

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

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## USER'S MANUAL TABLE OF CONTENTS

	<u>Page #</u>
INTRODUCTION .....	4
1) SPLIST EXPORT FOR SHAREPOINT 2007 INSTALLATION REQUIREMENTS .....	5
2) SPLIST EXPORT FOR SHAREPOINT 2007 INSTALLATION OPTION .....	6
3) SPLIST EXPORT FOR SHAREPOINT 2007 INSTALLATION PROCESS .....	7
3.1. Installation Launch.....	7
3.2. Select Installation Type.....	8
3.3. Welcome Screen.....	9
3.4. Readme Screen .....	10
3.5. License Agreement.....	11
3.6. Installation - Destination Folder .....	12
3.7. Application Data Folder.....	13
3.8. Installation Progress .....	14
3.9. Installation Complete .....	15
3.10. How to uninstall SPLISTX?.....	16
3.11. Launching SPLISTX.....	19
3.12. Evaluation Screen (Information) .....	20
4) SPLISTX USER INTERFACE .....	21
4.1. SPLIST Export for SharePoint 2007 (Main Screen).....	21
4.2. Task Manager.....	22
4.3. Standard menu bar and toolbar.....	23
4.4. Task List.....	23
4.5. Task Properties.....	23
4.6. Task Details .....	24
4.7. Task History.....	25
5) SPLISTX TASK MANAGEMENT .....	26
5.1. How to create a new task.....	26
5.2. How to edit an existing task.....	28
5.3. How to copy an existing task .....	29
5.4. How to delete an existing task .....	31
5.5. How to run a task.....	33
5.6. How to run a task from command line.....	35
5.7. Creating Windows Task in Windows Task Scheduler .....	38
5.8. How to view or manage task status .....	40
5.9. How to view task history.....	42
5.10. How to view activity log .....	44
5.11. How to remove a task history item.....	45
5.12. How to manage task status .....	46
5.13. How to cleanup history.....	48
6) EXPORT SHAREPOINT LIST CONTENTS USING THE BROWSE OPTION .....	49
6.1. Create Task.....	49
6.1.1. Export Options.....	51
6.1.2. SharePoint source location.....	52
6.1.3. Items to export .....	54
6.1.4. File Version Options.....	60
6.1.5. Column Settings Options .....	61
6.1.6. Export Conditions.....	63
6.1.7. Destination Folder Options .....	69
6.1.8. File System Date Settings .....	72
6.1.9. Metadata File Settings.....	73
6.1.10. Task Settings .....	77

## SPList Export for SharePoint 2007 (SPListX)

7)	EXPORT SHAREPOINT LIST CONTENT USING A BATCH DESCRIPTOR FILE .....	79
7.1.	<i>Create Task</i> .....	79
7.1.1.	<i>Create Batch Descriptor File</i> .....	81
7.1.2.	<i>Export Options</i> .....	83
7.1.3.	<i>Batch descriptor file</i> .....	84
7.1.4.	<i>Version Options</i> .....	86
7.1.5.	<i>Column Settings Options</i> .....	87
7.1.6.	<i>Export Conditions</i> .....	89
7.1.7.	<i>Destination Folder Options</i> .....	95
7.1.7.	<i>File System Date Settings</i> .....	98
7.1.8.	<i>Metadata File Settings</i> .....	99
7.1.9.	<i>Task Settings</i> .....	102
I.	<i>Troubleshooting</i> .....	104
II.	<i>Technical support</i> .....	105
III.	<i>Error Messages and Resolution</i> .....	106
IV.	<i>Examples</i> .....	107
V.	<i>How to register the software?</i> .....	110

## ***Introduction***

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**SPList Export for SharePoint 2007 (SPListX)** is a powerful application to export document / picture library contents and associated metadata and list items, including associated file attachments to the Windows File System.

SPListX software exports SharePoint libraries, folders, documents, list items, version histories and metadata to the desired destination folder location in the File System.

The software supports Microsoft Office SharePoint Server 2007 / Windows SharePoint Services 3.0 environment and backward compatible with 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 / documents along with their associated metadata and list items along with their file attachments from SharePoint lists such as Tasks, Calendar, Contacts, Survey, Discussion Boards, Announcements, Links, Issue Tracking and Custom Lists
- Exports from multiple SharePoint lists to file server or network shares or local computer
- Export SharePoint lists for offline collaboration or backup & restore purposes
- Export list metadata in multiple file formats for easy viewing, re-import to another DMS or perform an in-depth analysis in MS-Excel
- Maintain source folder structure and version history when exporting data from the SharePoint list
- Propagates original Created Date & Last Modified Date in SharePoint to the Windows File System fields for each folder / document
- Exports SharePoint's built-in fields, namely - Content Approval Status & related Comments, Content Type, Created Date, Modified Date, Created By and Modified By fields for each folder and list item in a SharePoint list to the metadata file
- Exports list items / documents / pictures based on user-defined data filter conditions constructed using SharePoint columns
- Automate export tasks through command-line or Windows Task Scheduler interface

## **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 (or) Windows Server 2008 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 list items from SharePoint list to file systems during the evaluation period.

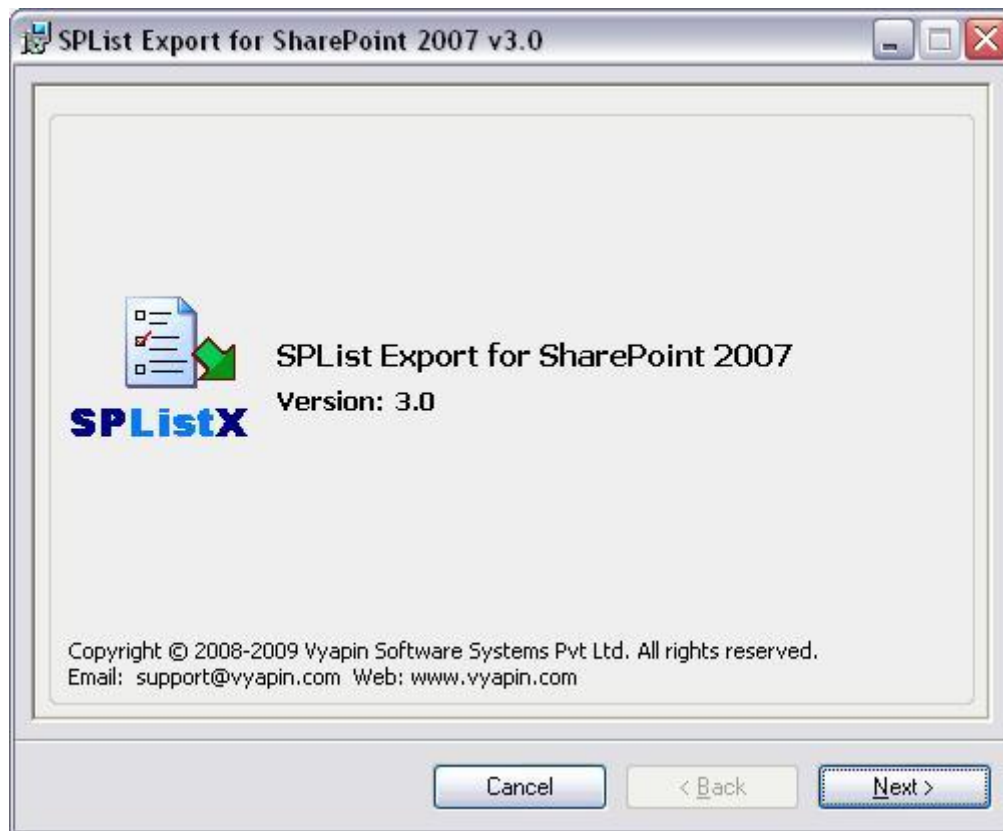
If you purchased your copy of SPListX on-line, your license key will have been delivered to you via e-mail.

### **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.

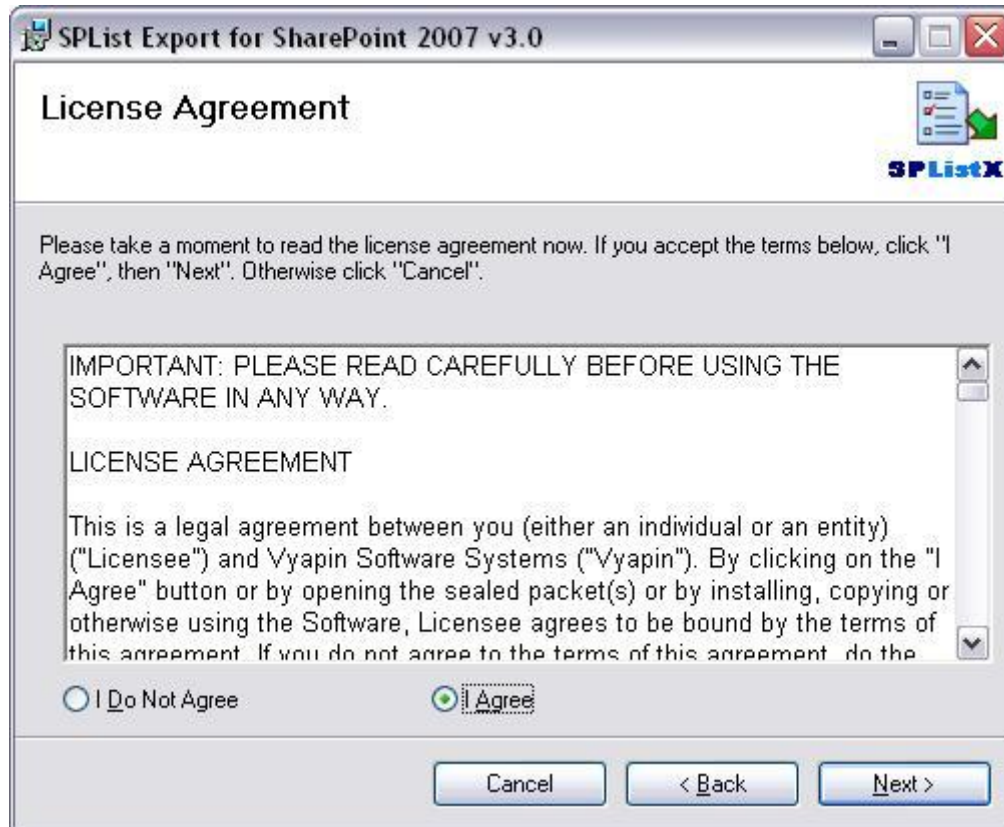
### 3.4. Readme Screen



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

### 3.5. License Agreement

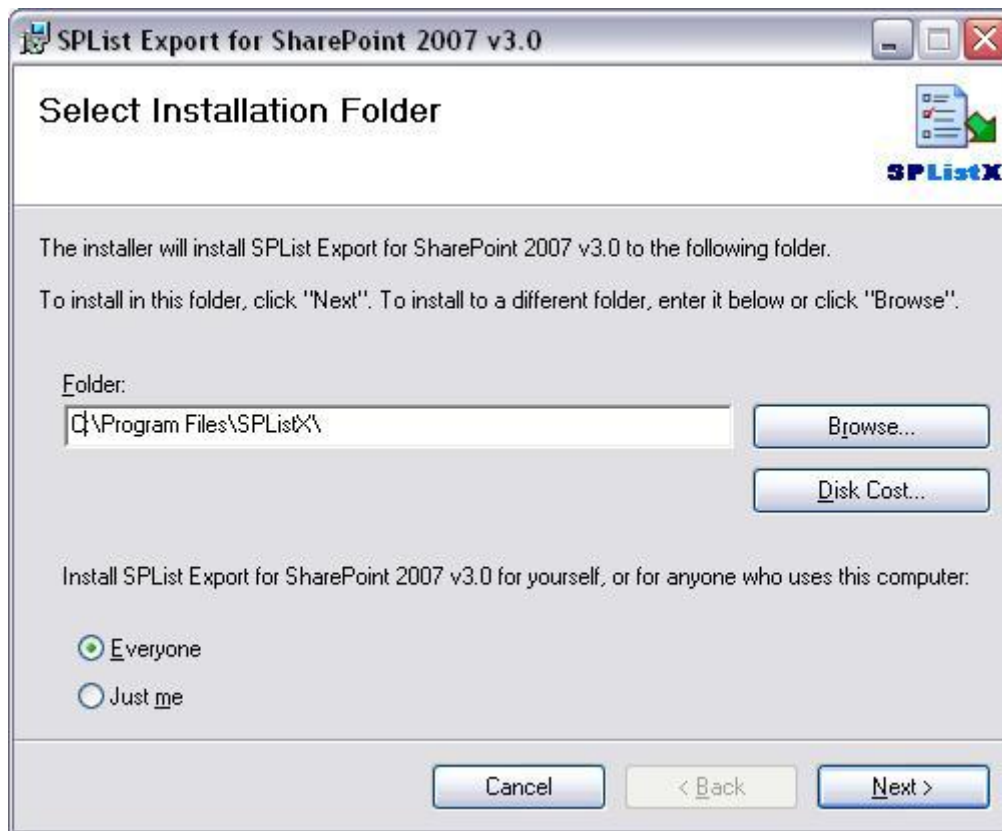
The License Agreement dialog provides the full wording of the SPListX license agreement. Please read it carefully and confirm that you have read, understood and accept the agreement by pressing the I Agree button. If you do not agree with the license agreement press the I Do Not Agree button, and the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

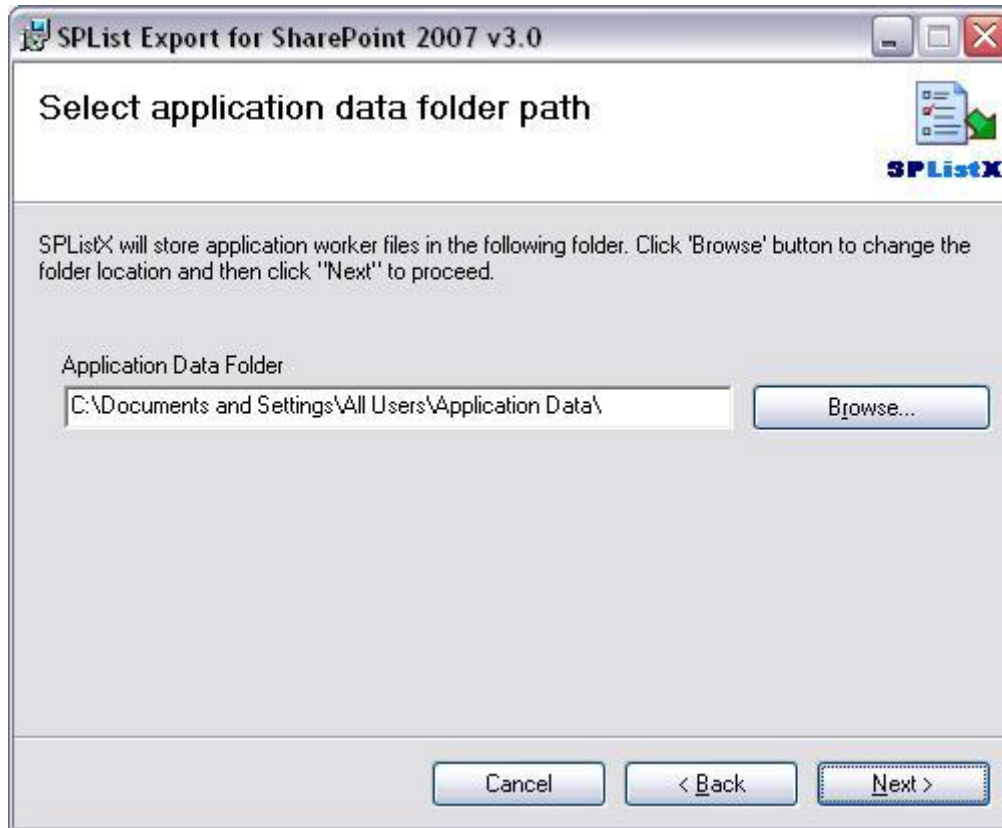
### 3.6. Installation - Destination Folder



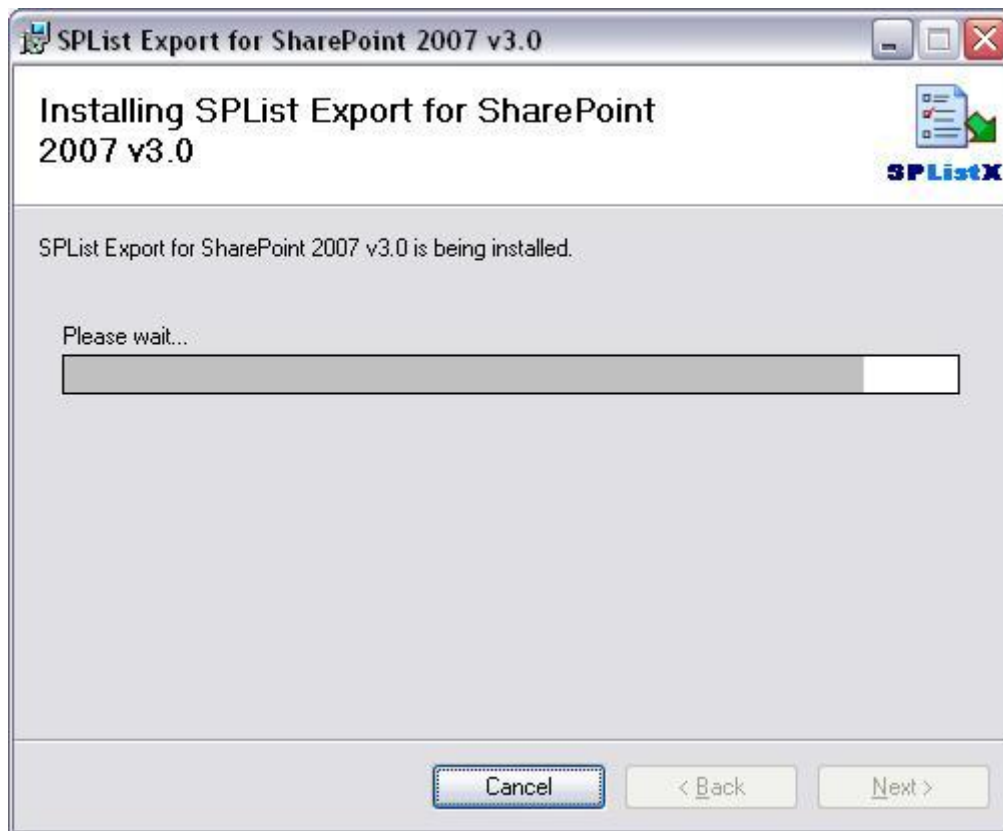
The Destination folder dialog allows you to specify the location where SPListX should be installed. By default, SPListX will be installed to the program files folder located on drive C:\. If you want to change this location, use the Browse button to display the drive structure, and select the respective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



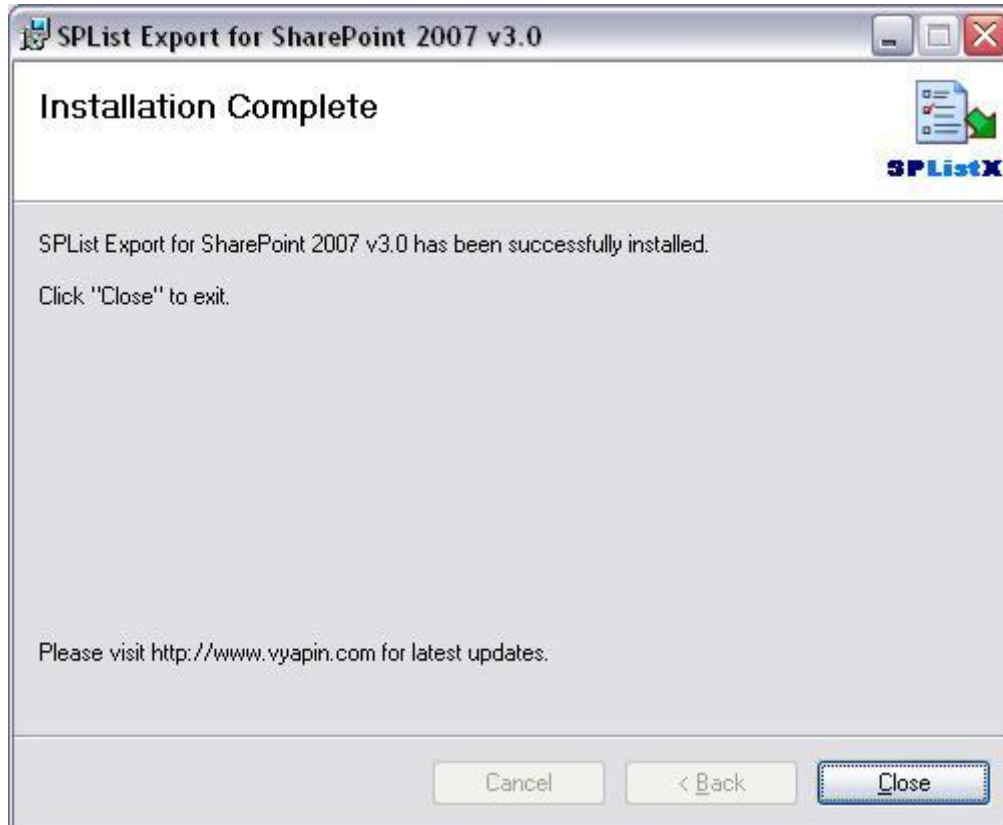
SPList Export for SharePoint 2007 will now be installed in your Hard Disk.

Once the installation is successfully completed you will be prompted 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:

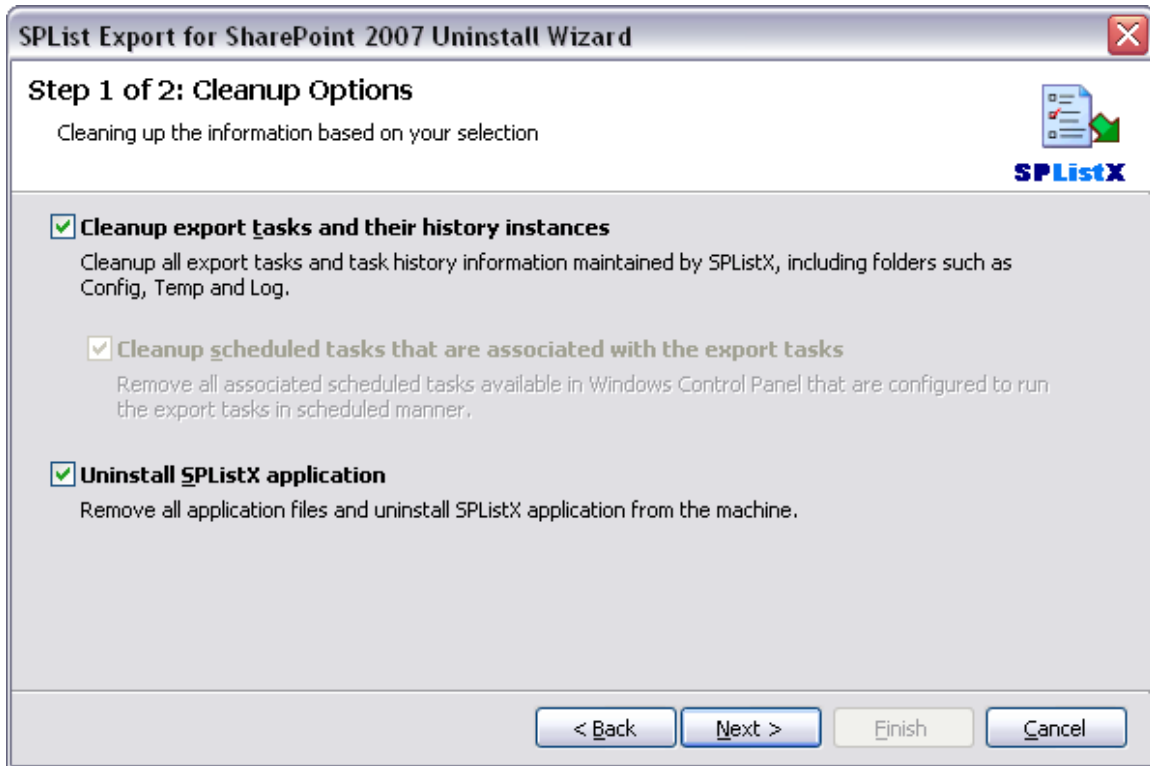


Click **Next** to proceed.

