


# PropertyIQ™

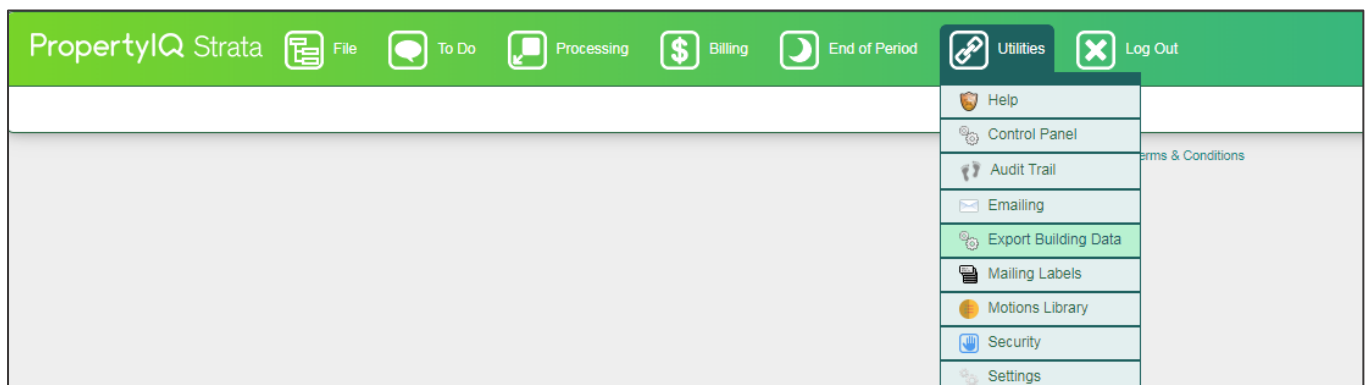
## Export building data

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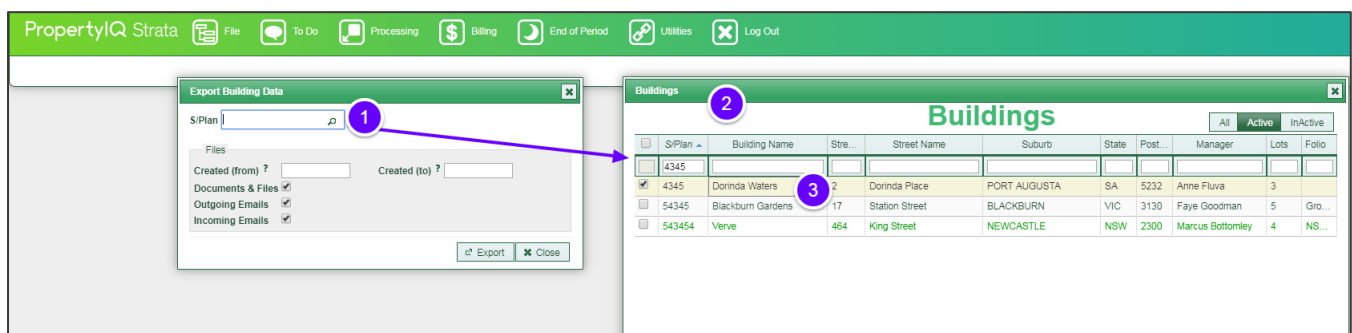
#### GETTING STARTED

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



#### EXPORTING THE DATA

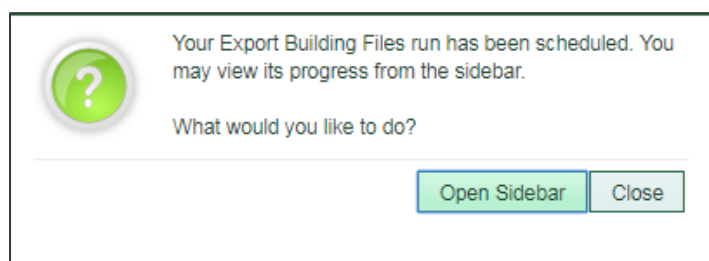
1. Click on the search icon to find the building you want to export
2. Type some key letters in any of the empty boxes on the top line to refine your search
3. Click and then double click to select the building you want to export details for



