

d.velop

d.velop documents exporter: User

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1. d.velop documents exporter: User

1.1. Basic information about the application

This section provides notes about the product along with general information.

1.1.1. About d.velop documents exporter

With d.velop documents exporter, you can combine multiple documents from the repository into a ZIP archive.

1.2. Compiling and exporting a ZIP archive

In this section, you will learn about the functions of the application.

1.2.1. Prerequisites

You can make various default settings in the administrative area of d.velop documents in order to export a ZIP archive.

You can find more information in the documentation **d.velop documents exporter: Administrator**.

1.2.2. Selecting the documents for creating a ZIP archive

You can use the search function in d.velop documents to filter dossiers, documents, etc. for a ZIP archive.

This is how it works

1. Enter the relevant parameters into the search field and click **Search**. You are then taken to the result list.
2. Use the checkboxes to select one or more items.
3. Once you have selected all the necessary items via the checkboxes, click **Download as ZIP-file**.

1.2.3. Creating the ZIP archive

In the export dialog, you can initiate the **Download** once the data has been prepared. The ZIP archive is saved in your PC's download directory by default.

Note

If you exit the export dialog without starting the download, you are prompted to confirm whether you want to remain in the export dialog or discard the process.

1.3. Frequently asked questions

You can find answers to frequently asked questions in this section.

1.3.1. Can I export linked documents (attachments)?

Yes. This requires your administrator to activate the **Export attachments** option. Contact your administrator.

1.3.2. Can I export documents with comments and stamps?

Yes.

1.3.3. Can I also export the properties of documents?

This function is not currently available.

1.3.4. Can I save the download to a different directory?

The download directory selection is displayed when you initiate the download, allowing you to choose a different directory if necessary. This option depends on your individual browser settings.

1.3.5. Can I download the file multiple times?

Yes. The ZIP archive is renamed for each new download according to a local logic, e.g. by adding **(1)** to the file name.

1.4. Additional information sources and imprint

If you want to deepen your knowledge of d.velop software, visit the d.velop academy digital learning platform at <https://dvelopacademy.keelelearning.de/>.

Our E-learning modules let you develop a more in-depth knowledge and specialist expertise at your own speed. A huge number of E-learning modules are free for you to access without registering beforehand.

Visit our Knowledge Base on the d.velop service portal. In the Knowledge Base, you can find all our latest solutions, answers to frequently asked questions and how-to topics for specific tasks. You can find the Knowledge Base at the following address: <https://kb.d-velop.de/>

Find the central imprint at <https://www.d-velop.com/imprint>.