PropertyIQ

Export building data

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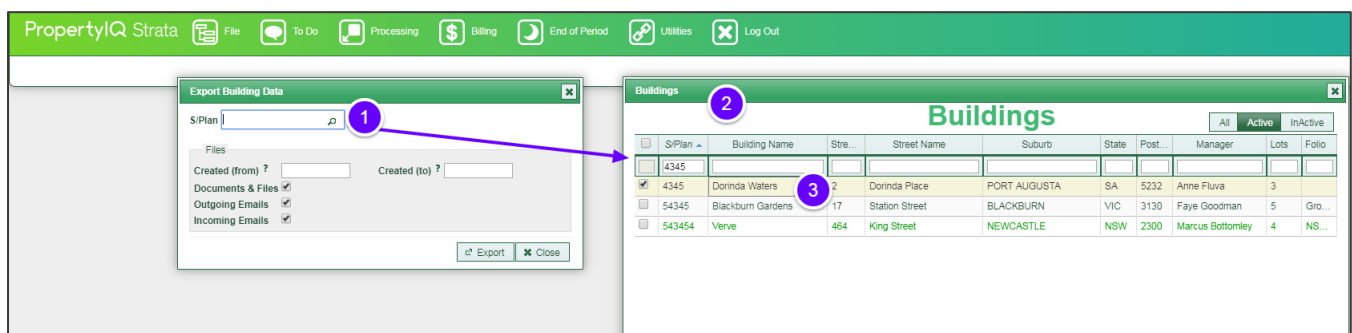## GETTING STARTED

To get started, go to and click on *Export Building Data*
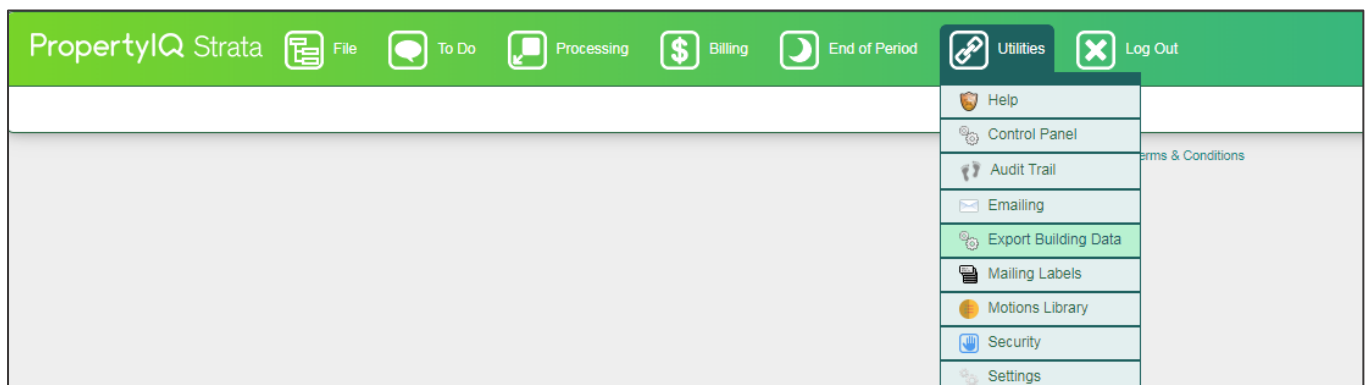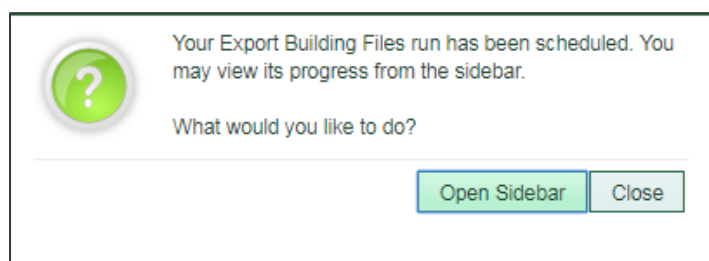
EXPORTING THE DATA

1. Click on the search icon to find the building you want to export
2. Type some key letters in any of the empty boxes on the top line to refine your search
3. Click and then double click to select the building you want to export details for

1. The selected building shows here.
2. If the selected building has <u>2 or more</u> active schedules, a *Schedule* filter will also show here.
   a. By default, All Schedules will be selected. This option will export Documents & Files for all schedules AND Documents & FIles **not** linked to any schedule.
   b. You can optionally select a single schedule from the dropdown. This option will export Documents & Files for the selected schedule AND Documents & Files **not** linked to any schedule.
3. Enter an optional *From* date you want to include in your export. This will filter for documents that were created or uploaded after this date. <u>Or</u> you can leave this blank to export all available records, regardless of date.
4. Enter an optional *To* date you want to include in your export. This will filter for documents that were created or uploaded before this date. <u>Or</u> you can leave this blank to export all available records, regardless of date.
5. Click here to export all *Documents & Files* that fit the date range criteria if you've entered one above.
6. Click here to export *Outgoing Emails* that fit the date range criteria if you've entered one above.
7. Click here to export *Incoming Emails* that fit the date range criteria if you've entered one above.
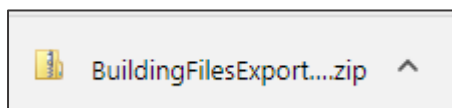8. Click *Export* when you're ready to export the data.

You will receive a confirmation that the export has been scheduled

The completed will appear in your job centre on the right side of your screen. You can click on the job to download the zip file.
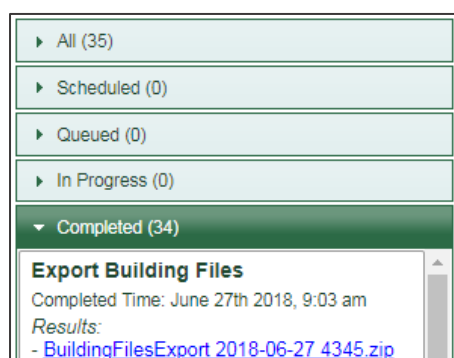
The zip file will show in your downloads.

Within the zip file, you'll see a folder for each category.

Within the *Documents* folder, you'll see:
- A folder called 'All Schedules' that contains all documents **not** linked to any schedule; and
- A folder for each schedule within the building, with each folder containing the documents linked to that schedule.
- If you selected a single schedule, then you'll only see a single folder for the selected schedule that contains documents linked to that schedule.

You can view each individual item by opening the folder and then clicking on the item