Select required cleanup options as shown below:



## SPList Export for SharePoint 2007 (SPListX)



Click **Next** to proceed.

Confirm the cleanup and / or uninstall process.



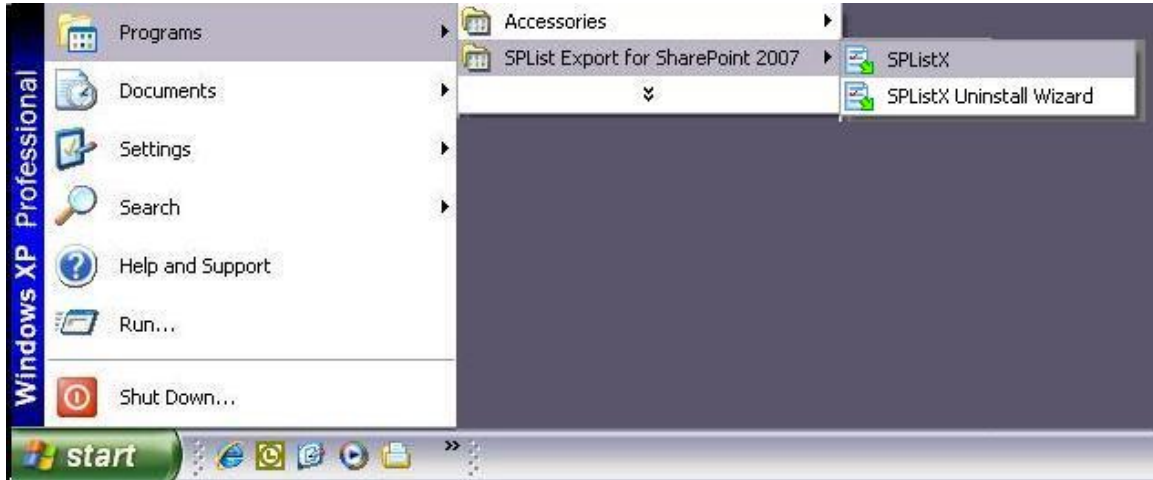
## SPList Export for SharePoint 2007 (SPListX)

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 or 250 items from SharePoint list to file system, whichever comes first.

### 3.12. Evaluation Screen (Information)

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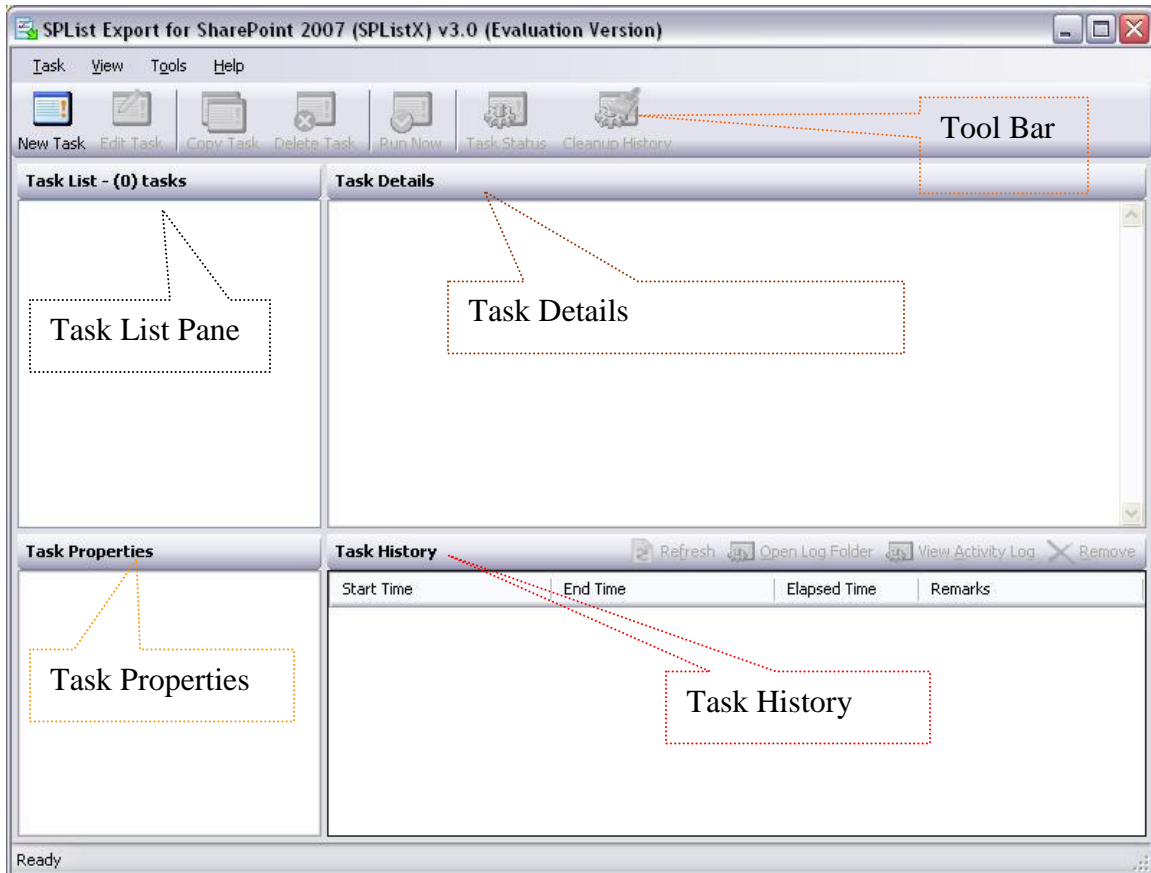


Press the **Start** button to continue.

## 4) *SPListX* User Interface

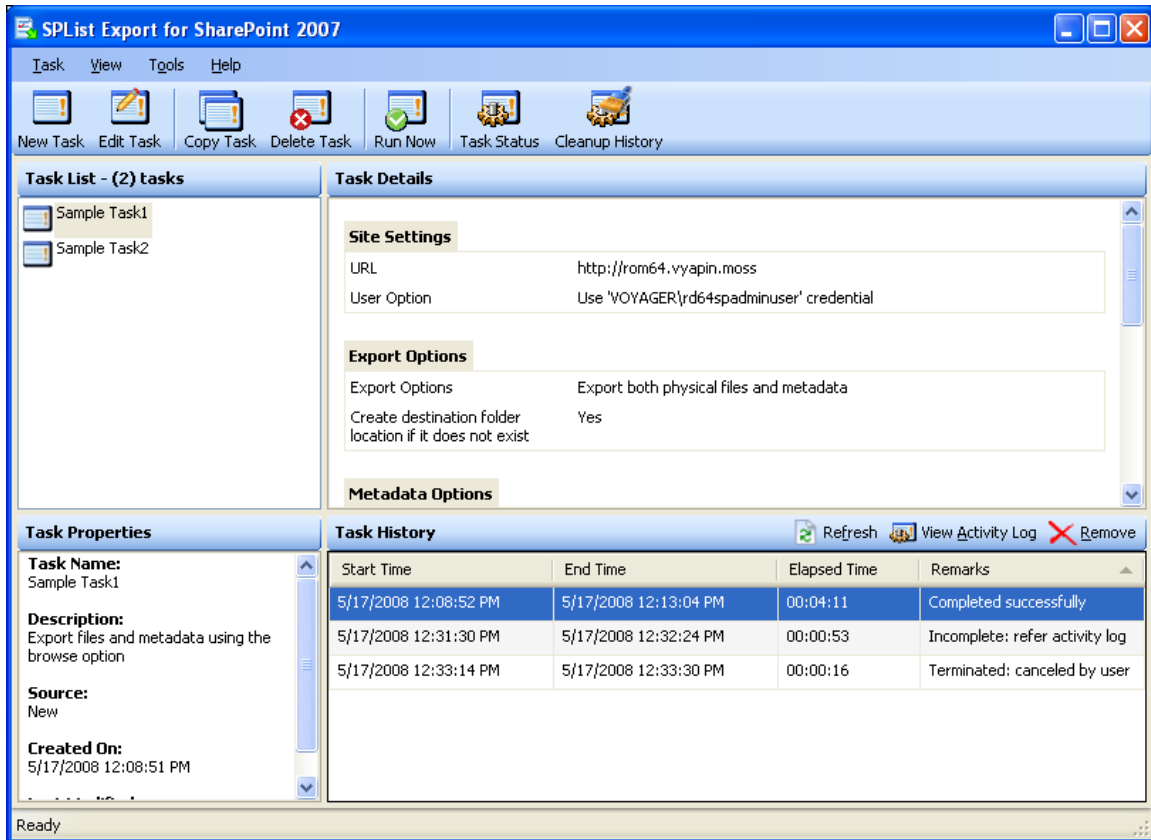
### 4.1. SPList Export for SharePoint 2007 (Main Screen)

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## 4.2. Task Manager

SPListX creates export tasks for export process setup to export documents, list items 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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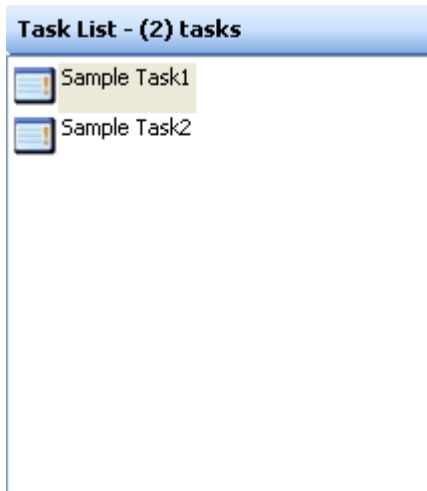
Standard menu bar and toolbar contain all the commands (or actions) to work with a SPListX export task



### 4.4. Task List

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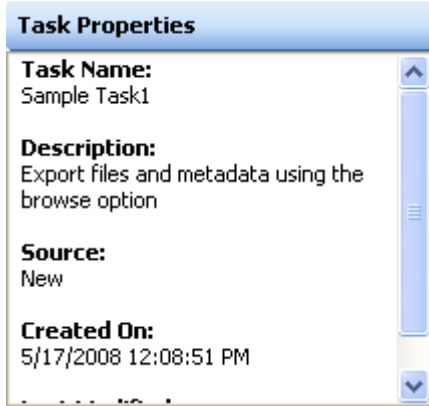
Task List pane contains all export tasks created by the user. Task related operations such as Edit Task, Copy Task, Delete Task and Run Now can be performed based on the selected task in the Task List pane. The remaining panes will change their content based on the selected task. Total task count will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



## 4.6. Task Details

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





## 4.7. Task History

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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			
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

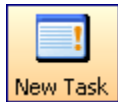
### 5.1. How to create a new task

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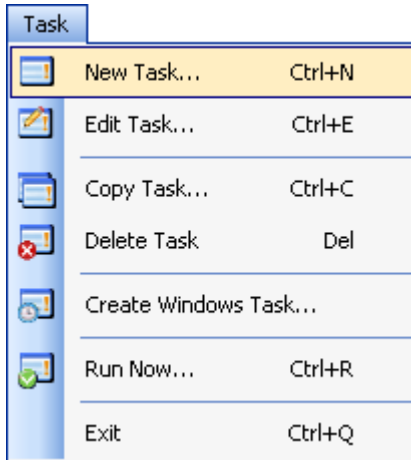
You can create a task to export folders, files, list items including attachments along with their metadata from SharePoint list to file system or network share. SPListX facilitates exporting files / list items attachments and its associated metadata from SharePoint list using the following export methods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

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

1. Click New Task from SPListX main screen.



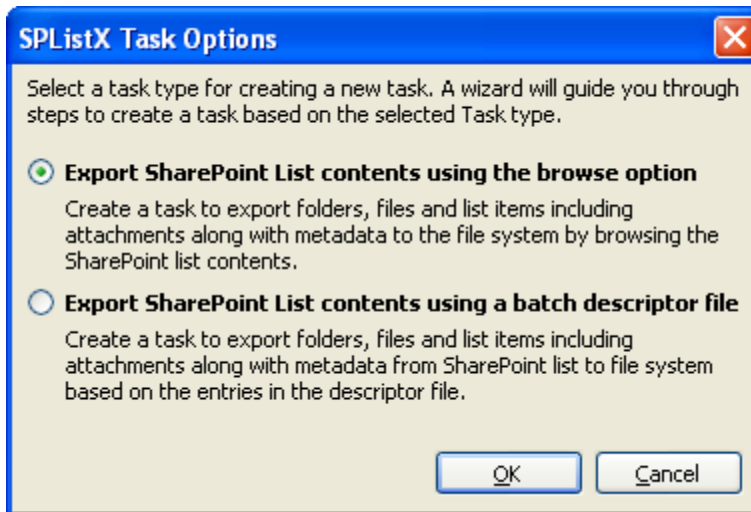
Or Select New Task from Task menu



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:

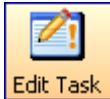
- Create a task to [Export SharePoint list contents using the browse option](#)
- Create a task to [Export SharePoint list contents using a batch descriptor file](#)

## 5.2. How to edit an existing task

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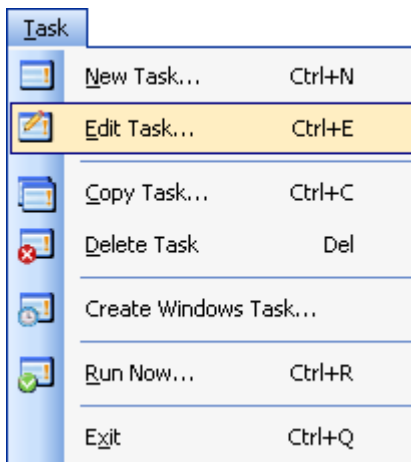
To edit an existing task:

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**

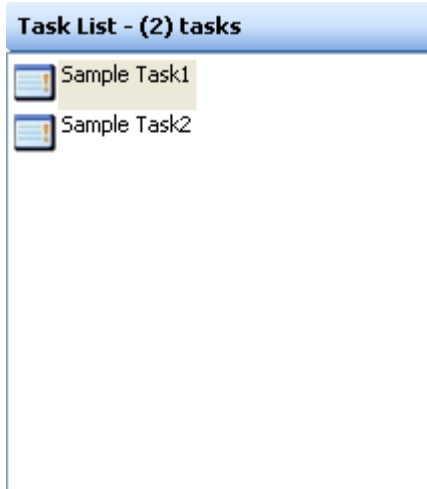
3. **SPListX Task Wizard** will load the selected task settings and appears as seen in Create New Task wizard. However, some of the options may be disabled when editing a task.
4. Click the links below for more information:
  - edit [Export SharePoint list contents using the browse option](#)
  - edit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

### 5.3. How to copy an existing task

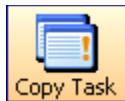
---

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

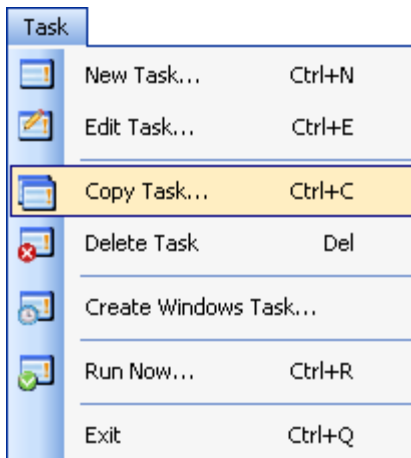
Select a task from the **Task List** pane.



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

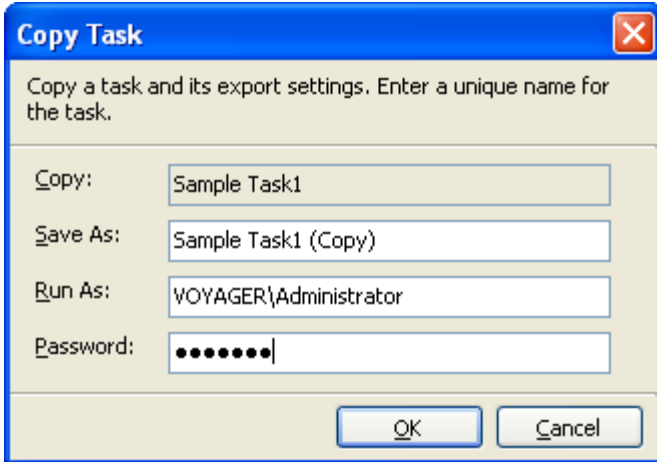


Or Select **Copy Task** from **Task** menu



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.

## SPList Export for SharePoint 2007 (SPListX)



The image shows a Windows-style dialog box titled "Copy Task". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a message: "Copy a task and its export settings. Enter a unique name for the task." The dialog contains four input fields, each with a label and a text box:

- Copy:** The text box contains "Sample Task1".
- Save As:** The text box contains "Sample Task1 (Copy)".
- Run As:** The text box contains "VOYAGER\Administrator".
- Password:** The text box contains seven black dots, indicating a password is entered.

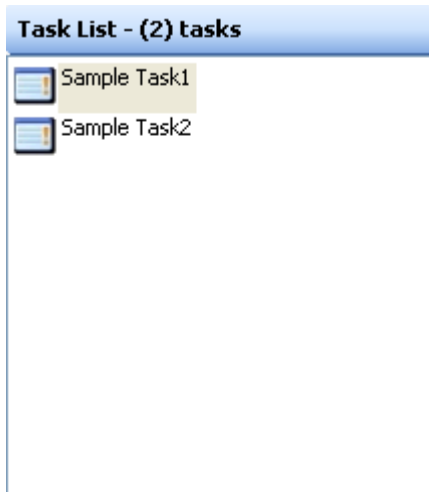
At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

## 5.4. How to delete an existing task

---

To delete a SPListX export task:

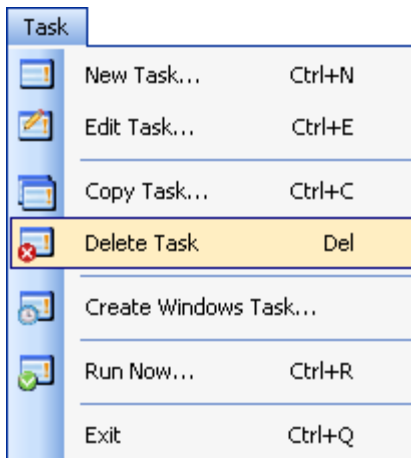
Select a task from **Task List** pane.



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



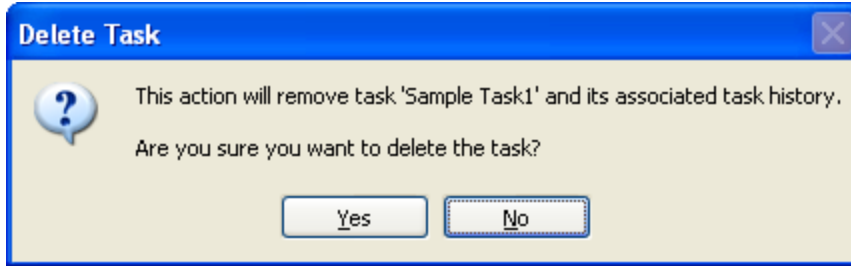
Or Select **Delete Task** from **Task** menu




Or Press **Del** key

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

## SPList Export for SharePoint 2007 (SPListX)



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

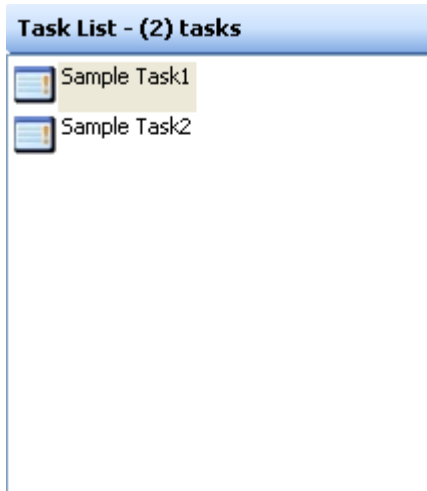


## 5.5. How to run a task

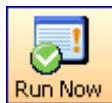
---

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

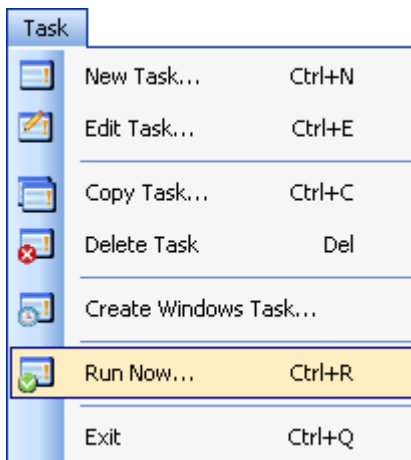
Select a task from **Task List** pane



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



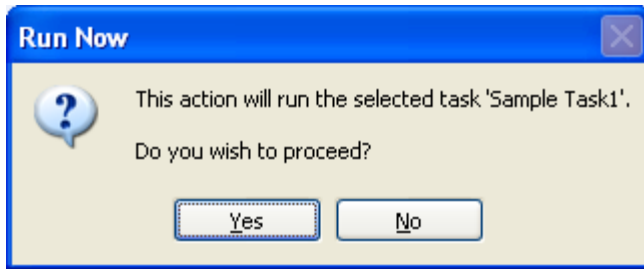
Or Select **Run Now** from **Task** menu



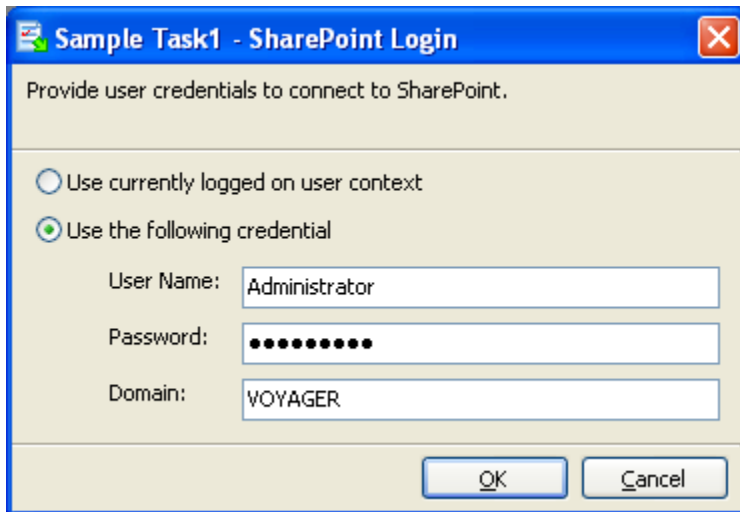
Or Press **Ctrl + R** key

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

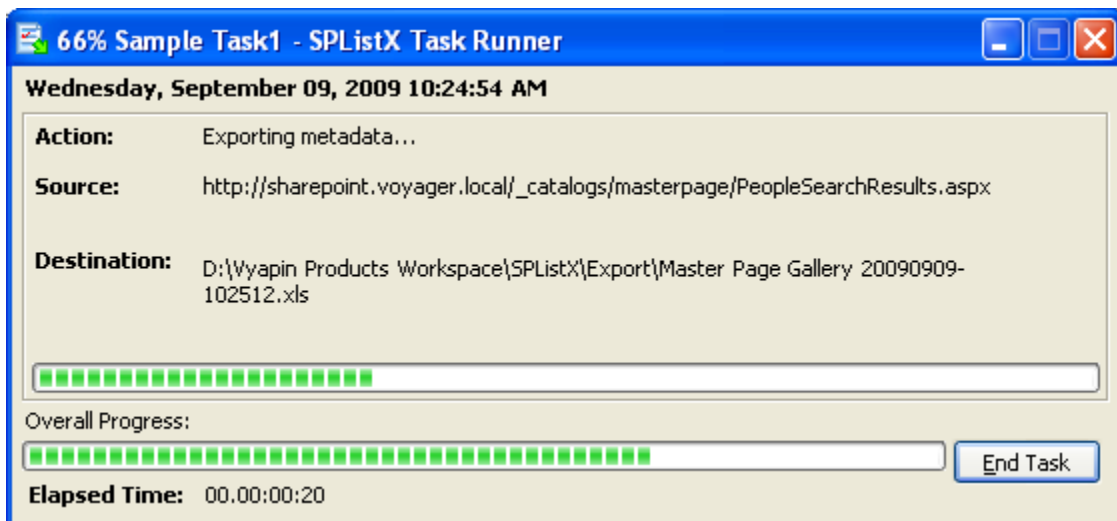
## SPList Export for SharePoint 2007 (SPListX)