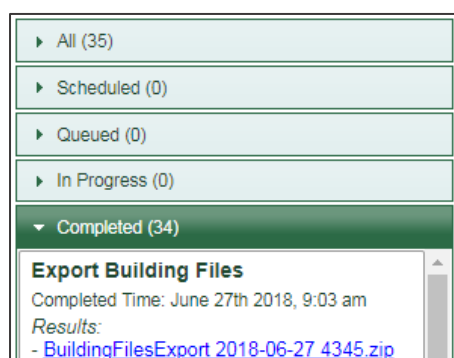
1. The selected building shows here.
2. If the selected building has 2 or more active schedules, a *Schedule* filter will also show here.
  - a. By default, All Schedules will be selected. This option will export Documents & Files for all schedules AND Documents & Files **not** linked to any schedule.
  - 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. Or 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. Or 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.

The screenshot shows the 'Export Building Data' dialog box. It has a green header bar with the title and a close button. Below the header, there's a field for 'S/Plan' with the value '23 Camellia Grove 15 f' and a 'Schedule:' dropdown menu set to 'All Schedules'. Below this is a 'Files' section with two date range fields: 'Created (from) ?' and 'Created (to) ?'. Under these are three checkboxes: 'Documents & Files' (checked), 'Outgoing Emails' (checked), and 'Incoming Emails' (checked). At the bottom right are 'Export' and 'Close' buttons. Numbered callouts point to: 1. Title bar, 2. Schedule dropdown, 3. Created (from) field, 4. Created (to) field, 5. Documents & Files checkbox, 6. Outgoing Emails checkbox, 7. Incoming Emails checkbox, and 8. Export button.

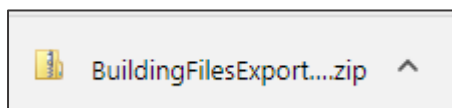
You will receive a confirmation that the export has been scheduled






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.













Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 Documents	File folder					27/06/18 9:07 AM
 Incoming Emails	File folder					27/06/18 9:07 AM
 Outgoing Emails	File folder					27/06/18 9:07 AM

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.

<input type="checkbox"/>		All Schedules Type: Folder
<input type="checkbox"/>		OC1 Type: Folder
<input type="checkbox"/>		OC2 Type: Folder
<input type="checkbox"/>		Utility Schedule 1 Type: Folder
<input type="checkbox"/>		Utility Schedule 2 Type: Folder

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

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 C.T.S. 888777 Financial Reports 8	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
 C.T.S. 888777 Financial Reports 9	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
 C.T.S. 888777 Financial Reports 10	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
 C.T.S. 888777 Financial Reports 11	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
 Debtor Invoice 25	E-mail Message	46 KB	No	68 KB	33%	27/06/18 3:01 PM
 FWD Follow up on maintenance to...	E-mail Message	2 KB	No	4 KB	63%	27/06/18 3:01 PM
 Heres a letter 1	E-mail Message	109 KB	No	169 KB	36%	27/06/18 3:01 PM
 Heres a letter 2	E-mail Message	109 KB	No	170 KB	36%	27/06/18 3:01 PM
 Heres a letter 3	E-mail Message	109 KB	No	169 KB	36%	27/06/18 3:01 PM
 Heres a letter 4	E-mail Message	108 KB	No	169 KB	36%	27/06/18 3:01 PM
 Invoice for your Approval SPlan 88...	E-mail Message	70 KB	No	99 KB	30%	27/06/18 3:01 PM
 Lot 1 FWD Pest Inspection 31	E-mail Message	67 KB	No	92 KB	27%	27/06/18 3:01 PM