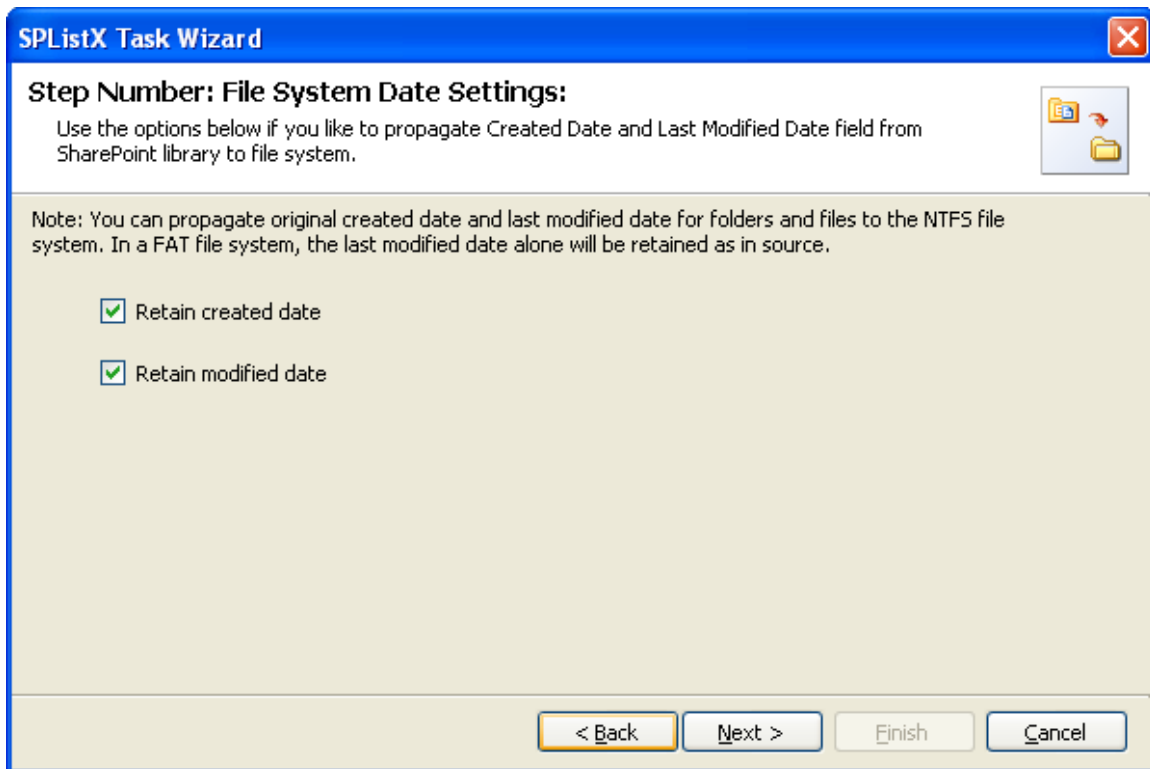
Click **Next** to proceed.

### 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 a FAT file system, the last modified date alone will be retained as in source.

Click **Next** to proceed.

### 6.1.8. Task Settings

---

To specify the task name and schedule settings:

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

**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

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:

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***

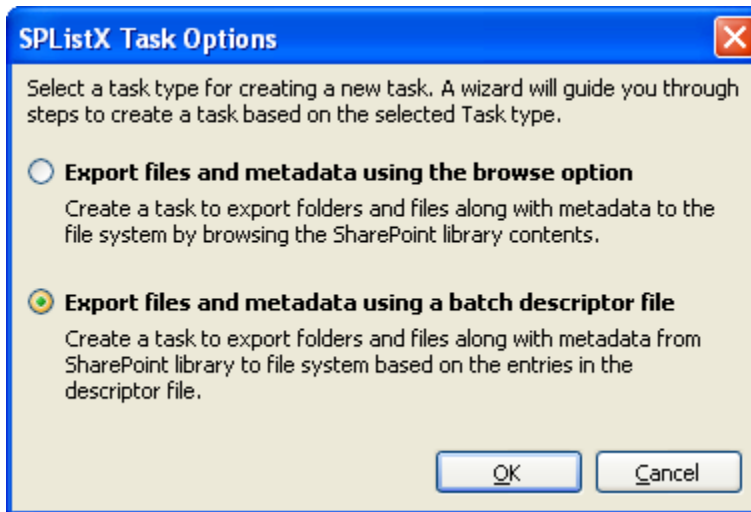
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### **7.1. Create Task**