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:**

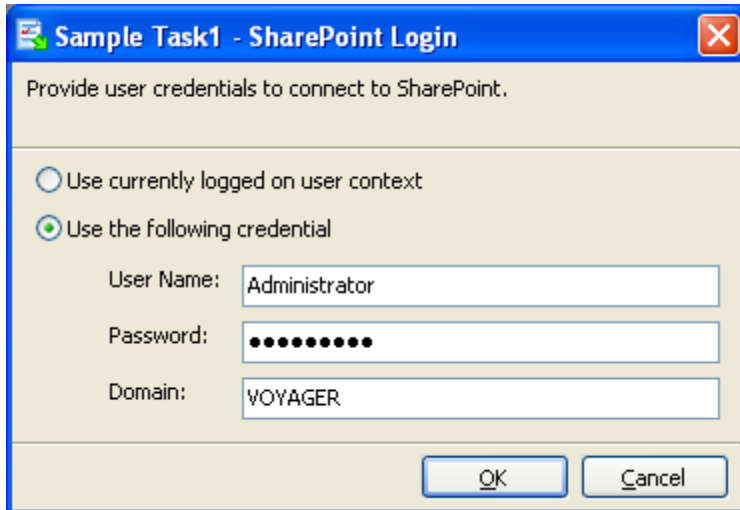
**SPListXTaskRunner <task name> [/u:<domain name\user name>] [/p:password] [/noprompt]**

where,

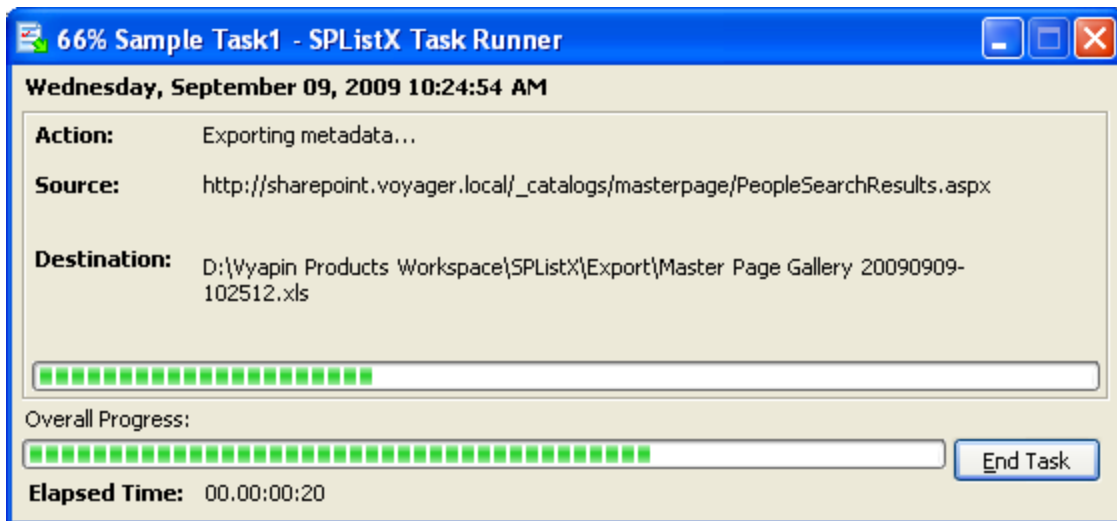
SPListXTaskRunner	Name of the SPListX Task Runner application. Specify absolute path where the SPListXTaskRunner located.  For example: C:\Program Files\SPListX\SPListXTaskRunner
task name	Name of the SPListX Task to be run from DOS command prompt. Enclose the task name in double quotes.  For example: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

## SPList Export for SharePoint 2007 (SPListX)

```
"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

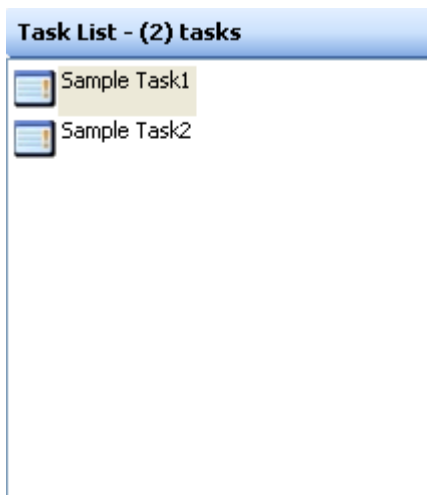
---

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:

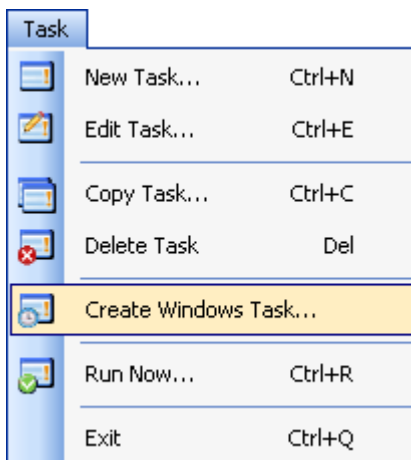
- To create Windows Schedule Task that was accidentally deleted and is required to be created again with the same schedule settings
- To create Windows Schedule Task when the SPListX export tasks are migrated from an old machine to a new machine

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



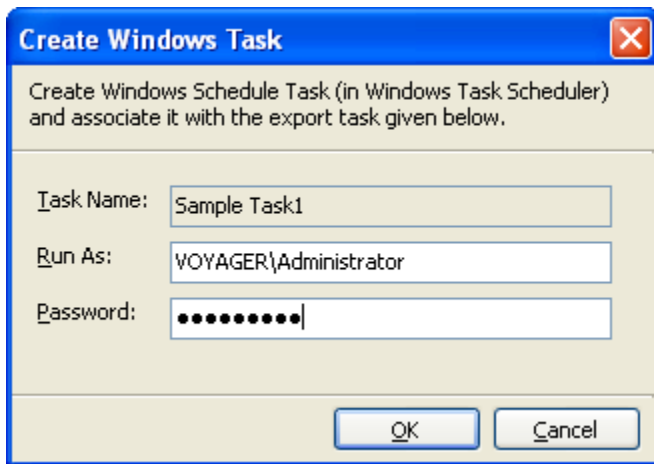
If SPListX has enough information about the required Windows Schedule Task, the **Create Windows Task** option will be enabled.

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.



**Create Windows Task**

Create Windows Schedule Task (in Windows Task Scheduler) and associate it with the export task given below.

Task Name:

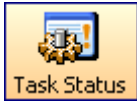
Run As:

Password:

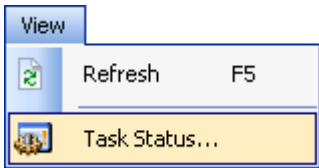
## 5.8. How to view or manage task status

To view and manage task status of a selected task:

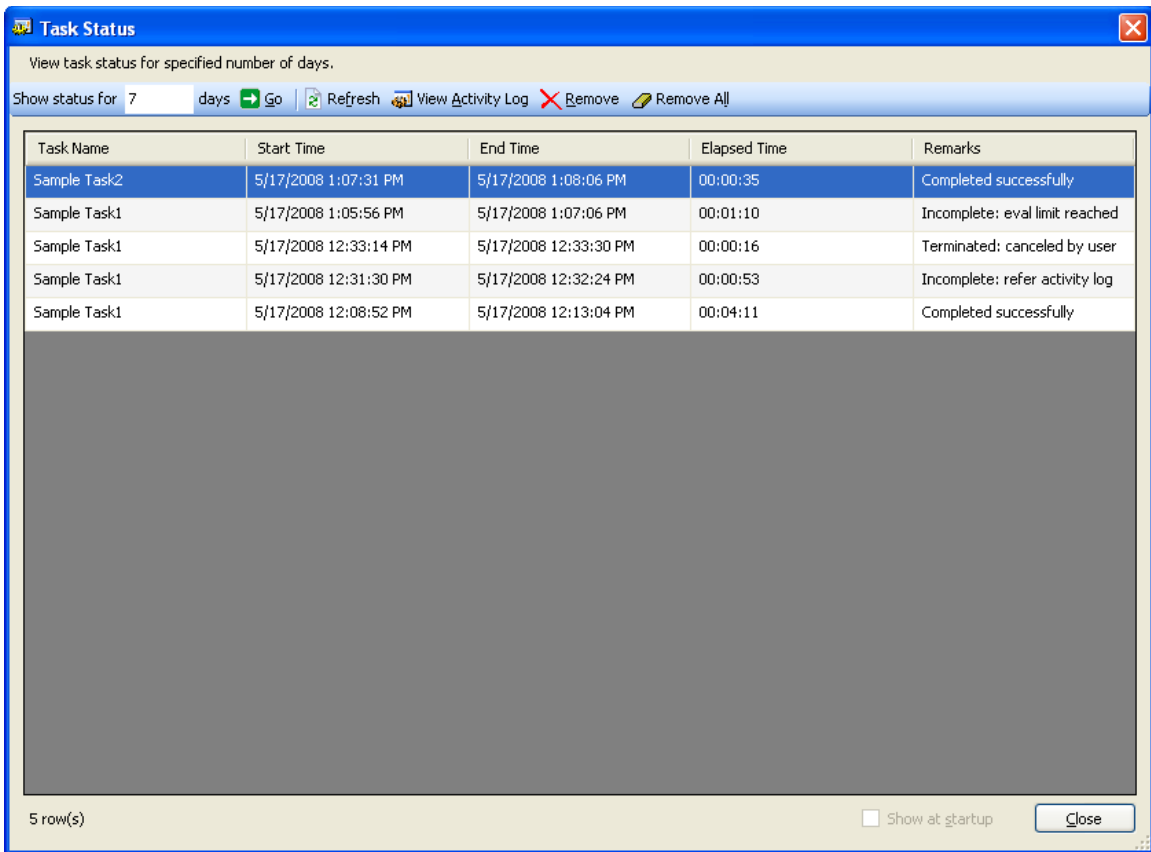
Click **Task Status** from SPListX main screen.



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			
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			
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:

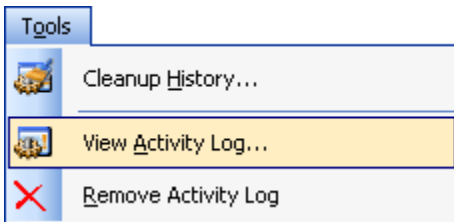
Select an item from **Task History** pane.

Task History			
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.

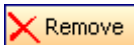
## 5.11. How to remove a task history item

To remove a task history item:

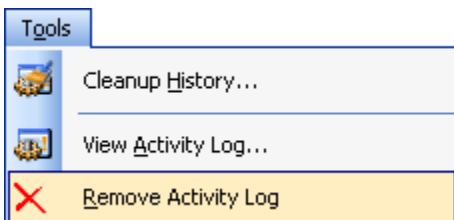
Select item from **Task History** pane.

Task History			
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

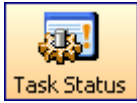


This will remove the currently selected activity log entry and log folders & files associated with the task history item. To maintain task history items, see [Cleanup history](#) and [Task Status](#).

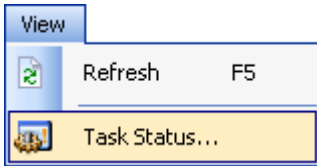
## 5.12. How to manage task status

To view and manage task status of a selected task:

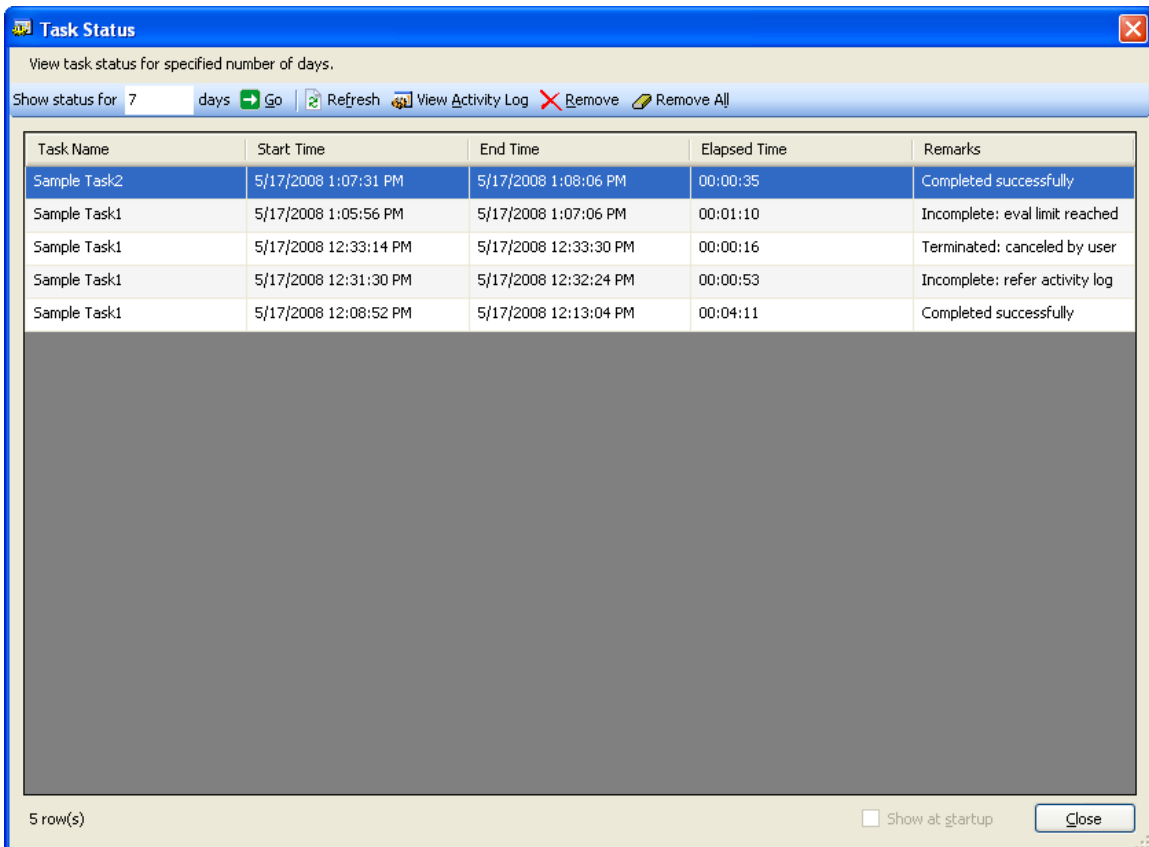
Click **Task Status** from SPListX main screen.



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

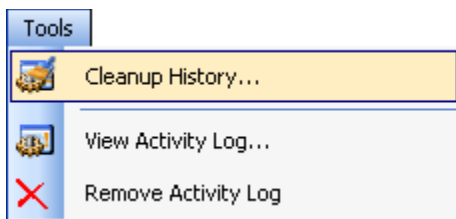
---

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:

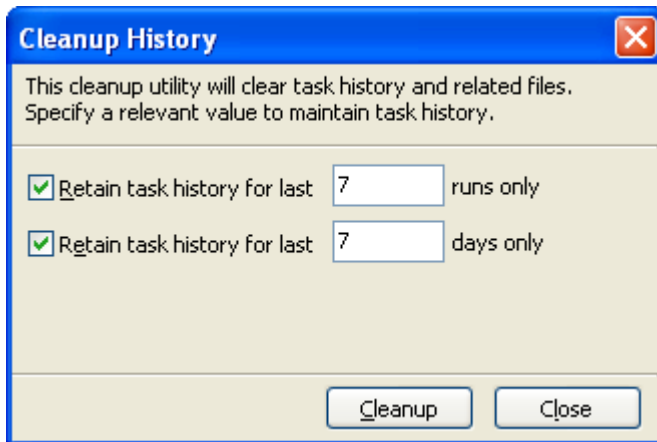
Click **Cleanup History** from SPListX Task Manager.



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 SharePoint List contents using the browse option*

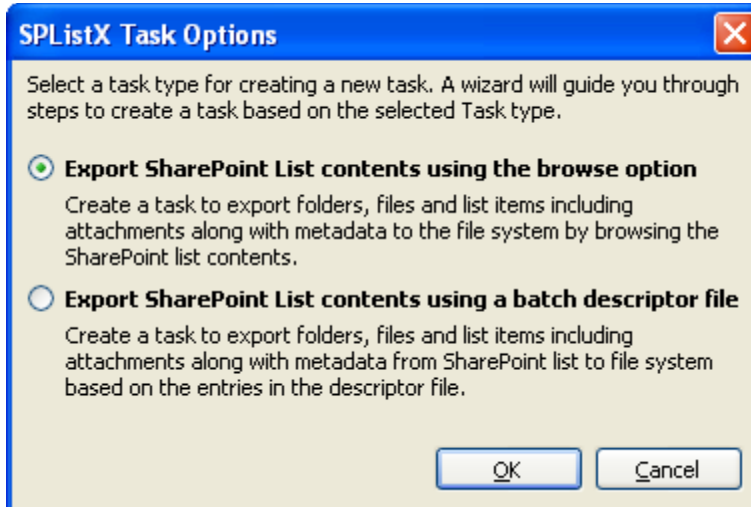
---

### 6.1. Create Task

---

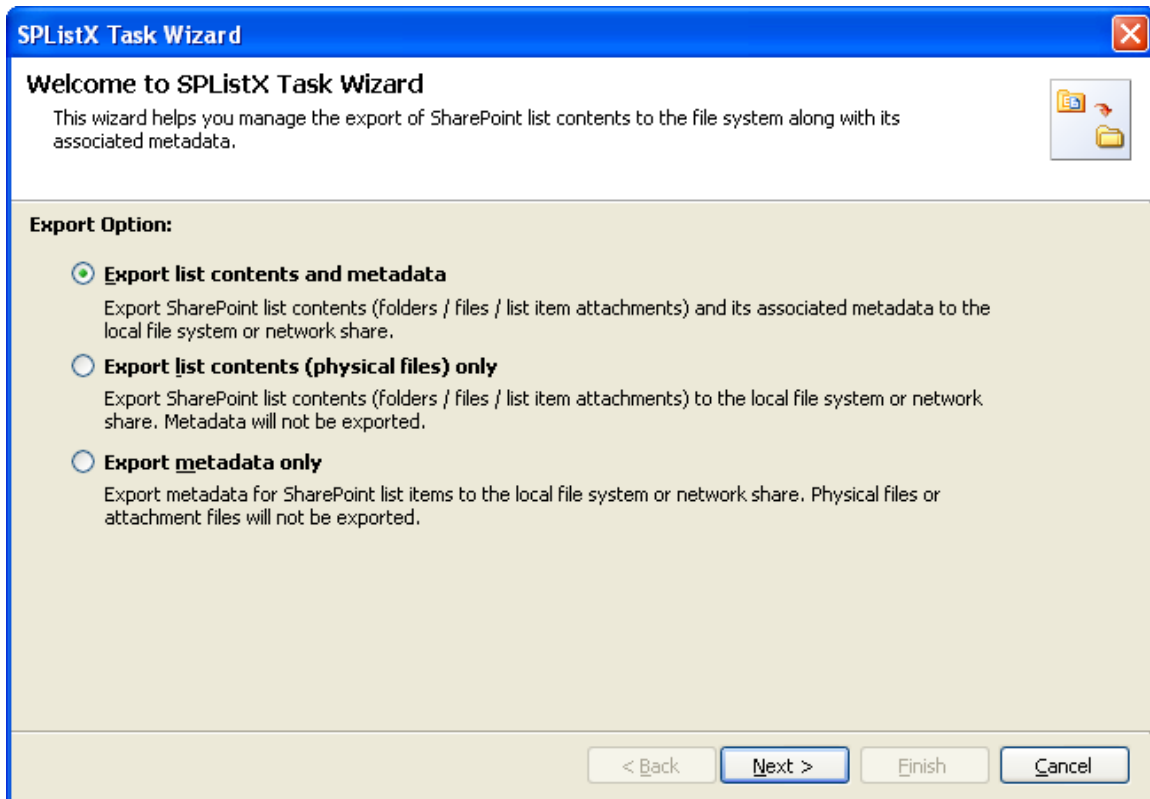
To create a task to export folders / files / list items including attachment along with their metadata from SharePoint List to file system or network share:

Select **Export SharePoint List contents 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 [Version Options](#)
- e) Specify [Column Settings Options](#)
- f) Specify [Export Conditions](#)
- g) Add [Destination folder option](#)
- h) Specify [File System Date Settings](#)
- i) Specify [Metadata File Settings](#)
- j) Specify [Task Settings](#)
- k) Click **Finish** button to create the task, or click **Back** button to change the task settings.

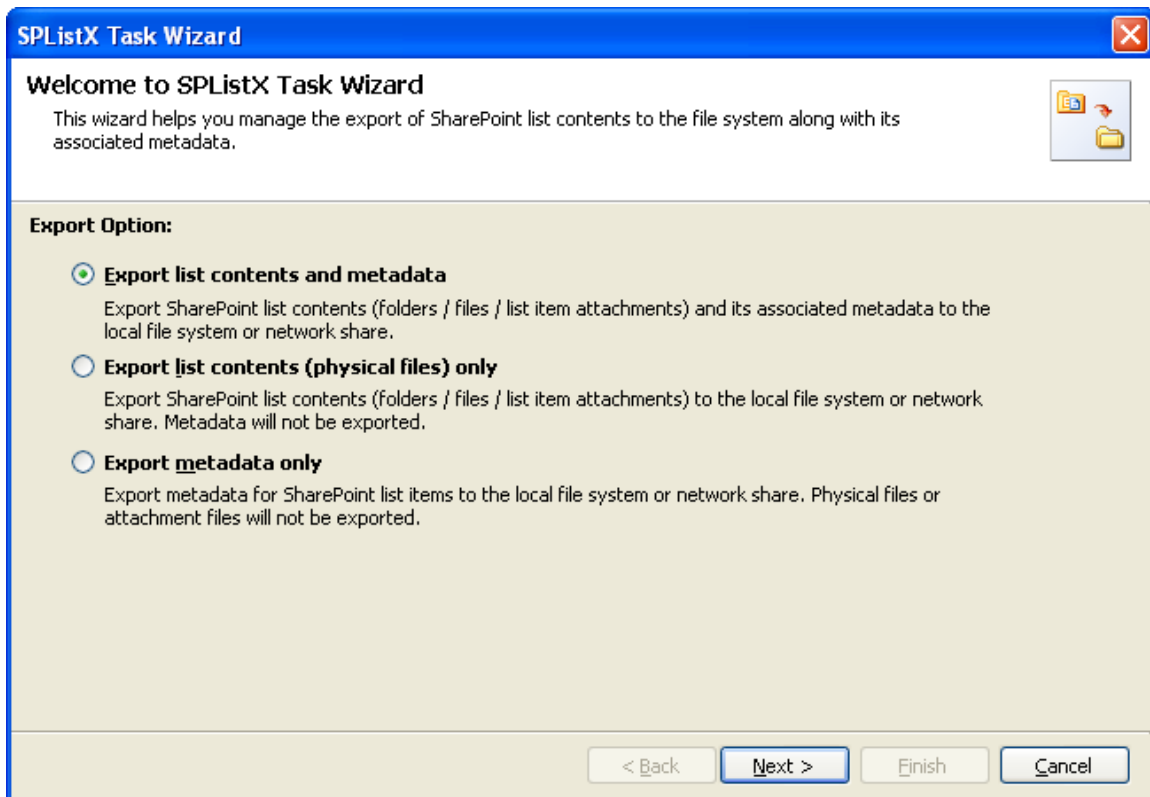
### 6.1.1. Export Options

---

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

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

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



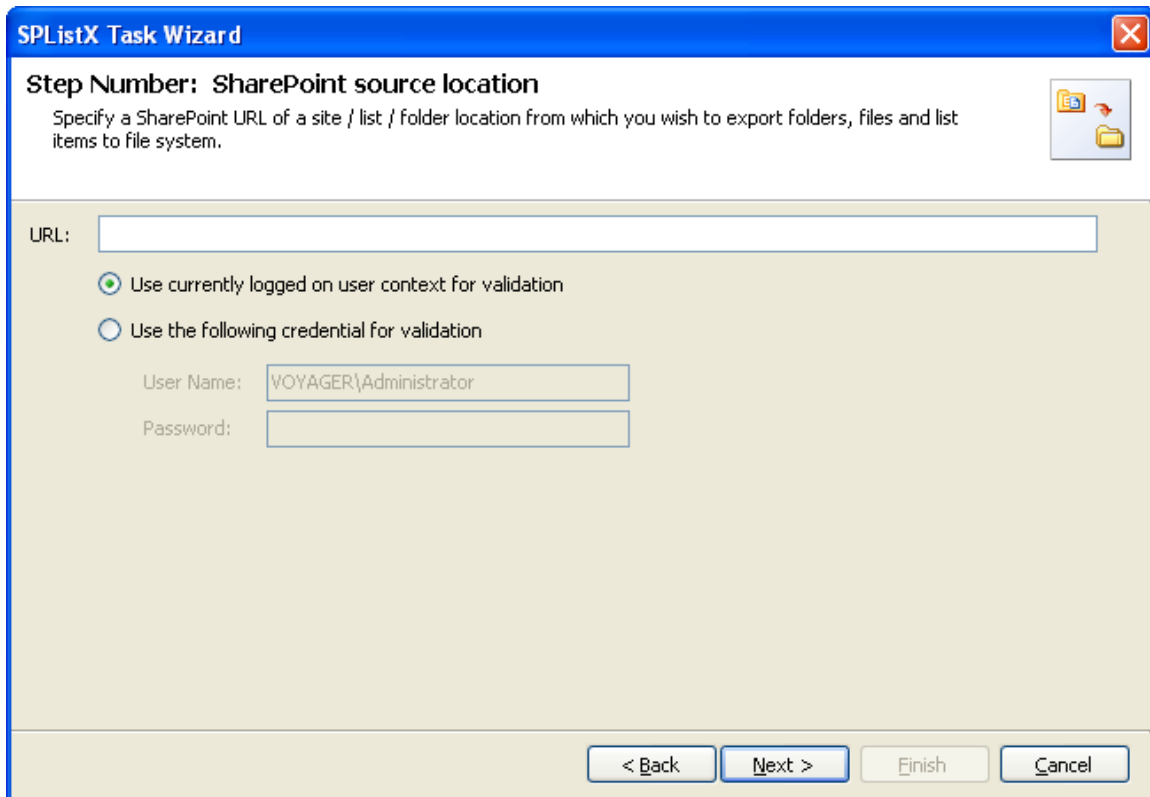
Select the required export options. The wizard guides you with the steps accordingly.

## 6.1.2. SharePoint source location

---

To specify a SharePoint URL of a site / list / folder location from which you wish to export folders files and list items including attachments 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 / list / folder location from which you wish to export folders, files and list items to file system.

URL:

Use currently logged on user context for validation

Use the following credential for validation

User Name:

Password:

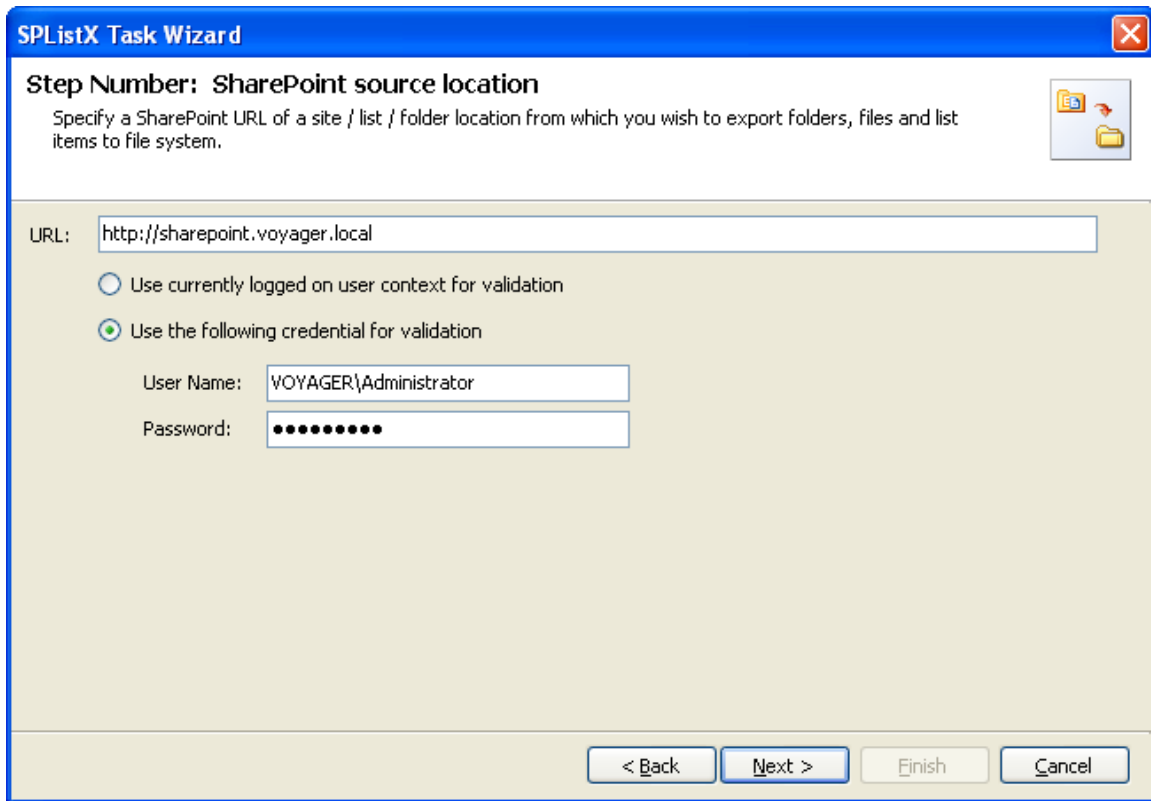
< Back   Next >   Finish   Cancel

Specify a valid SharePoint URL in the URL textbox. You can specify a SharePoint site, list 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 screenshot shows a Windows-style dialog box titled "SPListX Task Wizard". The main heading is "Step Number: SharePoint source location". Below this, there is a descriptive text: "Specify a SharePoint URL of a site / list / folder location from which you wish to export folders, files and list items to file system." To the right of this text is a small icon depicting a folder with a red arrow pointing to it. The main area of the dialog contains a text input field for the URL, which is filled with "http://sharepoint.voyager.local". Below the URL field are two radio button options: "Use currently logged on user context for validation" (which is unselected) and "Use the following credential for validation" (which is selected). Under the selected option, there are two more input fields: "User Name:" containing "VOYAGER\Administrator" and "Password:" containing a series of ten black dots. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Finish", and "Cancel".

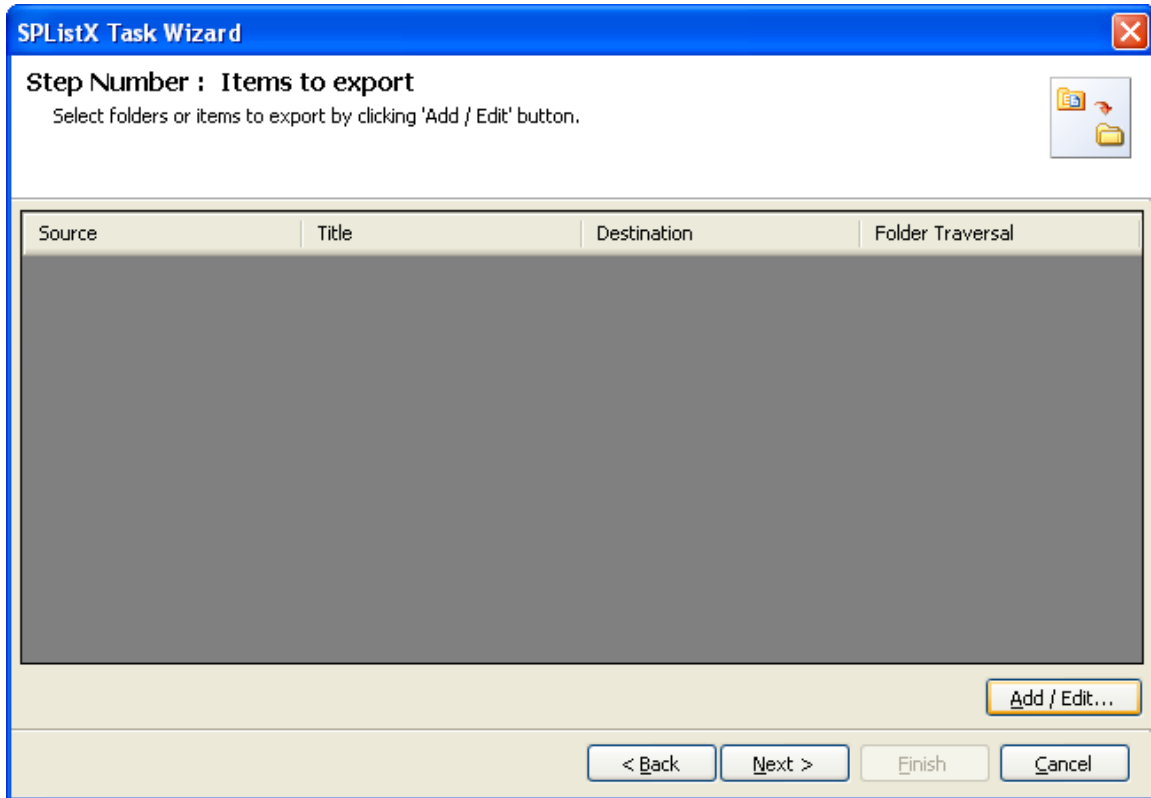
Click **Next** to proceed.

### 6.1.3. Items to export

---

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

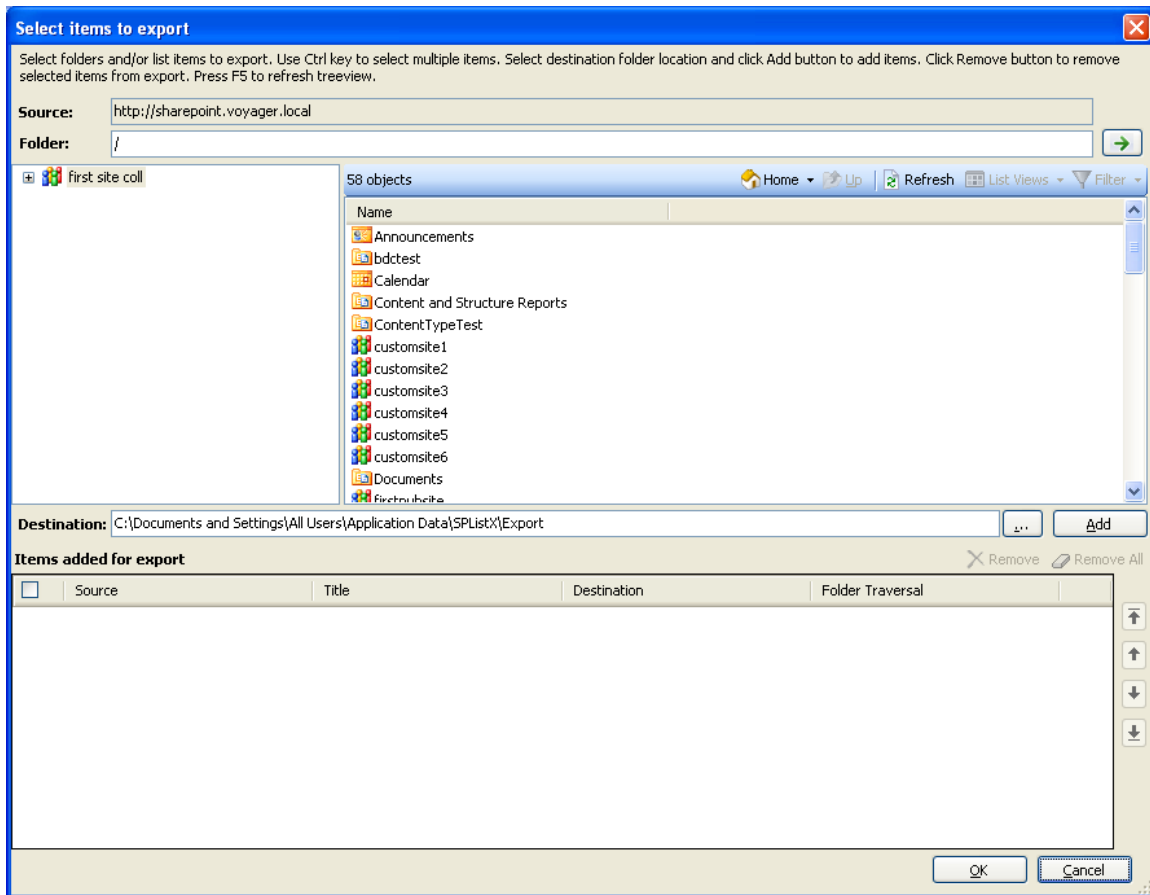
The **Items to export** step appears as shown below:



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

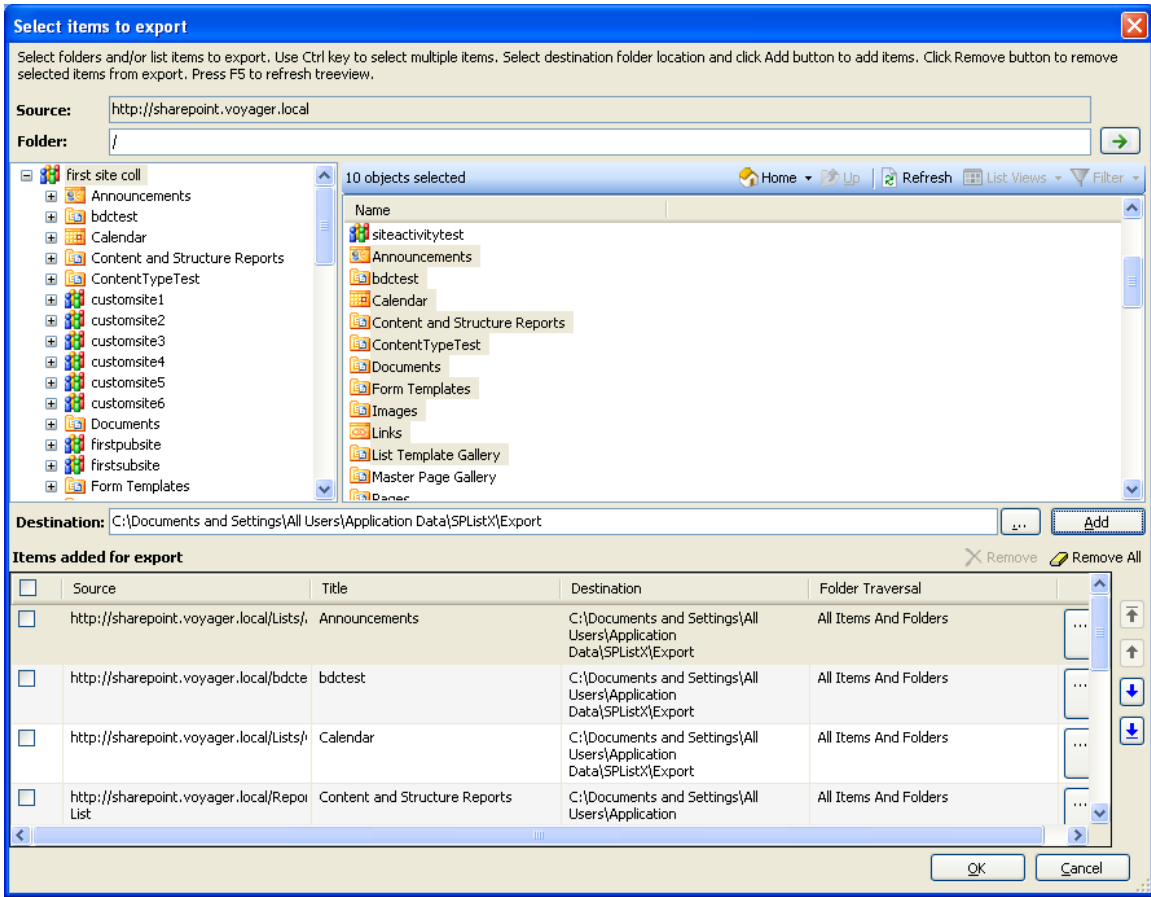
The **Select items to export** dialog appears as shown below:

## 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 / list item to export. The **Folder** textbox allows you to directly browse the specified folder location in the connected SharePoint list. You must specify the folder's relative path and Click button to mount the specified folder as a root item in the explorer view. This option will be very useful if the connected list contains large number of folders and sub-folders. You will also see a textbox (middle) and browse button, which enables selection of destination location to export folders / items.

# SPList Export for SharePoint 2007 (SPListX)

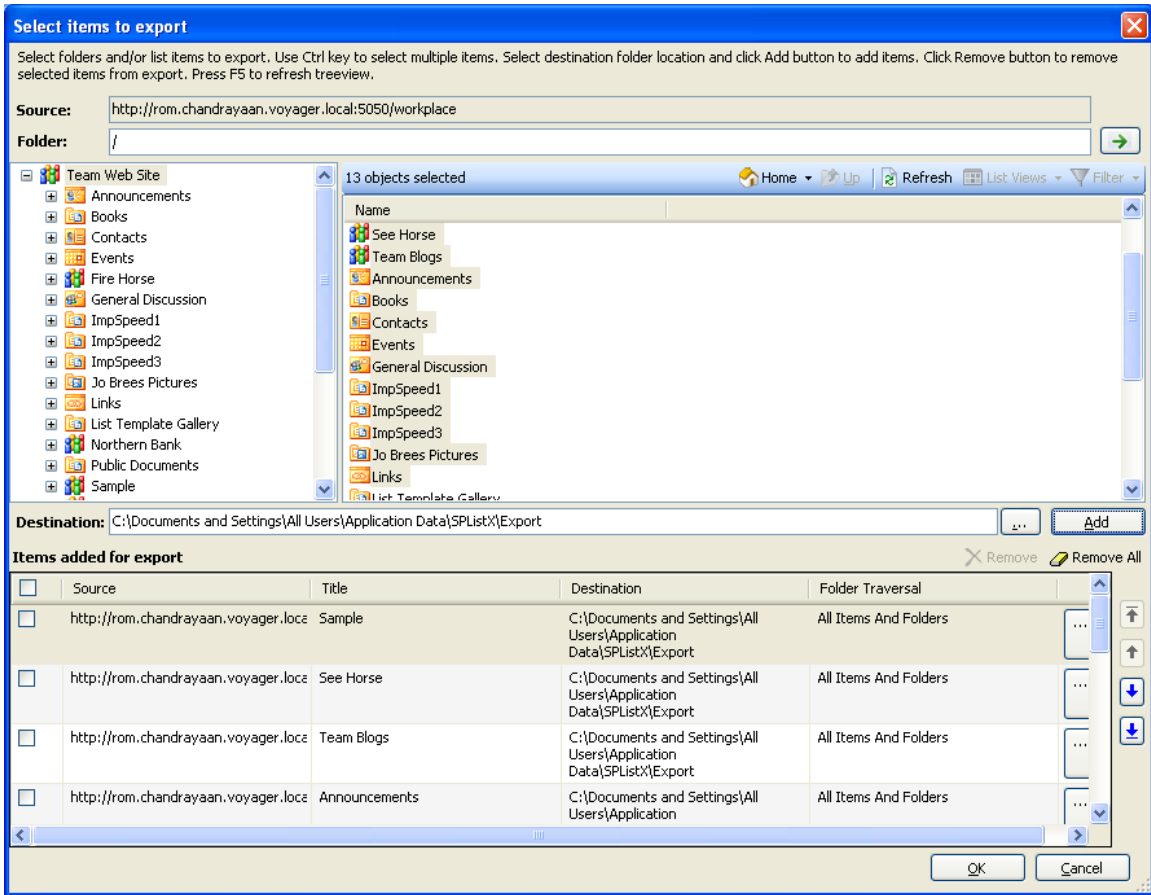


Browse the source folders and files of connected SharePoint list and select the required folders and list items from either tree view (top left pane) or list view (top right pane). Select a destination location using browse option or enter the destination location path in the textbox and click **Add**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

All folders, files, list items including attachments, list of site and its sub-site can be exported by selecting Site collection node from tree-view. In SharePoint 2003, all folders, files, list items including attachments, lists of an area and its sub-area can be exported to file system.




# SPList Export for SharePoint 2007 (SPListX)

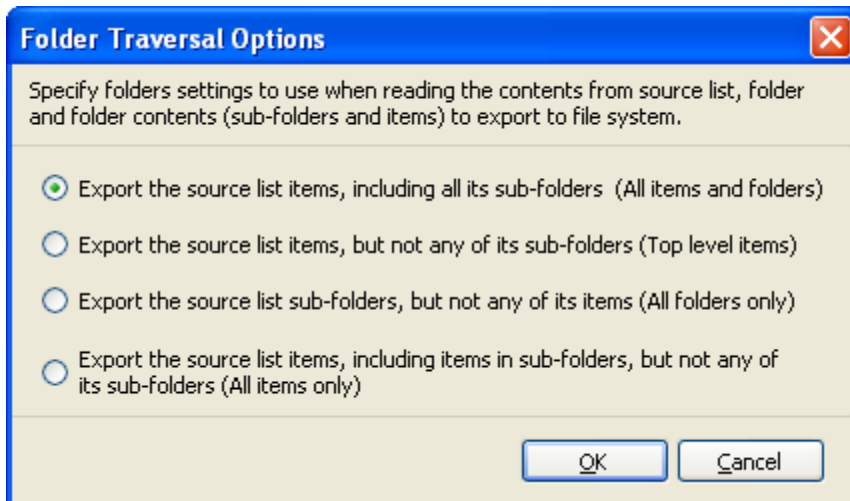


The selected top level site, sub sites, lists, folders, files and list items added for export will be displayed in the **Items added for export** grid. SPListX processes the top-level folders and files added for export in the order in which it appears in the **Item added for export** grid. The export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

SPListX will export the folders, list items and associated metadata based on Folder Traversal Option.

User  button to edit the folder traversal option for list, folders that are added in **added for export grid view**.

A Folder Traversal dialog 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:

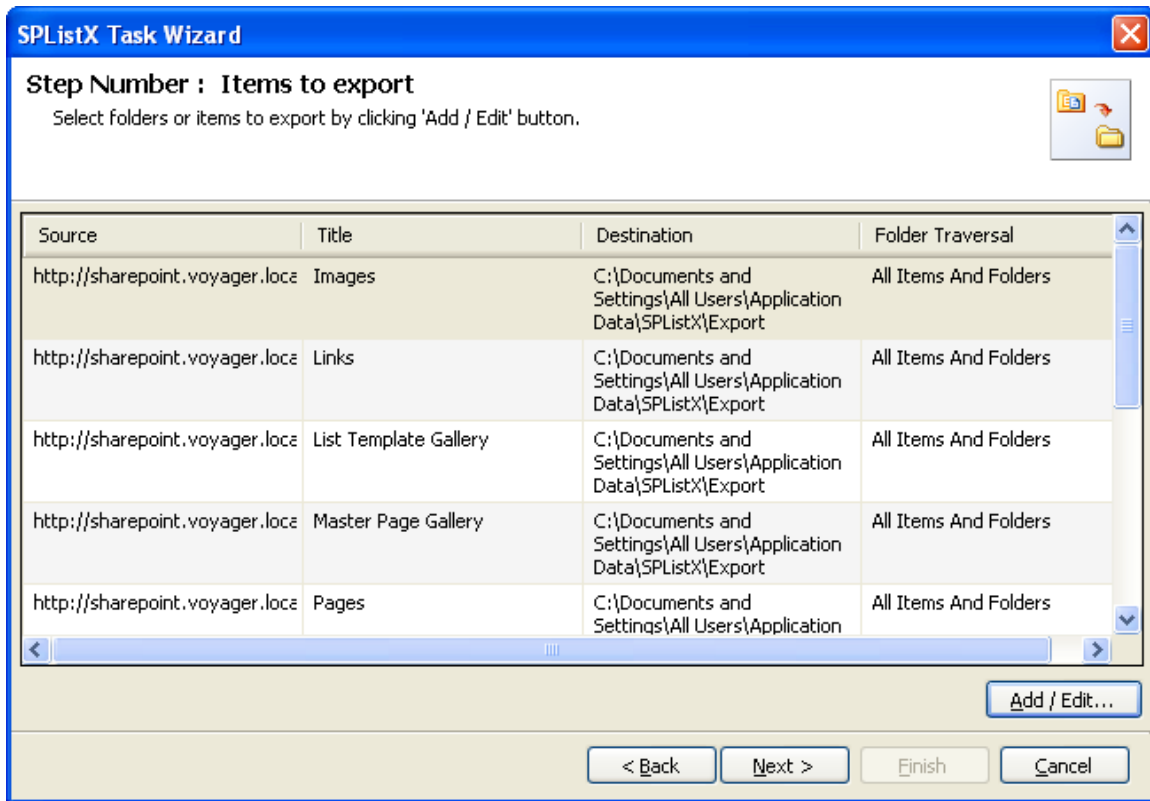
- a) **Export the source list items, including all its sub-folders (All items and folders) -** This option exports folders and list items exactly as they are in source SharePoint list. The source folder structure in the list will be retained in the destination location.
- b) **Export the source list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

Note: Folder Traversal option is not applicable for list items.

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)



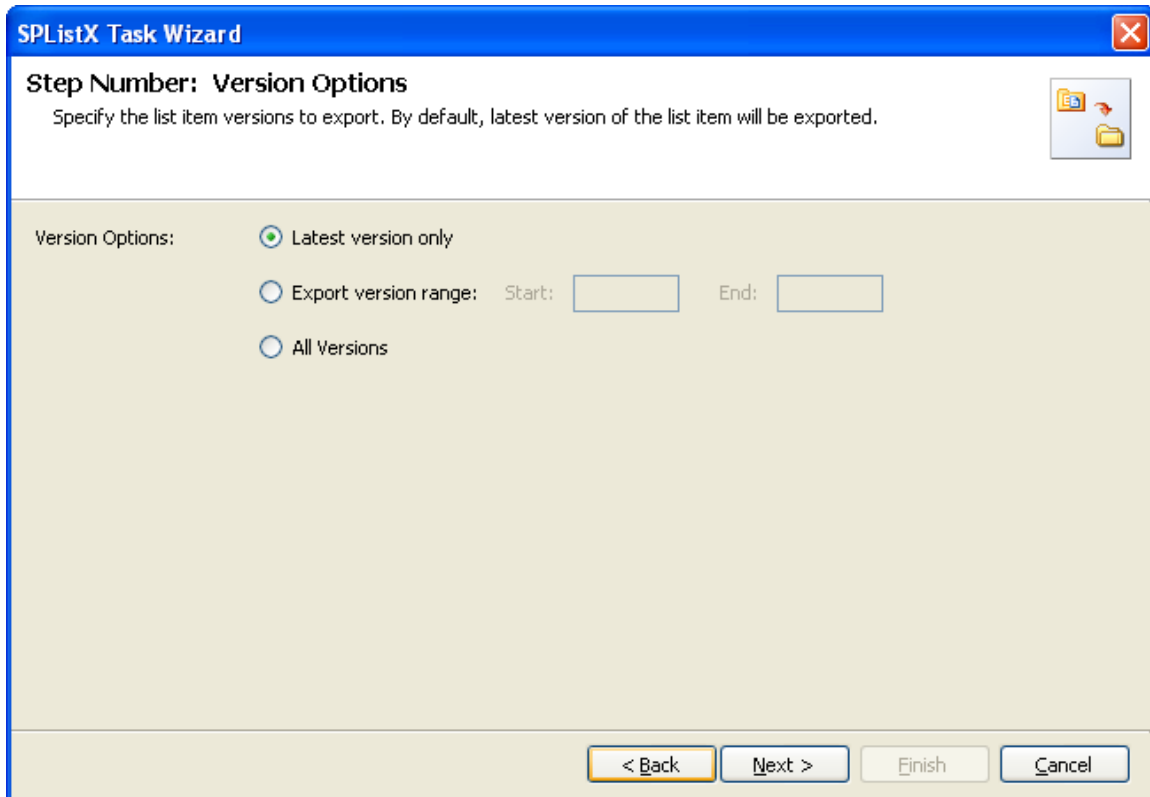
Click **Next** to proceed.

## 6.1.4. File Version Options

---