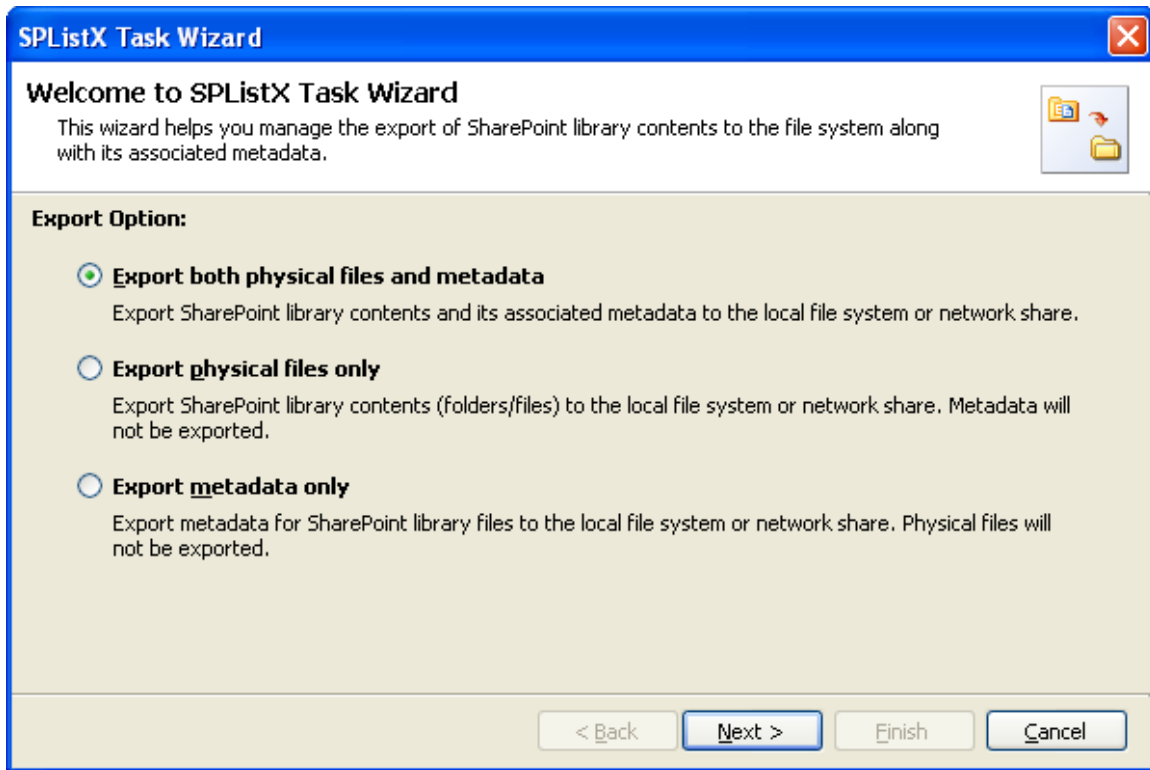
---

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 [Batch Descriptor File](#)

Specify [File Version Options](#)

Specify [Metadata Options](#)

Specify [File System Date 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.

1. 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:**

 <b>Note</b>
<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"