To selectively export list item version to the destination location:

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



By default, **Latest version** only option is selected. Item version settings will be used for each of the list item exported from the list.

Select any one of the following version settings.

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

## 6.1.5. Column Settings Options

---

To selectively export metadata columns from the SharePoint list:

The **Column Settings Options** step appears as shown below:

**SPListX Task Wizard**

**Step Number: Column Settings 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,
- **Exports all columns** - Exports all columns available in the source SharePoint list, including SharePoint system columns such as Created, Modified, Approval Status, etc.
- **Export all user defined columns** - Exports all columns that are created by a SharePoint user.
- **Export selected columns**- Exports columns that are specified in the textbox.

## SPList Export for SharePoint 2007 (SPListX)

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard" with a close button in the top right corner. The main heading is "Step Number: Column Settings Options". Below the heading is a descriptive text: "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 showing a folder with a red arrow pointing to it. The main content area has a light beige background and contains the following elements:

- Section: "Column Settings:"
- Four radio button options:
  - Do not export columns
  - Export all columns
  - Export all user defined columns
  - Export selected columns
- A text box containing the following text:

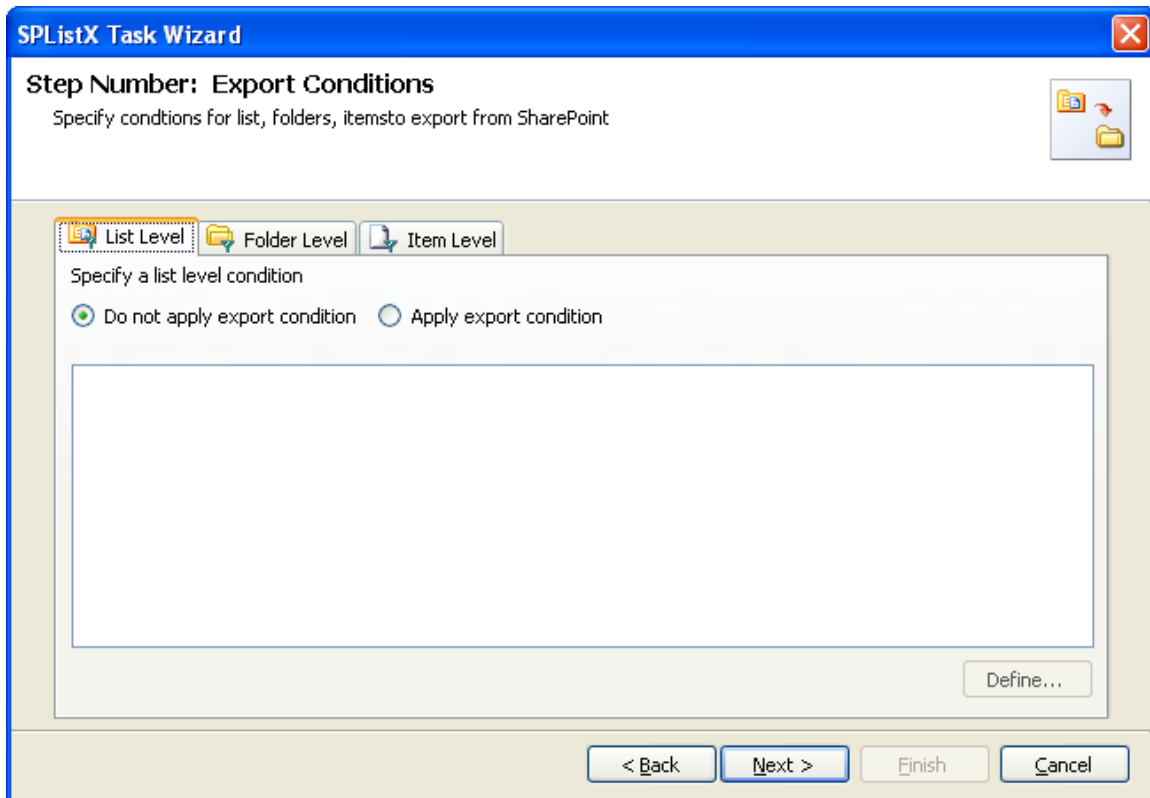
```
Title
Created
Approval Status
```
- Instructional text below the text box: "Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column."
- Four buttons at the bottom right: "< Back", "Next >", "Finish", and "Cancel".

Click **Next** to proceed.

## 6.1.6. Export Conditions

SPListX can export folder, files and list items including attachments from SharePoint list based on certain export conditions. The conditions can be created by using SharePoint columns in the source list.

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



You can specify export conditions at three levels:

- List level
- Folder level
- List Item level

### List Level Conditions

Select any one of the following options given below:

- **Do not apply any condition** – No conditions will be used to filter lists.
- **Apply the following conditions** – The conditions specified will be used to filter lists taken for export from source SharePoint List.

Click **Define** to specify the condition

The **List Export Conditions Dialog** appears as shown below:

## SPList Export for SharePoint 2007 (SPListX)

**List Export Condition**

Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export list only when [\'List Type\' = \'Document Library\'].

Field Name: [Dropdown]

Operator: [Dropdown]

Value: [Dropdown]

Add to Filter    'OR' to Filter

Conditions: [Text Box] ( ) & &X &X

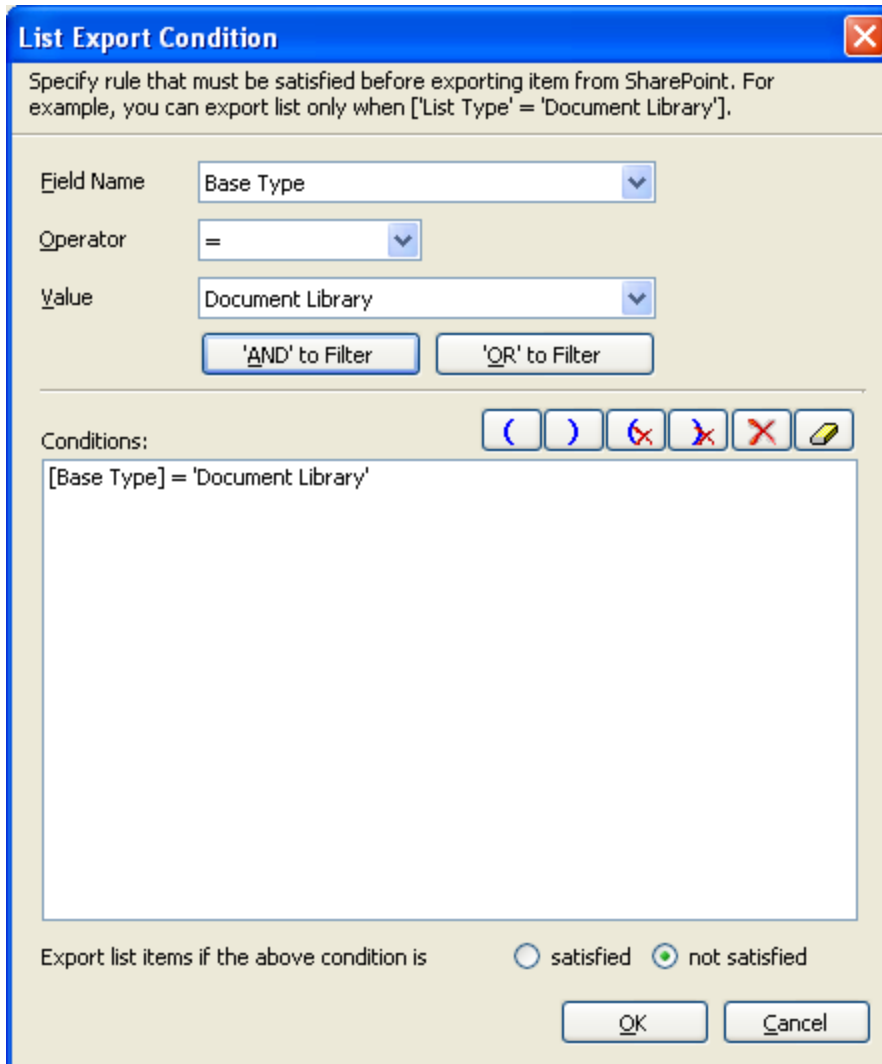
Export list items if the above condition is  satisfied  not satisfied

OK    Cancel

You can specify the export conditions by selecting the field name and by specifying a value with necessary operator.

You can use mathematical operators such =,<> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ') and logical operators 'AND' and 'OR'.





SPListX will export the lists that satisfy the export condition or export the lists that do not satisfy the export condition depending on the option selected by the user;

- **Export list items if the above conditions are satisfied** – Lists that satisfy the condition will be marked for export.
- **Export list items if the above condition are not satisfied** - Lists that do not satisfy the condition will be marked for export.

### Folder Level Conditions

Select any one of the following options given below:

- **Do not apply any conditions** – No conditions will be used to filter folders.
- **Apply the following conditions** – The conditions specified will be used to filter folders taken for export from source SharePoint List.

Click **Define** to specify the conditions

The **Folder Export Conditions Dialog** appears as shown below:

## SPList Export for SharePoint 2007 (SPListX)

**Folder Export Condition**

Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export folder only when [Created By' = 'john doe'].

Field Name  ...

Operator

Value

Add to Filter 'OR' to Filter

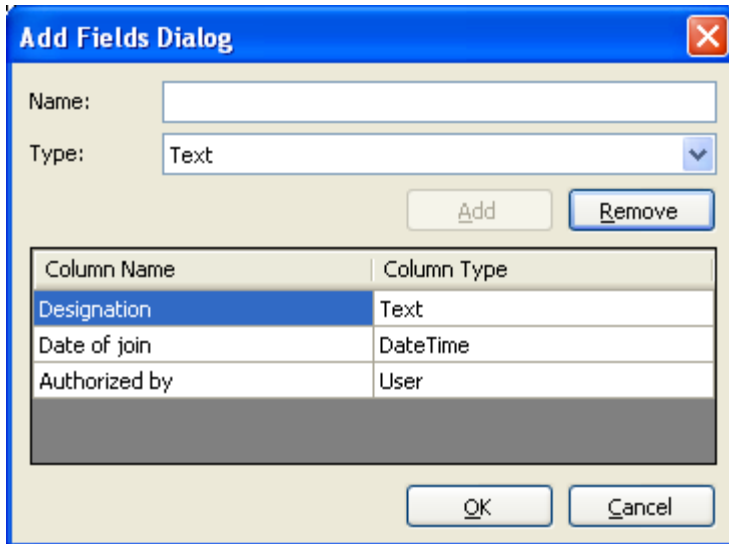
Conditions: ( ) < > X ✎

Export list items if the above condition is  satisfied  not satisfied

OK Cancel

**Click** (...) button to add the SharePoint columns in Field Name dropdown. The Add Fields Dialog appears as shown below:

## SPList Export for SharePoint 2007 (SPListX)



**Add Fields Dialog**

Name:

Type:

Column Name	Column Type
Designation	Text
Date of join	DateTime
Authorized by	User

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

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

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

You can specify the export conditions by selecting the field name and by specifying a value with necessary operator.

You can use mathematical operators such =,<> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ')' and logical operators 'AND' and 'OR'.

## SPList Export for SharePoint 2007 (SPListX)

**Folder Export Condition**

Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export folder only when [Created By] = 'john doe'.

Field Name: Created Date

Operator: <=

Value: 9/ 1/2009

'AND' to Filter    'OR' to Filter

Conditions:

[Created Date] > #9/1/2009#  
AND [Created Date] <= #9/1/2009#

Export list items if the above condition is  satisfied  not satisfied

OK    Cancel

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

- **Export list items if the above conditions are satisfied** - Folders that satisfy the condition will be marked for export.
- **Export list items if the above conditions are not satisfied** - Folders that do not satisfy the condition will be marked for export.

### List Item Level Conditions

Same as Folder Level Conditions

Click **Next** to proceed.

Also See:

[Examples of Export Conditions](#)

## 6.1.7. 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:

The screenshot shows a window titled "SPListX Task Wizard" with a close button in the top right. The main heading is "Step Number: Destination Folder Options" with a sub-heading "Specify folders settings to use when creating folders in file system." and a folder icon. Below this are five questions, each with "Yes" and "No" radio buttons and an information icon. The first question is "Do you want to create current timestamp folder under destination location?" with "No" selected. The second is "Do you want to create the top-level folder(s) included for export?" with "Yes" selected. The third is "Do you want to create destination folder path if it does not exist?" with "Yes" selected. The fourth is "Do you want to create separate folder for storing attachments?" with "Yes" selected. Below the fourth question is a text box for "Attachment Folder Tag Name:" containing "Attachment\_<ItemID>\_<ItemTitle>" and a browse button "...". The fifth question is "Do you want to overwrite file if the file name already exists in destination location?" with "No" selected. Below this is a text box for "Alternate File Name Mask (Optional):" and a browse button "...". At the bottom are four buttons: "< Back", "Next >" (highlighted), "Finish", and "Cancel".

Select from the following options:

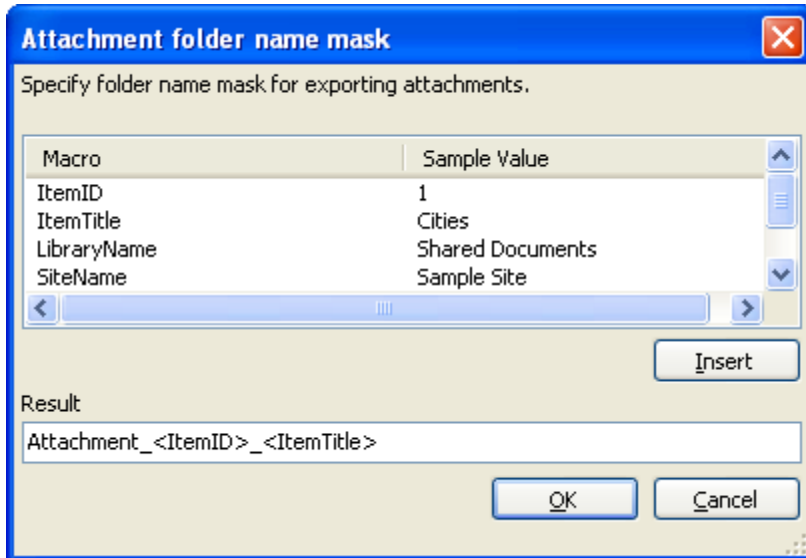
- a. **Do you want to create current timestamp folder under destination location?** – This option creates timestamp folder under the specified destination location. This option may be useful when scheduling the export process or when repeated exporting contents to the same destination location. Select the appropriate option to create the timestamp folder by selecting the option (Yes/No).
- b. **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).
- 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 by selecting the option yes.
- d. **Do you want to create separate folder for storing attachments?** - This option creates separate folder for storing attachments under the specified destination location by selecting the option (yes/No).