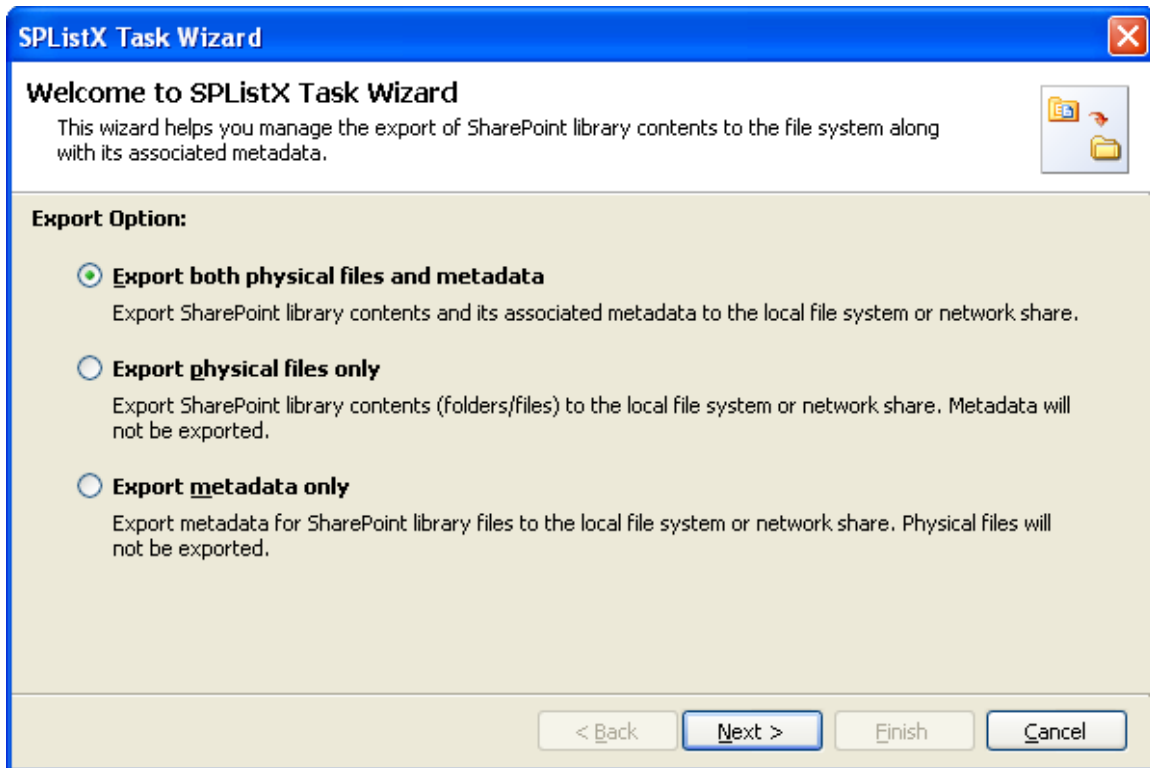
### 7.1.2. Export Options

---

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 an 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

If the batch descriptor contains library or folder path to export, then select appropriate options shown below

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

☒ Export the source library files, including all its sub-folders

☐ Export the source library files, but not any of its sub-folders

☐ Export the source library sub-folders, but not any of its files

☐ Export the source library files, including files in sub-folders, but not any of its sub-folders  
(Note: In case of duplicate file names, file exported last will overwrite existing file)

☒ Create full destination folder path from the drive letter or <\\machine name>share name> if it does not exist.

< 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.

To make the export process easier for users, SPListX provides an ability to specify the contents to export from the source library.

To specify the contents to export from the source library, perform the steps as given below:

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 buttons (Yes/No).

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 not any of 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 not any of its files** - 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 not any of 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.

**Create full destination folder path from the drive letter or <\\machine name\share name> if it does not exist.** - This option creates the folder path in the destination location if the specified path is not available.

**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: D:\Common Export\Batch File.txt

Sheet Name: [Dropdown] [View...] [Clear] 3 row(s)

If the batch descriptor contains library or folder path to export, then select appropriate options shown below

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

☐ Export the source library files, including all its sub-folders

☐ Export the source library files, but not any of its sub-folders

☒ Export the source library sub-folders, but not any of its files

☐ Export the source library files, including files in sub-folders, but not any of its sub-folders  
(Note: In case of duplicate file names, file exported last will overwrite existing file)

☒ Create full destination folder path from the drive letter or <\\machine name\share name> if it does not exist.

< Back Next > Finish Cancel

Click **Next** to proceed.

#### **7.1.4. File Version Options**

See 6.1.4

#### **7.1.5. Metadata Options**

See 6.1.5

#### **7.1.6. Metadata File Settings**

See 6.1.6

#### **7.1.7. File System Date Settings**

See 6.1.7

#### **7.1.8. Task Settings**

See 6.1.8

## I. Troubleshooting

If and when a problem arises, please forward the following files to [support@vyapin.com](mailto: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., C:\Program Files\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., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\ActivityLog.txt
  - b) *Error log file* - e.g., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\ActivityErrors.txt
  - c) *Metadata log file* - e.g., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\MetadataErrors.txt
  - d) *SPListX error log file* - e.g., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\logs\SPListXErrorLog.txt
  - e) *Task settings file* - e.g., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\settings\Details.xml
  - f) *Library settings file* - e.g., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\settings\LibrarySettings.xml
  - g) *Process details file* - e.g., C:\Program Files\SPListX\TaskHistory\SPListX Task\20060522-183919\settings\ListItemProcessCount.xml

## II. Technical support

Please send all Technical Support questions to [support@vyapin.com](mailto:support@vyapin.com).

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

- 1) 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".
- 2) 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.
- 3) Hardware configuration of the machine where SPListX and MOSS / WSS is installed.
- 4) 'Service Pack' version of Windows Server & MOSS / WSS running currently.
- 5) Send us the "SPListXErrorLog.txt" available in the installation path of SPListX (e.g., C:\Program Files\SPListX\Log\).
- 6) 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., C:\Program Files\SPListX2007\TaskHistory\<taskname>\<timestamp>).

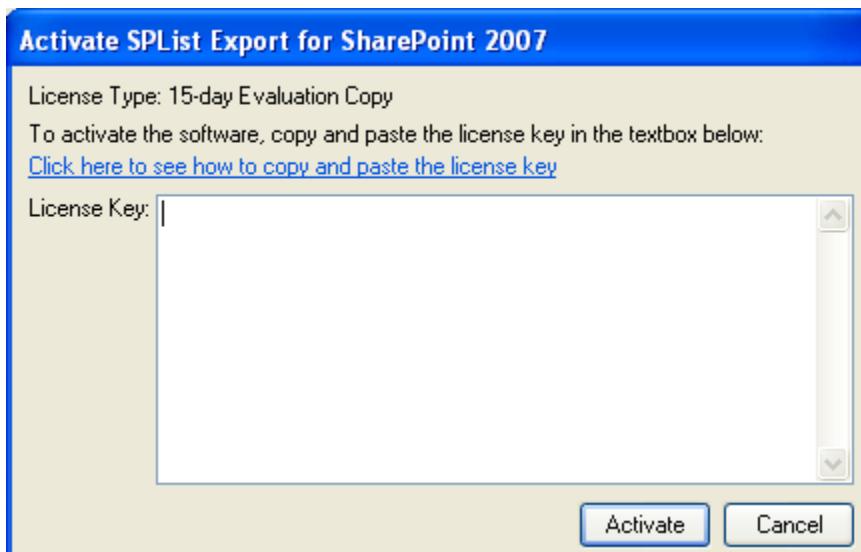
### III. How to register the software?

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](mailto: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 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).

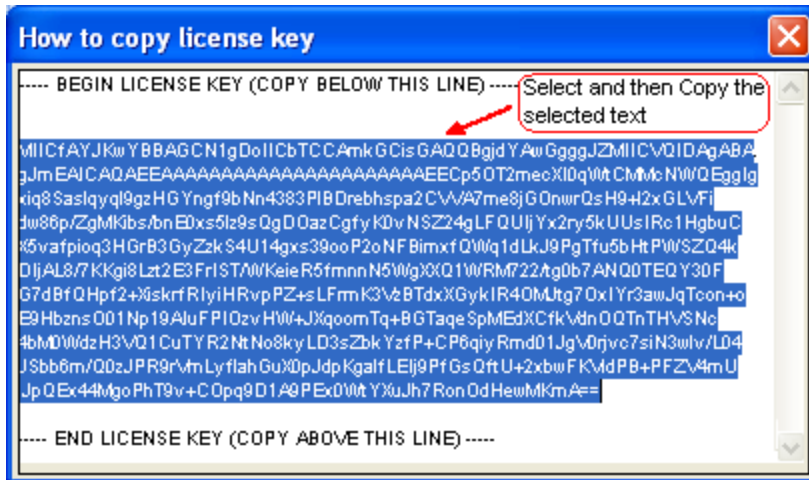


Image 2 - How to copy license key screen

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