- e. **Do you want to overwrite file if the file name is already exist in destination location?**

## SPList Export for SharePoint 2007 (SPListX)

- a) Yes – Deletes the file from the destination location and exports the current source file.
- b) No- Skips the file without overwriting the existing file with the same name.

You can create separate folder for storing file attachments associated with list items. The folder / file naming option will be useful when list item attachments have the same name. You have the option to select an attachment folder or file naming convention to use when exporting list item attachments.

The attachment folder will be named based on the folder naming convention specified by the user. To select attachment folder naming mask, click the button placed next to the attachment folder tag name text box. This dialog appears as shown below:



Construct attachment folder name with the available mask provided in the dialog. Click OK to close the dialog. The constructed folder name mask will be placed in attachment folder naming tag textbox as shown below: Attachments will be exported to the resultant folder name mask value.

## SPList Export for SharePoint 2007 (SPListX)

The screenshot shows the 'SPListX Task Wizard' dialog box, specifically the 'Destination Folder Options' step. The title bar reads 'SPListX Task Wizard' and the subtitle is 'Step Number: Destination Folder Options'. Below the subtitle is the instruction: 'Specify folders settings to use when creating folders in file system.' There are four questions with radio button options for 'Yes' and 'No', and an information icon (i) to the right of each. The 'Attachment Folder Tag Name' field contains the text 'Attachment\_<ItemID>\_<ItemTitle>' and has a browse button (three dots) to its right. The 'Alternate File Name Mask (Optional):' field is empty and also has a browse button. At the bottom, there are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

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

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

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

Do you want to create separate folder for storing attachments?  Yes  No

Attachment Folder Tag Name:

Do you want to overwrite file if the file name already exists in destination location?  Yes  No

Alternate File Name Mask (Optional):

< Back   Next >   Finish   Cancel

If you do not want to overwrite a file, if it already exists in the destination file system location, you can specify an alternate file name tag to be used for the exported file name. To select alternate file naming mask, click the button placed next to the alternate file tag name textbox. Alternate file name mask dialog appears as shown below:

The screenshot shows the 'Alternate file name mask' dialog box. The title bar reads 'Alternate file name mask'. Below the title bar is the instruction: 'Specify alternate file names'. There is a table with two columns: 'Macro' and 'Sample Value'. The table contains the following data:

Macro	Sample Value
CreatedDate	20090909
LibraryName	Shared Documents
ModifiedDate	20090909
SiteName	Sample Site

Below the table is a text input field with a left arrow, a right arrow, and a list icon. An 'Insert' button is located to the right of the input field. At the bottom, there is a 'Result' label above an empty text input field. At the very bottom, there are 'OK' and 'Cancel' buttons.

Specify alternate file names

Macro	Sample Value
CreatedDate	20090909
LibraryName	Shared Documents
ModifiedDate	20090909
SiteName	Sample Site

Result

OK   Cancel

Construct alternate file naming mask with the available mask provided in the dialog. Click OK to close the dialog. The constructed alternate file name mask will be placed in alternate file naming tag textbox. Files will be exported with the alternate naming mask.

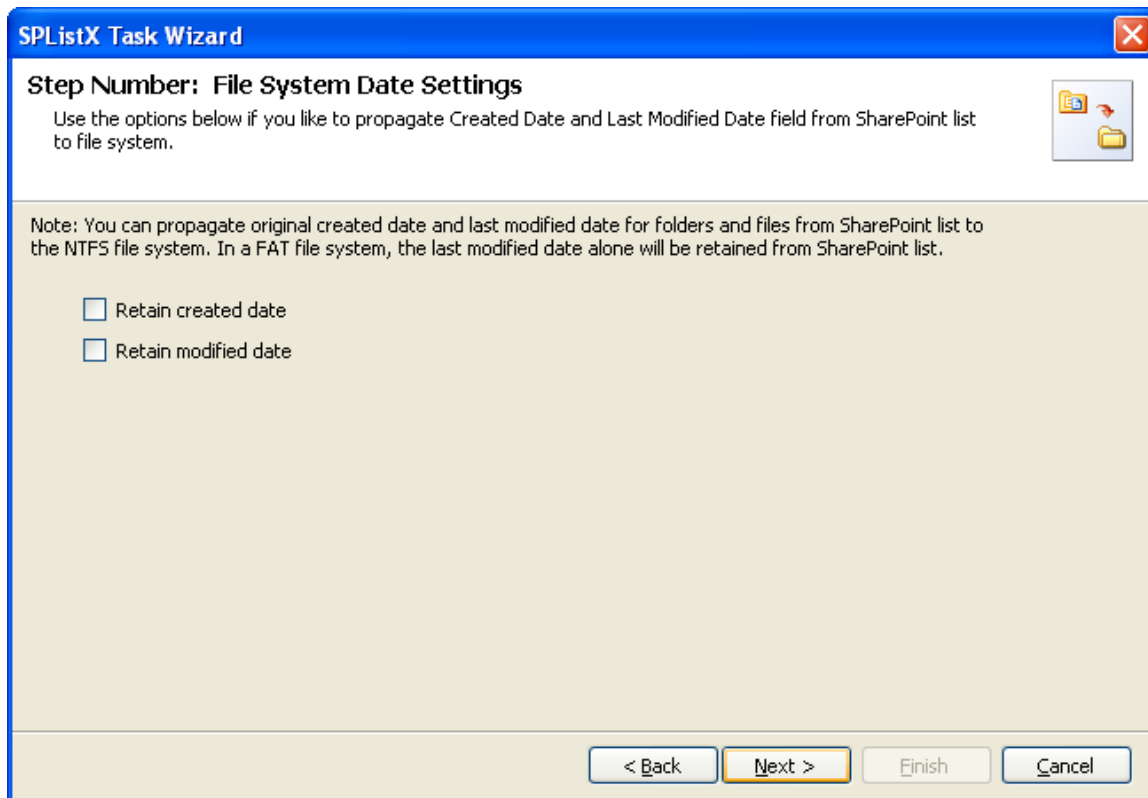
**Click Next** to proceed.

### 6.1.8. File System Date Settings

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

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

Click **Next** to proceed.



## 6.1.9. Metadata File Settings

To specify the metadata file location where the folder and list metadata is to be exported, follow the steps given below:

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

**SPListX Task Wizard**

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

Metadata file location:

Create folder path if it does not exist

Metadata file format:

- Comma delimited (CSV)
- Microsoft Access (MDB)
- Microsoft Excel (XLS)
- eXtensible Markup Language (XML)

Metadata file naming mask:  
(One file for each list)

Create metadata file even when there are no list items.

New header names:  
(Optional)

Column Name	Header Name
Source URL	Source URL
Version Number	Version Number

< Back   Next >   Finish   Cancel

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

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

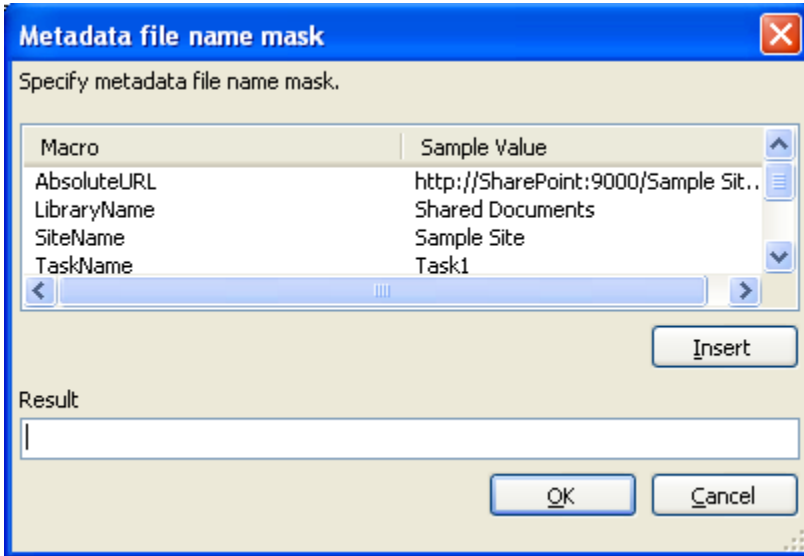
Select a metadata file format using one of the following options:

- a) **Comma delimited (CSV)** – Export metadata column values in comma separated values (CSV) file format.
- b) **Microsoft Access (MDB)** – Export metadata column values in Microsoft Access database format.
- c) **Microsoft Excel (XLS)** – Export metadata column in Microsoft Excel format.
- d) **Extensible Markup Language (XML)** – Export metadata column values in XML format.

Select a metadata file naming mask to use creating the metadata file. Metadata file will be named based on the selected file naming options.

## SPList Export for SharePoint 2007 (SPListX)

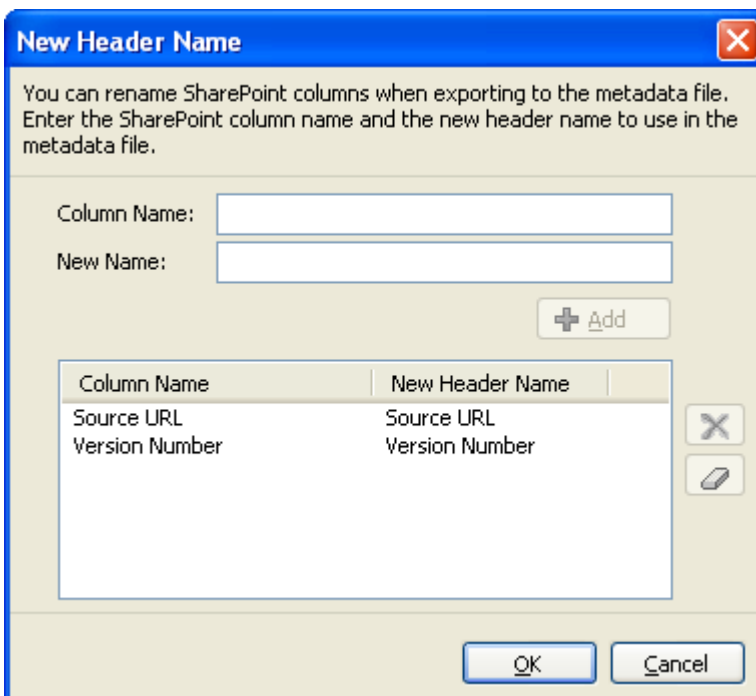
To select metadata file naming mask, click the button placed next to the metadata file naming mask text box. This dialog appears as shown below:



Construct metadata file name along with the available name mask provided in the dialog. Click OK to close the dialog. The constructed file name mask will be placed in metadata file naming mask textbox as shown above. The metadata file will be named using the resultant mask value.

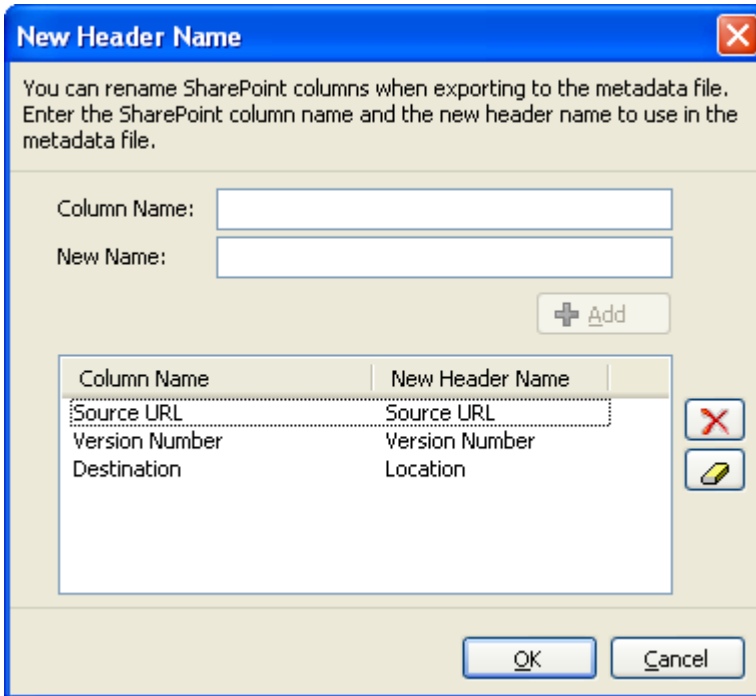
By default, an empty metadata file will not be created. If you want to create an empty metadata file, then select 'Create metadata file even when there are no list items' option.

You can specify new column names when generating the metadata file in the file system location. To use this feature, specify the new header names by clicking the Edit button. A New Dialog appears as shown below:



## SPList Export for SharePoint 2007 (SPListX)

You can specify SharePoint column name in Column Name textbox and new name for the SharePoint column in new name textbox. Click OK, for example, a SharePoint column named 'Department' in the source SharePoint list can be renamed as 'Location' when exporting the metadata files at run time.



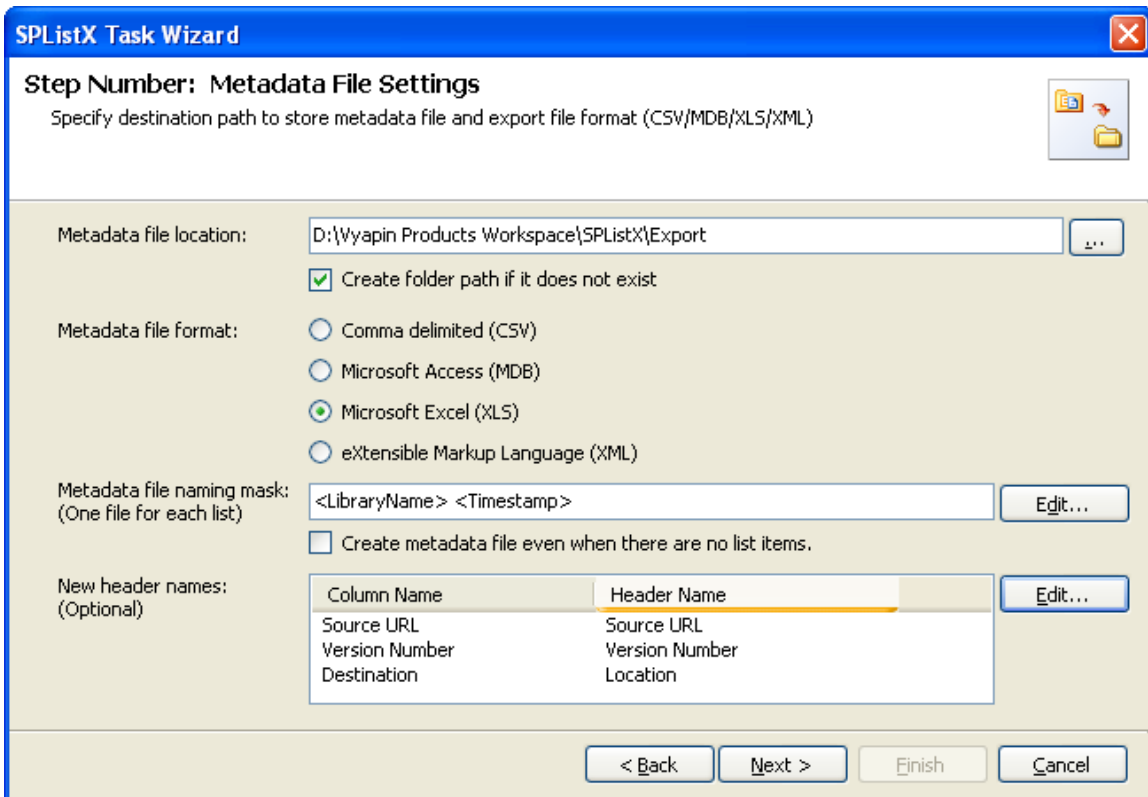
**New Header Name**

You can rename SharePoint columns when exporting to the metadata file. Enter the SharePoint column name and the new header name to use in the metadata file.

Column Name:

New Name:

Column Name	New Header Name
Source URL	Source URL
Version Number	Version Number
Destination	Location



**SPListX Task Wizard**

**Step Number: Metadata File Settings**

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

Metadata file location:

Create folder path if it does not exist

Metadata file format:

- Comma delimited (CSV)
- Microsoft Access (MDB)
- Microsoft Excel (XLS)
- eXtensible Markup Language (XML)

Metadata file naming mask:

(One file for each list)

Create metadata file even when there are no list items.

New header names: (Optional)

Column Name	Header Name
Source URL	Source URL
Version Number	Version Number
Destination	Location

## SPList Export for SharePoint 2007 (SPListX)

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 at the 'Task Settings' step. The window title is 'SPListX Task Wizard' and it has a close button in the top right corner. Below the title bar, it says 'Step Number: Task Settings' and 'Enter a unique name for the export task and specify schedule task settings.' There is a small icon of a folder with a red arrow pointing to it. The main area 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', a 'Start time:' text box with '05:27 PM', and an 'Advanced...' button; a 'Schedule Task Daily' section with 'Every' followed by a dropdown menu set to '1' and 'day(s)'; and a preview text 'At 5:27 PM every day, starting 9/7/2009'. At the bottom, there 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.

## SPList Export for SharePoint 2007 (SPListX)

The screenshot shows the 'SPListX Task Wizard' window, specifically the 'Task Settings' step. The window title is 'SPListX Task Wizard' and it has a close button in the top right corner. Below the title bar, the text reads 'Step Number: Task Settings' and 'Enter a unique name for the export task and specify schedule task settings.' There is a small icon of a folder with a red arrow pointing to it.

The main area contains the following fields and controls:

- Task Name:** A text box containing 'Sample Task1'.
- Task Option:** Three radio buttons: 'Run task upon clicking Finish button' (unselected), 'Run later' (unselected), and 'Create Schedule Task' (selected).
- Run As:** A text box containing 'VOYAGER\Administrator' and a 'Set Password...' button.
- Schedule:** A dropdown menu set to 'Daily' and a 'Start time:' text box set to '05:27 PM'. There is an 'Advanced...' button next to the start time.
- Schedule Task Daily:** A section with a text box containing 'Every 1 day(s)'.
- Summary:** Text below the schedule section reads 'At 5:27 PM every day, starting 9/7/2009'.

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

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

## ***7) Export SharePoint List content using a batch descriptor file***

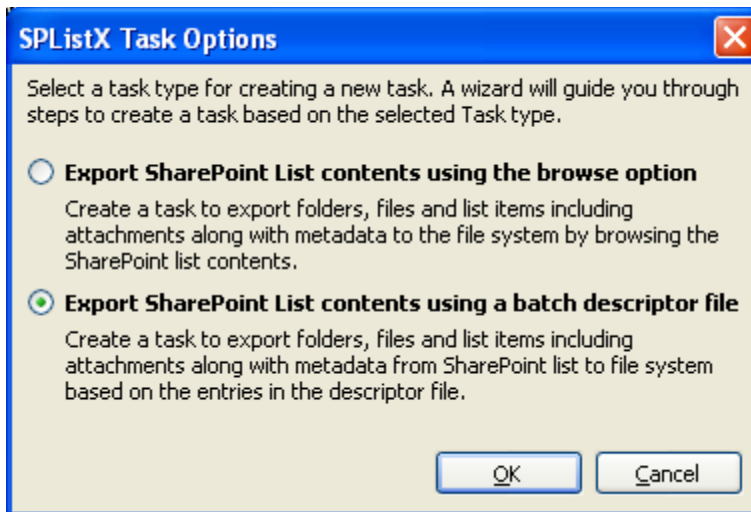
---

### **7.1. Create Task**

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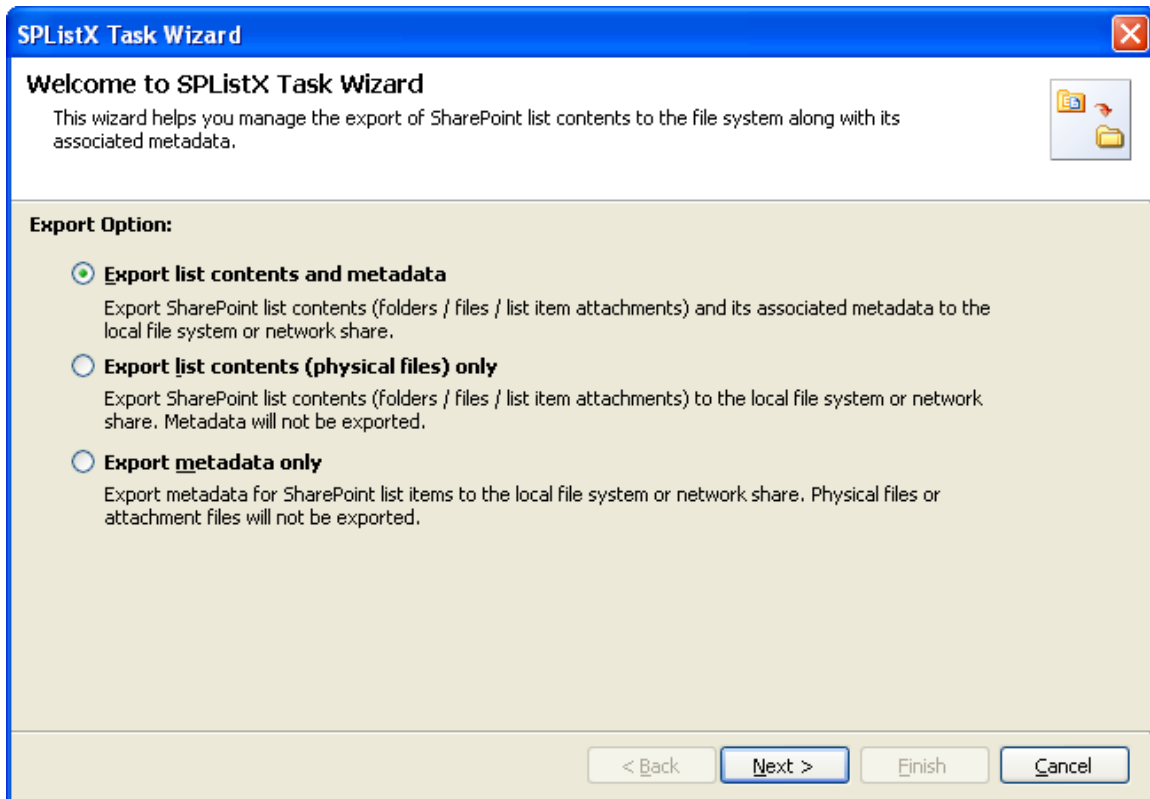
Create a task to export folders / files along with their metadata from SharePoint Library to file system or network share based on the entries in the descriptor file. SPListX will process the files in the order in which they appear in the batch descriptor file.

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



The **SPListX Task Wizard** appears

## SPList Export for SharePoint 2007 (SPListX)



Click **Next** button

Specify [Batch Descriptor File](#)

Specify [Version Options](#)

Specify [Column Settings Options](#)

Specify [Export Condition](#)

Specify [Destination Folder Option](#)

Specify [File System Date Settings](#)

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 SharePoint List contents using a batch descriptor file** task type.

- The first row of the metadata file should contain the Field Names as headers.
- 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 list or folder or file or folder or list item. In other words, the source path should be either a SharePoint Library URL (e.g., <http://vyapin/Shared Documents> ) or sub-folder URL within SharePoint Library (e.g., <http://vyapin/Shared Documents/sample folder1>) or file URL within the SharePoint Library (e.g., <http://vyapin/shared documents/sample folder1/SampleDocument.doc>) or list item URL within the SharePoint List (e.g., [http://vyapin/lists/cities/1\\_000](http://vyapin/lists/cities/1_000))

Use wildcard representations (\*, . and \*.\* ) in order to export the list items from the source SharePoint list. Please see wildcard characters usage for this purpose:

Wildcard Characters	Examples	Description
.*	<a href="http://sharepoint/list/cities/">http://sharepoint/list/cities/</a> *	Exports all items from the source SharePoint list.
*.* (default)	<a href="http://sharepoint/shares">http://sharepoint/shares</a> documents/*.*	Exports all items and folder the source SharePoint list.
.	<a href="http://sharepoint/lists/tasks/">http://sharepoint/lists/tasks/</a> .	Exports list items available in the top level folders only.
*	<a href="http://sharepoint/lists/custom">http://sharepoint/lists/custom</a> list/*	Export folder structure only.

Note: For list items folder traversal option is not applicable.

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


## SPList Export for SharePoint 2007 (SPListX)

(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://vyapin/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://vyapin/shared documents/Sample Brochure.doc", "C:\My Documents" "http://vyapin/shared documents/sample folder1", "\\RD60\ExportDocs\shared doc contents" <a href="http://vyapin/shared documents">http://vyapin/shared documents</a> ", "C:\My Sales\Shared Documents Library Backup"

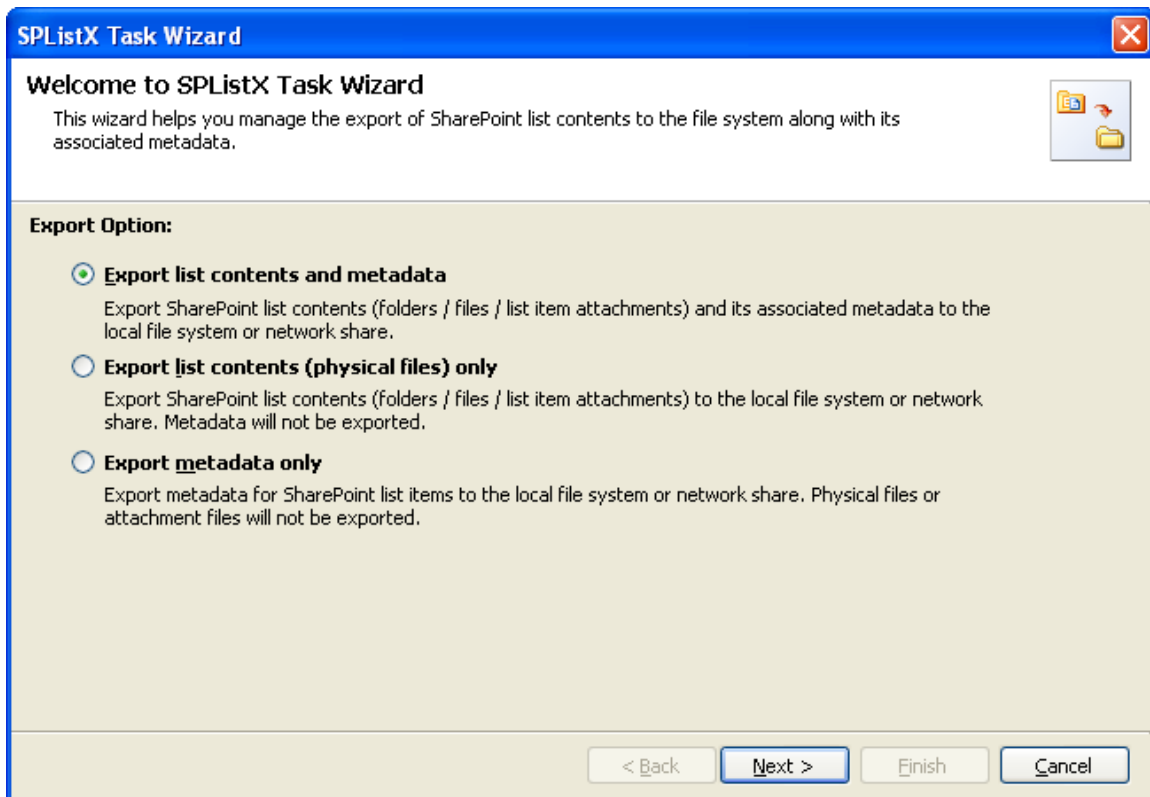
## 7.1.2. Export Options

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

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

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



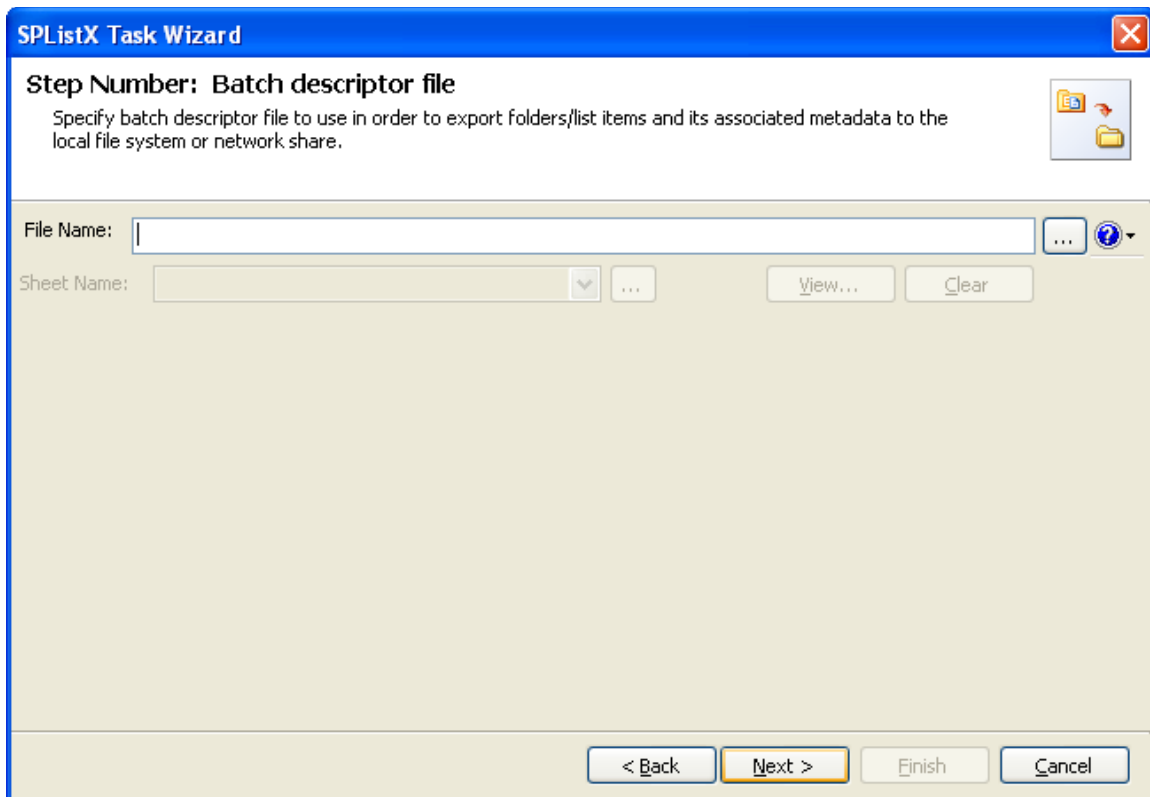
Select the required export options. The wizard guides you with the steps accordingly.

### 7.1.3. Batch descriptor file


---

You can create a SPListX export task using a batch descriptor file that specifies the folders and items to export from the SharePoint list and destination file system location to store the exported item. SPListX will export the folders, list items and associated metadata based on the sequential entries in the batch descriptor file.

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



**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).

**Click**  to see a sample batch descriptor file (such as, Comma delimited (CSV) file, Excel (XLS) file).

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.

**Click (..)** to add a hidden sheet name Excel file in drop down.

## SPList Export for SharePoint 2007 (SPListX)

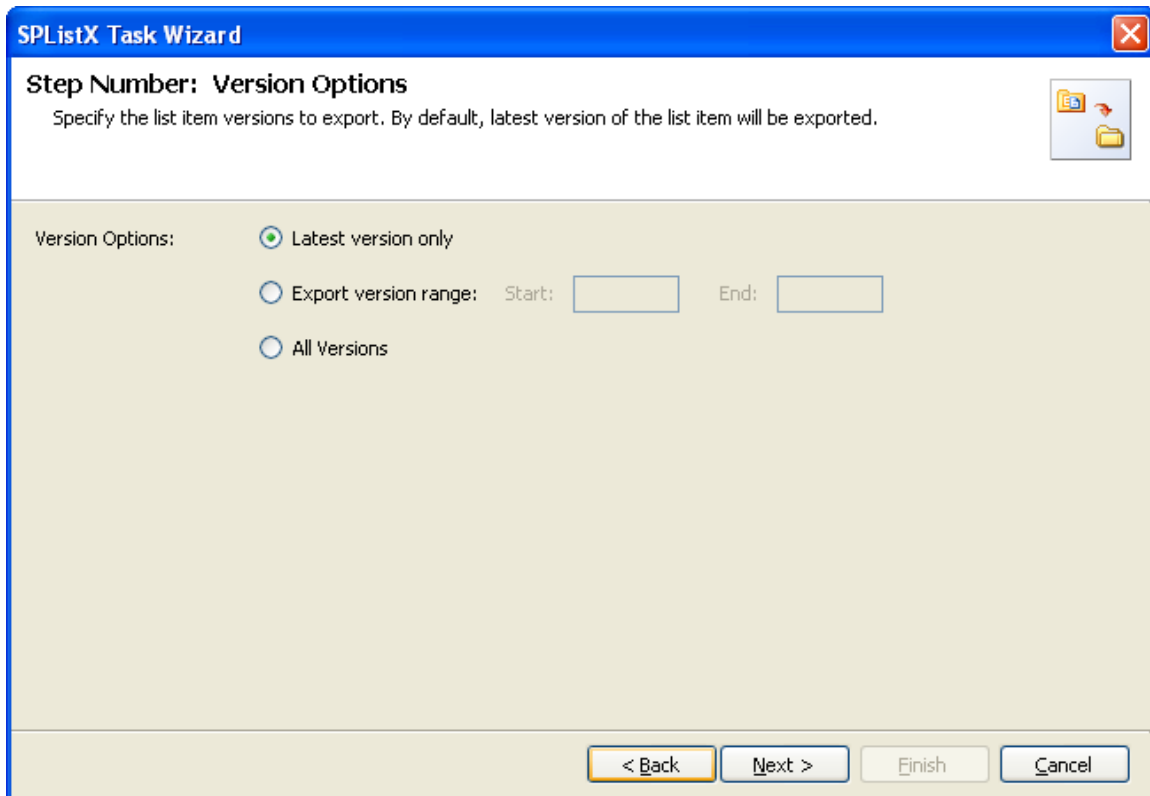
The screenshot shows the 'SPListX Task Wizard' dialog box. The title bar reads 'SPListX Task Wizard'. The main heading is 'Step Number: Batch descriptor file'. Below this, the instruction says: 'Specify batch descriptor file to use in order to export folders/list items and its associated metadata to the local file system or network share.' There is a small icon of a folder with a document and an arrow pointing to it. Below the instruction is a text box for 'File Name:' containing the path 'D:\Common Data\batch File.csv'. To the right of this text box are three small icons: a blue square with three dots, a blue circle with a question mark, and a downward arrow. Below the 'File Name' text box is a 'Sheet Name:' text box with a dropdown arrow and an ellipsis button. To the right of the 'Sheet Name' text box are two buttons: 'View...' and 'Clear'. Further to the right is the text '1 row(s)'. At the bottom of the dialog box are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

Click **Next** to proceed.

## 7.1.4. Version Options

To selectively export list item versions to the destination file system location:

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



By default, **Latest version only** option is selected. Item version settings will be used for each of the list item exported from the list.

Select any one of the following version settings.

- **Latest version only** - Export the latest list item version from the source.
- **Export version range** - Export only list item versions specified in the range from the source list e.g., versions 2 to 5
- **All versions** - Export all list item versions available in the source list.

## 7.1.5. Column Settings Options

To selectively export metadata columns from the SharePoint list:

The **Column Settings Options** step appears as shown below:

**SPListX Task Wizard**

**Step Number: Column Settings 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 SharePoint list, including SharePoint system columns such as Created, Modified, Approval Status, etc
- **Export all user defined columns** - Exports all columns that are created by a SharePoint user
- **Export selected columns** - Exports columns that are specified in the textbox

## SPList Export for SharePoint 2007 (SPListX)

The screenshot shows a Windows-style dialog box titled "SPListX Task Wizard - Sample Task1". The main heading is "Step Number: Column Settings Options". Below the heading is a descriptive text: "Specify the SharePoint columns you wish to export. By default, all user defined SharePoint columns will be exported." In the top right corner of the dialog, there is a small icon showing a folder with a red arrow pointing to it. The main content area has a light beige background and contains the following elements:

- Section: "Column Settings:"
- Four radio button options:
  - Do not export columns
  - Export all columns
  - Export all user defined columns
  - Export selected columns
- A text box containing the following text:

```
Title
Approval Status
Created
```
- Instructional text below the text box: "Enter one column name per line. Ensure the column name entered here exactly matches the display name of the SharePoint column."
- Four buttons at the bottom right: "< Back", "Next >", "Finish", and "Cancel".

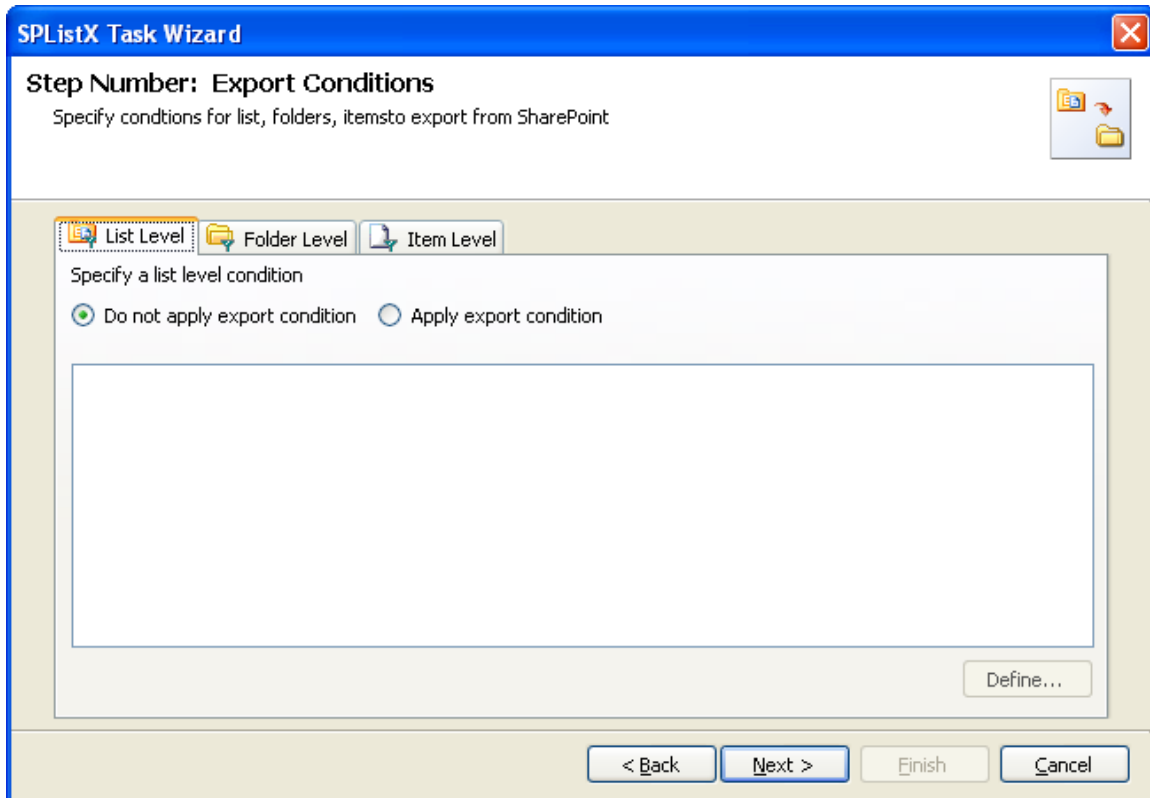
Click **Next** to proceed.



## 7.1.6. Export Conditions

SPListX can export folders, files and list items including attachments from SharePoint list based on certain export conditions. The conditions can be created by using SharePoint columns in the source list.

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



You can specify export conditions at three levels:

- List Level
- Folder Level
- List Item Level

### List Level Conditions

Select any one of the following options given below:

- **Do not apply any conditions** - No conditions will be used to filter lists.
- **Apply the following conditions** - The conditions specified will be used to filter lists taken for export from source SharePoint List.
- Click **Define** to specify the conditions

The **List Export Conditions Dialog** appears as shown below:

## SPList Export for SharePoint 2007 (SPListX)

**List Export Condition**

Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export list only when [\'List Type\' = \'Document Library\'].

Field Name: [Dropdown]

Operator: [Dropdown]

Value: [Dropdown]

Add to Filter    'OR' to Filter

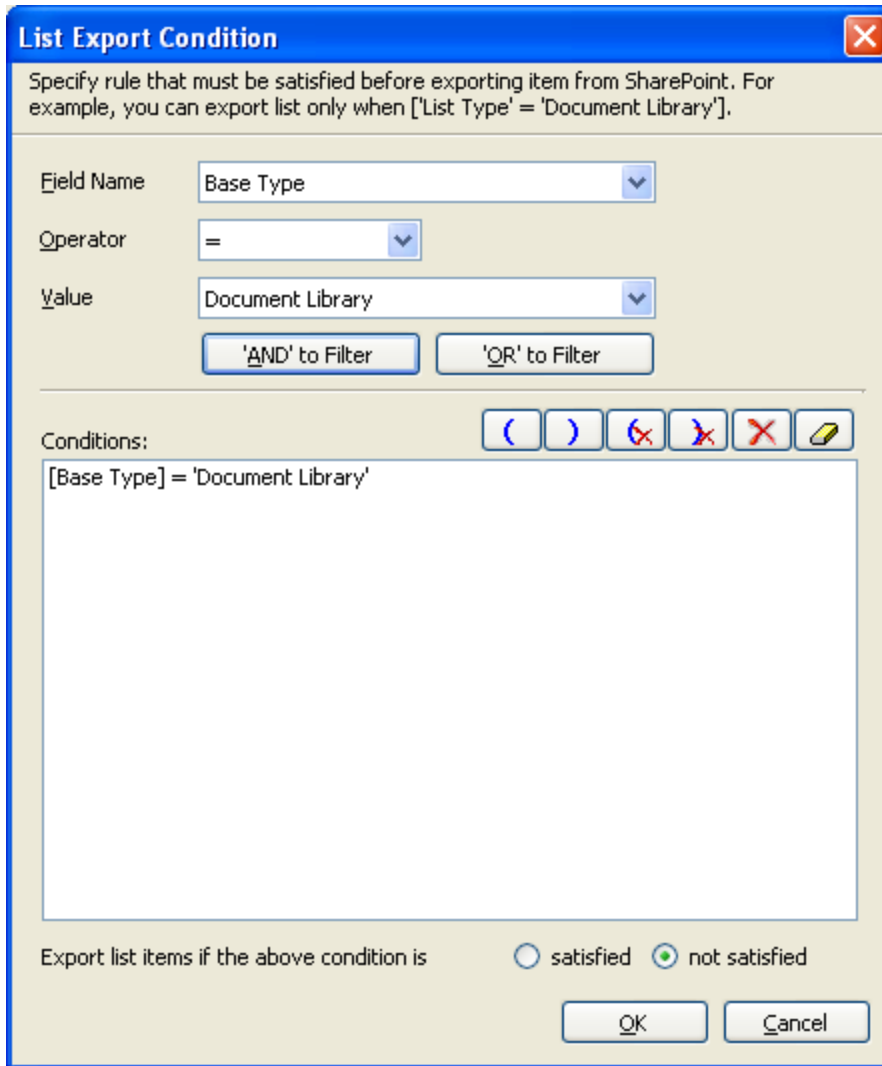
Conditions: [Text Box] ( ) & &or &not &del

Export list items if the above condition is  satisfied  not satisfied

OK    Cancel

You can specify the export conditions by selecting the field name and by specifying a value with necessary operator.

You can use mathematical operators such =,<> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ') and logical operators 'AND' and 'OR'.



SPListX will export the lists that satisfy the export condition or export the lists that do not satisfy the export condition depending on the option selected by the user:

- **Export list items if the above conditions are satisfied** - Lists that satisfy the condition will be marked for export.
- **Export list items if the above conditions are not satisfied** - Lists that do not satisfy the condition will be marked for export.

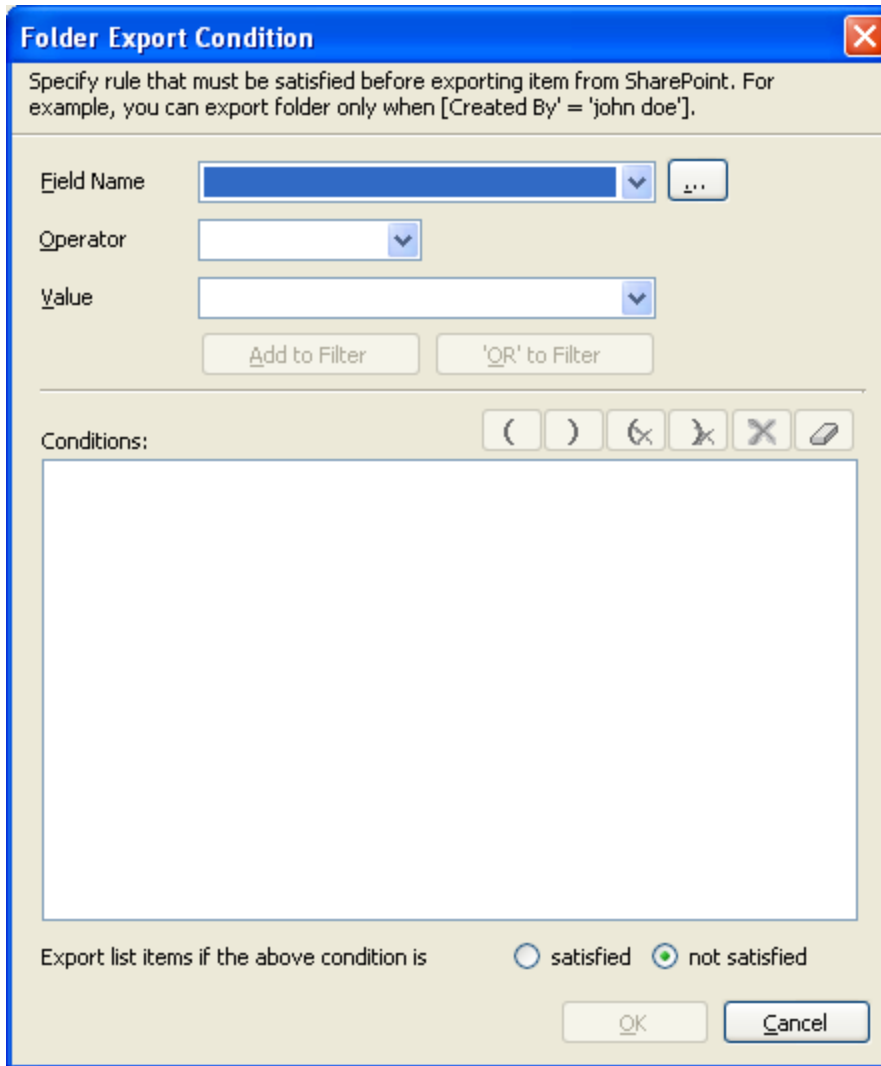
### Folder Level Conditions

Select any one of the following options given below:

- **Do not apply any conditions** - No conditions will be used to filter folders.
- **Apply the following conditions** - The conditions specified will be used to filter folders taken for export from source SharePoint List.
- Click **Define** to specify the conditions

The **Folder Export Conditions Dialog** appears as shown below:

## SPList Export for SharePoint 2007 (SPListX)



**Folder Export Condition**

Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export folder only when [Created By' = 'john doe'].

Field Name:  ...

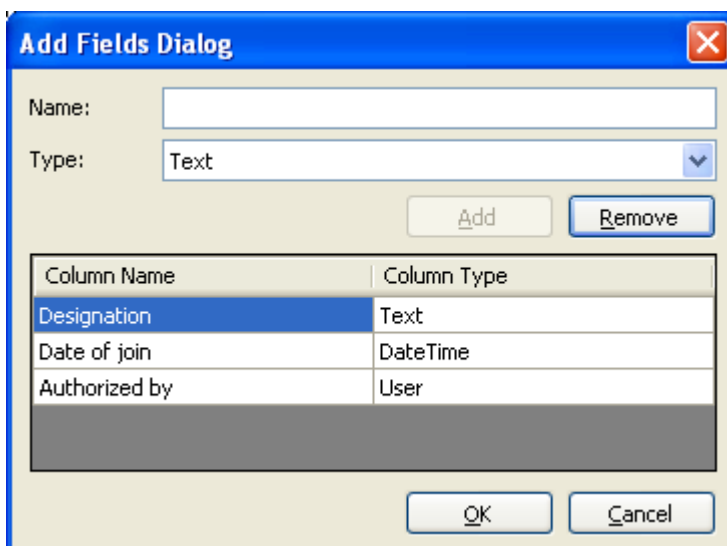
Operator:

Value:

Conditions:

Export list items if the above condition is  satisfied  not satisfied

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



**Add Fields Dialog**

Name:

Type:

Column Name	Column Type
Designation	Text
Date of join	DateTime
Authorized by	User

## SPList Export for SharePoint 2007 (SPListX)

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

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

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

You can specify the export conditions by selecting the field name and by specifying a value with necessary operator.

You can use mathematical operators such =, <> to define your query. Complex queries can be constructed with the use of left-right parenthesis '(' and ')' and logical operators 'AND' and 'OR'.

**Folder Export Condition**

Specify rule that must be satisfied before exporting item from SharePoint. For example, you can export folder only when [Created By] = 'john doe'.

Field Name: Created Date

Operator: <=

Value: 9/ 1/2009

'AND' to Filter    'OR' to Filter

Conditions:

[Created Date] > #9/1/2009#  
AND [Created Date] <= #9/1/2009#

Export list items if the above condition is  satisfied  not satisfied

OK    Cancel

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

- **Export list items if the above conditions are satisfied** - Folders that satisfy the condition will be marked for export.

## SPList Export for SharePoint 2007 (SPListX)

- **Export list items if the above conditions are not satisfied** - Folders that do not satisfy the condition will be marked for export.

### List Item Level Conditions

*Same as Folder Level Conditions*

Click **Next** to proceed.

Also See: [Examples of Export Conditions](#)

## 7.1.7. Destination Folder Options

SPListX will create destination folders based on the following options

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

The screenshot shows a window titled "SPListX Task Wizard" with a close button in the top right corner. The main heading is "Step Number: Destination Folder Options" and the instruction is "Specify folders settings to use when creating folders in file system. Specify Metadata File Location." There is a folder icon in the top right of the content area. The form contains several questions with radio button options and information icons:

- Do you want to create current timestamp folder under destination location? (Yes/No)
- Do you want to create the top-level folder(s) included for export? (Yes/No)
- Do you want to create destination folder path if it does not exist? (Yes/No)
- Do you want to create separate folder for storing attachments? (Yes/No)

There are two text input fields with browse buttons (three dots):

- Attachment Folder Tag Name: Attachment\_<ItemID>\_<ItemTitle>
- Alternate File Name Mask (Optional):

At the bottom, there are four buttons: "< Back", "Next >" (highlighted), "Finish", and "Cancel".

Select from the following options:

**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 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 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.

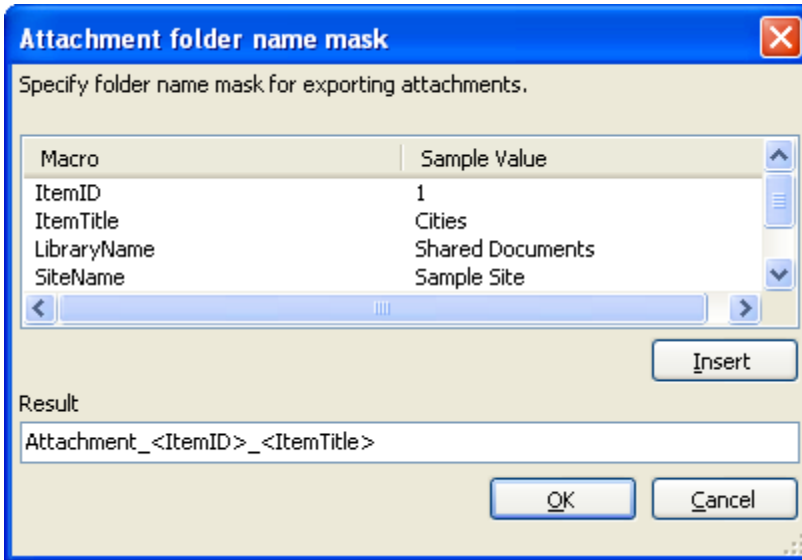
**Do you want to create separate folder for storing attachments?** – This option creates separate folder for storing attachments under the specified destination location by selecting the option (Yes/No).

**Do you want to overwrite file if the file name is already exist in destination location?**

- Yes – Deletes the file from the destination location and exports the current source file.
- No – Skips the file without overwriting the existing file with the same name.

You can create separate folder for storing file attachments associated with list items. This folder / file naming option will be useful when list item attachments have the same name. You have the option to select an attachment folder or file naming convention to use when exporting list item attachments.

The attachment folder will be named based on the folder naming convention specified by the user. To select attachment folder naming mask, click the button placed next to the attachment folder tag name text box. This dialog appears as shown below:



Construct attachment folder name with the available mask provided in the dialog. Click OK to close the dialog. The constructed folder name mask will be placed in attachment folder naming tag textbox as shown below. Attachments will be exported to the resultant folder name mask value.



## SPList Export for SharePoint 2007 (SPListX)

**SPListX Task Wizard**

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

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

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

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

Do you want to create separate folder for storing attachments?  Yes  No

Attachment Folder Tag Name:

Do you want to overwrite file if the file name already exists in destination location?  Yes  No

Alternate File Name Mask (Optional):

< Back   Next >   Finish   Cancel

If you do not want to overwrite a file, if it already exists in the destination file system location, you can specify an alternate file name tag to be used for the exported file name. To select alternate file naming mask, click the button placed next to the alternate file tag name textbox. Alternate file name mask dialog appears as shown below:

**Alternate file name mask**

Specify alternate file names

Macro	Sample Value
CreatedDate	20090909
LibraryName	Shared Documents
ModifiedDate	20090909
SiteName	Sample Site

Insert

Result

OK   Cancel

Construct alternate file naming mask with the available mask provided in the dialog. Click OK to close the dialog. The constructed alternate file name mask will be placed in alternate file naming tag textbox. Files will be exported with the alternate naming mask.

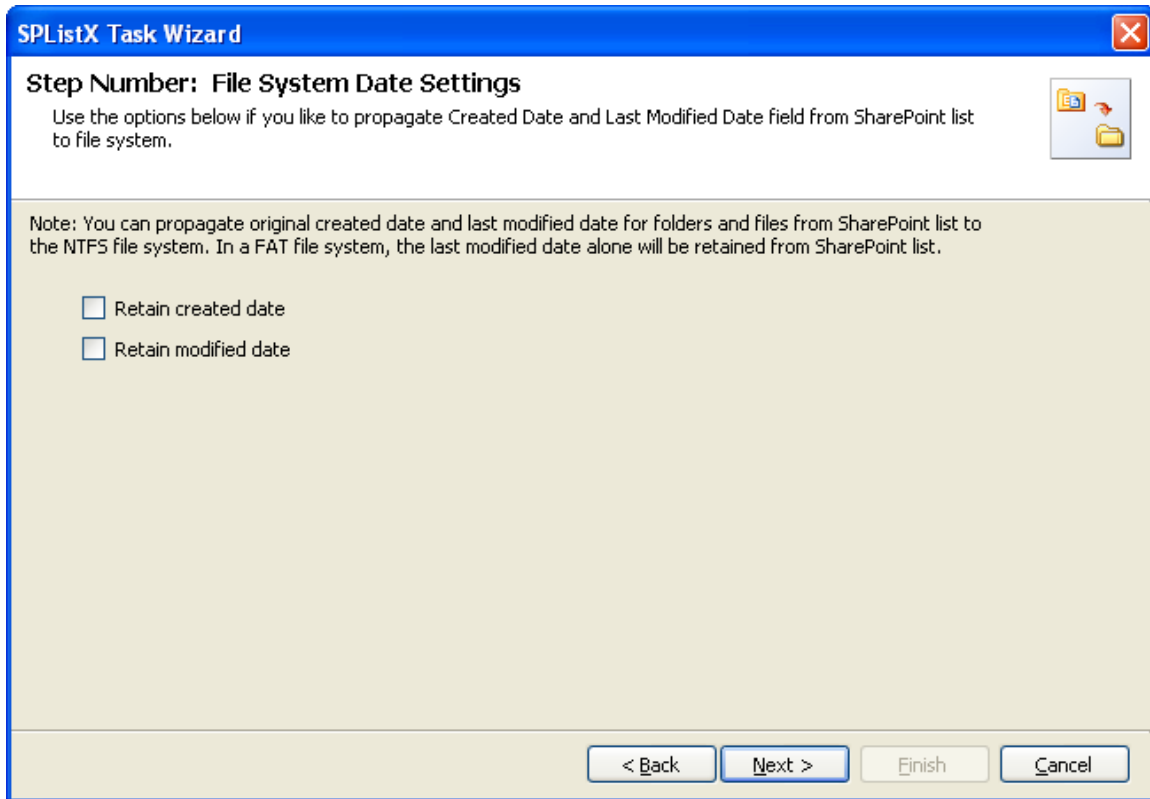
**Click Next** to proceed.

### 7.1.7. File System Date Settings

---

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


The File System Date Settings wizard 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 list.

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

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

## 7.1.8. Metadata File Settings

To selectively the metadata file location where the folder and list metadata is to be exported, follow the steps given below:

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

The screenshot shows the 'SPListX Task Wizard' dialog box, specifically the 'Step Number: Metadata File Settings' screen. The dialog has a blue title bar and a close button in the top right corner. Below the title bar, there is a subtitle 'Step Number: Metadata File Settings' and a description: 'Specify destination path to store metadata file and export file format (CSV/MDB/XLS/XML)'. There is a folder icon with a red arrow pointing to it.

The main area of the dialog is divided into several sections:

- Metadata file location:** A text box containing 'D:\Wyapin Products Workspace\SPListX\Export' and a browse button ('...').
- Create folder path if it does not exist**
- Metadata file format:** Four radio button options: 'Comma delimited (CSV)', 'Microsoft Access (MDB)', 'Microsoft Excel (XLS)' (which is selected), and 'eXtensible Markup Language (XML)'.
- Metadata file naming mask: (One file for each list)**: A text box containing 'SPListExport <SiteName> <LibraryName> <Timestamp>' and an 'Edit...' button.
- Create metadata file even when there are no list items.**
- New header names: (Optional)**: A table with two columns: 'Column Name' and 'Header Name'. The table contains two rows: 'Source URL' and 'Version Number' in both columns. There is an 'Edit...' button to the right of the table.

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

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

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

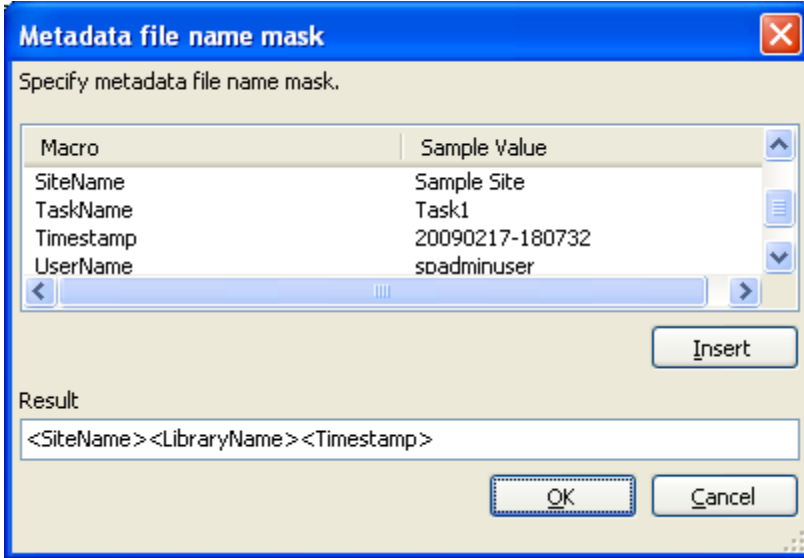
Select a metadata file format using one of the following options:

- **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.
- **Extensible Markup Language (XML)** – Export metadata column values in XML 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.

To select metadata file naming mask, click the button placed next to the metadata file naming mask text box. This dialog appears as shown below:

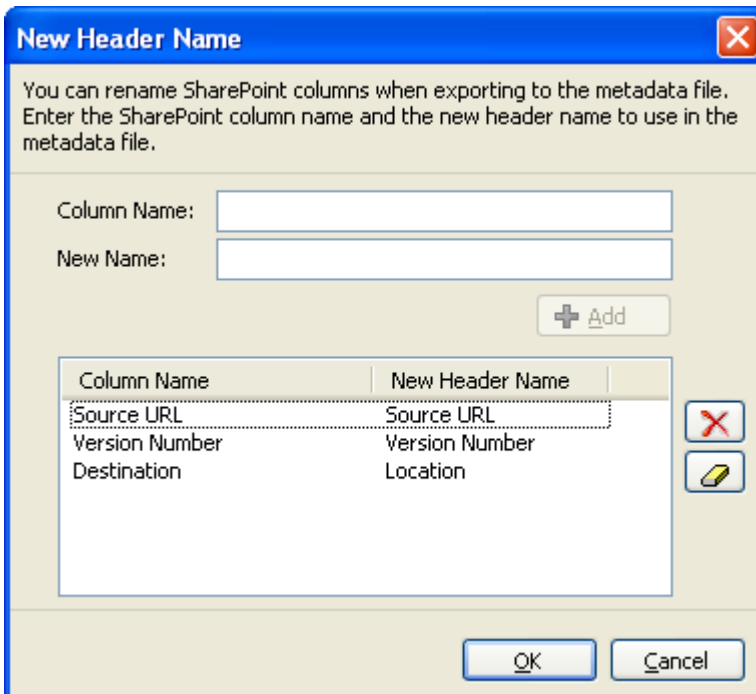
## SPList Export for SharePoint 2007 (SPListX)



Construct metadata file name along with the available name mask provided in the dialog. Click OK to close the dialog. The constructed file name mask will be placed in metadata file naming mask textbox as shown above. The metadata file will be named using the resultant mask value.

By default, an empty metadata file will not be created. If you want to create an empty metadata file, then select "Create metadata file even when there are no list items" option.

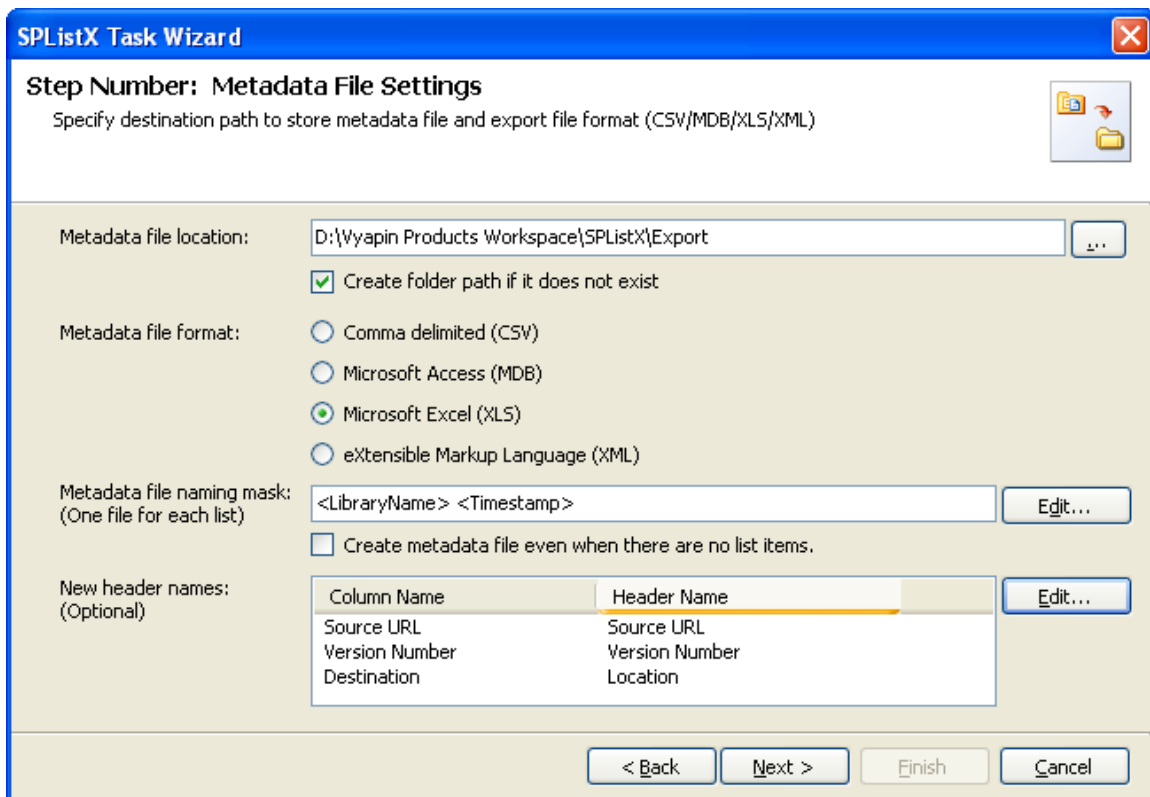
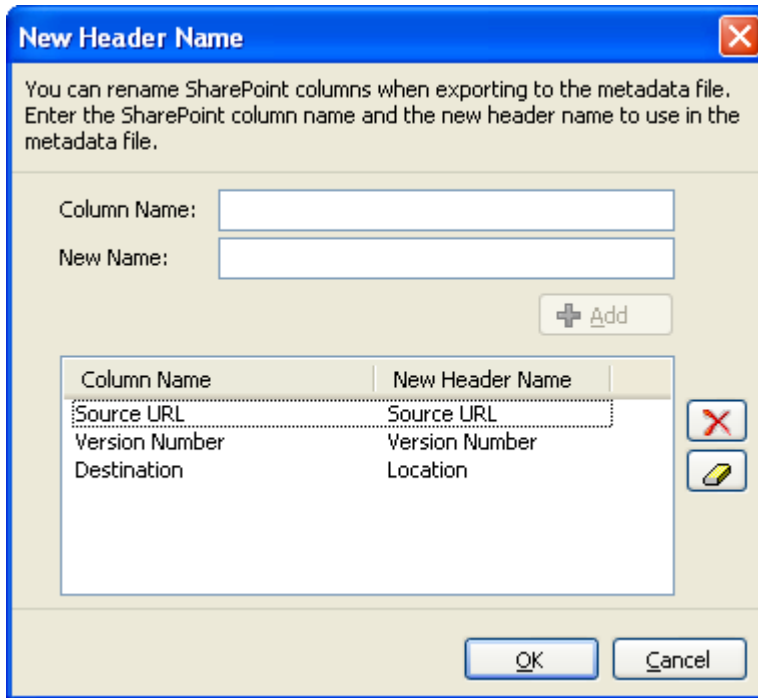
You can specify new column names when generating the metadata file in the file system location. To use this feature, specify the new header names by clicking the Edit button. A New Header Dialog appears as shown below:



You can specify SharePoint column name in Column Name textbox and new name for the SharePoint column in new name textbox. Click OK. For example, a SharePoint

## SPList Export for SharePoint 2007 (SPListX)

column named 'Department' in the source SharePoint list can be renamed as 'Location' when exporting the metadata file at run time.



Click **Next** to proceed.

## 7.1.9. 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 5:27 PM every day, starting 9/7/2009

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

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

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

## SPList Export for SharePoint 2007 (SPListX)

The screenshot shows the 'SPListX Task Wizard' window, specifically the 'Task Settings' step. The window title is 'SPListX Task Wizard' and it has a close button in the top right corner. Below the title bar, the text reads 'Step Number: Task Settings' and 'Enter a unique name for the export task and specify schedule task settings.' There is a small icon of a folder with a red arrow pointing to it.

The main area contains the following fields and options:

- Task Name:** A text box containing 'SampleTask2'.
- Task Option:** Three radio buttons: 'Run task upon clicking Finish button' (unselected), 'Run later' (unselected), and 'Create Schedule Task' (selected).
- Run As:** A text box containing 'VOYAGER\Administrator' and a 'Set Password...' button.
- Schedule:** A dropdown menu set to 'Daily' and a 'Start time:' text box containing '06:02 PM'. There is an 'Advanced...' button next to the start time.
- Schedule Task Daily:** A section with a text box containing 'Every 1 day(s)'.
- Summary:** Text below the schedule section reads 'At 6:02 PM every day, starting 9/7/2009'.


At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Finish', and '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](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., <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:

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




## 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:

- 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\

 <b>Note:</b> <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 <b>Help-&gt;About</b> screen. The default path of <Application Data Folder> is as follows:
<ul style="list-style-type: none"><li>o Windows XP, Windows 2003 – C:\Documents and Settings\All Users\Application Data</li><li>o Windows Vista or later – C:\ProgramData</li></ul>

### III. Error Messages and Resolution

You may notice one or more of the error messages given below when using SPListX to connect to SharePoint and perform an export. This is not an exhaustive compilation of all error messages, but an attempt to include as many known error messages and how to resolve the errors. Please refer Troubleshooting section for more information.

Error Message	Resolution
The remote server returned an error: (407) Proxy Authentication Required.	Enable the <b>Bypass proxy server for local addresses</b> option available at <b>LAN Settings</b> of <b>Internet Options</b> of Internet Explorer Browser.
Unable to establish existence of the account specified.	The user account specified in the scheduled task should be a trusted domain user account.
Source folder or file not found	Ensure that the given Source Path is valid and available. Invalid or unavailable source paths will result in this error.
Unable to locate list with the specified URL	Ensure that the given source list URL is valid and exists.
Unable to locate destination folder with the specified path	Ensure that the given destination folder location is valid and exists.
The file is checked out or locked for editing by user	This error may occur when reading a file in SharePoint, if the given file is checked out and exclusively locked by another user.
The Microsoft Jet database engine cannot open the file '<file name>'. It is already opened exclusively by another user, or you need permission to view its data.	Ensure that the specified file is not currently in use / open by any other application or user. Close the file and try again (or) close and re-launch SPListX application.
The 'Microsoft.ACE.OLEDB.12.0' provider is not registered on the local machine.	Ensure that the machine running SPListX has either Microsoft Office 2007 Suite or Office 2007 System Driver (Data Connectivity Components) installed.
Export Condition failed	Ensure that the specified column in export condition exists in the source SharePoint List.
Ignored Export Condition not satisfied	The list / folder / list item does not satisfy the export condition specified in the task settings. SPListX will log this message in the Activity log and the list / folder / list item will be skipped for export.
Cannot export the column '<Column name>' values, since the column could not be found in the SharePoint List"	Ensure that the specified column in export metadata for specific columns exists in SharePoint List.

## IV. Examples

SPListX exports folders & files / attachments along with metadata to the file system location based on export conditions defined in the export task. Export conditions can be constructed using metadata columns and its values.

A few examples of list conditions are as follows:

Export Condition	Description
<b>[Server Relative URL] = '/site name/subsite name/lists/list name'</b>	Exports list item and attachments that have server relative URL as '/site name/subsite name/lists/list name' For example: [Server Relative URL] = '/vyapin/sharepoint/lists/Product List'
<b>[List Name] = 'Cities'</b>	Exports list item and attachments of list named 'Cities'
<b>[List Type] = 'Document Library'</b>	Exports documents of all document libraries from the entire web.
<b>[Base Type] &lt;&gt; 'Document Library'</b>	Exports list item and attachments of all custom lists from the entire web.

A few examples of item and folder export conditions are as follows:

Export Condition	Description
<b>[Modified Date] &gt; '09/09/2009'</b>	Assume date is specified by the user in MM/DD/YYYY format. SPListX exports documents that have been modified after September 9th 2009
<b>[CreatedBy] = 'John Doe'</b>	Exports documents that have been created by John Doe
<b>[Created Date] &gt;= #09/01/2008# AND [Created Date] &lt;= #09/30/2008#</b>	Assume date is specified by the user in MM/DD/YYYY format. SPListX exports documents created in the month of September 2008.
<b>[Content Type] = 'Document'</b>	Exports documents that have content type as 'Document'
<b>[ModifiedBy] = 'John Doe'</b>	Export documents that have been modified by John Doe
<b>[Item Relative Base URL] = '\Folder Name'</b>	Exports documents that has relative url 'Folder Name'

### A Handy Operator

Apart from relational operators, SPListX allows you to construct flexible export conditions by using the **Changed** operator for periodic import for the fields 'Created Date (SharePoint)' and 'Modified Date (SharePoint)'. The following built-in values can be used for this operator:

**Today, Yesterday, This Week, This Month, Last Week, Last Month, Since Last Update in SharePoint, Since Last Import in SPListX, Last 7 days and Last 14 days.**

By using **Changed** operator, you can filter the documents from SharePoint list.

For example, if you need to export documents that were modified in the SharePoint today, you can specify an export condition follows:

**[Modified Date] Changed [Today]**

Operator & Value	Description	An Example	Result / Remarks
<b>Changed Today</b>	Exports documents that were created or modified in the present day (at the time of export) in the SharePoint.	[Modified Date] Changed [Today]	SPListX compares the source document's modified date value that got changed the present day (at the time of export) and exports the specific document only.
<b>Changed Yesterday</b>	Exports documents that were created or modified yesterday (at the time of export) in the SharePoint.	[Created Date] Changed [Yesterday]	SPListX compares the source document's created date value that were changed yesterday (at the time of export) and exports the specific document only.
<b>Changed This Week</b>	Exports documents that were created or modified in the current week.	[Modified Date] Changed [This Week]	SPListX compares the source document's modified date value that were changed in the current week.
<b>Changed This Month</b>	Exports documents that were created or modified in the current month.	[Modified Date] Changed [This Month]	SPListX compares the source document's modified date value that were changed in the current month.
<b>Changed Last Week</b>	Exports document that were created or modified in the last week.	[Created Date] Changed [Last Week]	SPListX compares the source document's created date value that were changed last (previous) week.
<b>Changed Last Month</b>	Exports the documents that were	[Modified Date] Changed [Last	SPListX compares the source

## SPList Export for SharePoint 2007 (SPListX)

	created or modified in the last month.	Month]	document's modified date value that were changed last (previous) month.
<b>Changed Since Last Update in SharePoint</b>	Exports documents that were modified in the source folder, since the last export based on 'Last Modified Date' field value of the document in SharePoint.	[Modified Date] Changed Since Last Update in SharePoint.	SPListX compares the source document's modified date value with document's modified date value in SharePoint library and proceeds with the export accordingly.
<b>Changed Since Last Import in DocKIT</b>	Exports documents that were modified in the source folder, since the last import based on last 'Import date and time' value of the document.	[Modified Date] Changed Since Last Import in DocKIT.	SPListX compares the source document's modified date value with document's last import date and time and proceeds with the import accordingly.
<b>Changed Last 7 days</b>	Exports documents that were created or modified in the last 7 days.	[Modified Date] Changed [Last 7 days].	SPListX compares the source document's modified date value that were changed in the last 7 days.
<b>Changed Last 14 days</b>	Exports documents that were created or modified in the last 14 days.	[Modified Date] Changed [Last 14 days].	SPListX compares the source document's modified date value that were changed in the last 14 days.

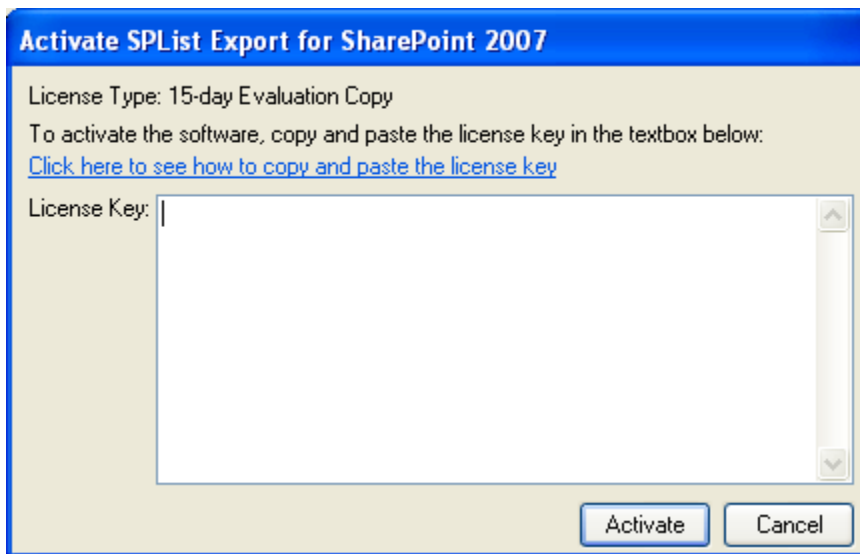
## V. How to register the software?

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.

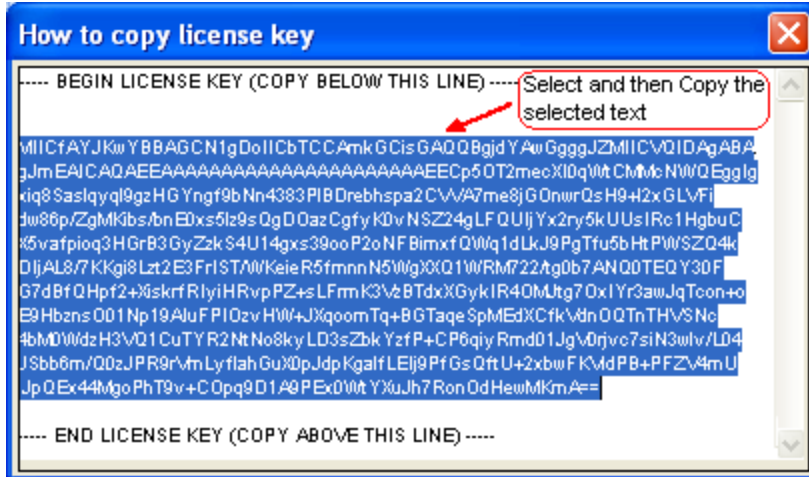


**Image 1 - Activate screen**

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).

## SPList Export for SharePoint 2007 (SPListX)



**Image 2 - How to copy license key screen**