

Attachment Export Instructions

This feature is currently in beta. Changes are expected and your feedback is welcomed.

IA Desktop now provides a way to export attachments. Intended to make FOIA reporting easier, this process extracts the data/notes from attachments as well as any associated files and photos and places them in a folder outside of IA. The export process creates a folder entitled "IA Attachment Export - *Current-date-and-time*" which contains an "attachment_export" MS Word document as well as a "files" folder containing all relevant attachment files and an html file. **It is crucial that if the Attachment Export is intended to be shared with others, this entire FOLDER is shared and the structure of the folder is not changed.**

Report Details

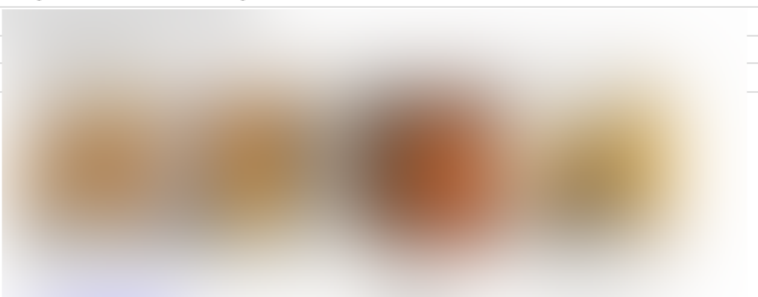

Inspection Name	
Primary Operator	
Report Run Time	
Report Run By	

Report Filters

Create Platform	attachments from any Create Platform
Type	attachments of any Type
Asset	attachments linked to any Asset
Form	attachments linked to any Form
Activity	attachments linked to any Activity
Result	attachments linked to any Result
Question	attachments linked to any Question
Creator	any Creator
Text	
Location	No location filters
Date range	from: (2019-09-30 at 07:00:00 UTC) to: (any date)


Items

1 - Many photos (File Attachment)

Create Time	
Created By	
Notes	
Image File Preview	
Files	

Steps:

1. Using the controls above the attachment list on the attachment tab, filter attachments to those you wish to export, and then click the “download” icon to begin the export process.

Assets	Activities	Questions	Results
All Assets	All Activities	All Questions	All Re
Creators	Types	Created Via	Date R:
All Users	6 Types	All Platforms	
Search Attachments	Showing 51 of 53		

Export these attachments to a folder [beta]

2. When a Windows File Explorer window appears, you will be able to select a location to save the Attachment Export. Please note that exporting to a shared/network drive can take an extremely long time, **we highly recommend saving the Attachment Export to your Desktop**. When the export is complete, you may then move it from your Desktop to the desired location.
3. After selecting a location to save the Attachment Export, you will see the “Attachment Export Progress” modal appear. Note that all attachment files need to be downloaded from the server. If this has not been done already, the export process may take longer (see “Downloading Files: ... files remaining”).

Attachment Export Progress

Please wait while your export is compiled.

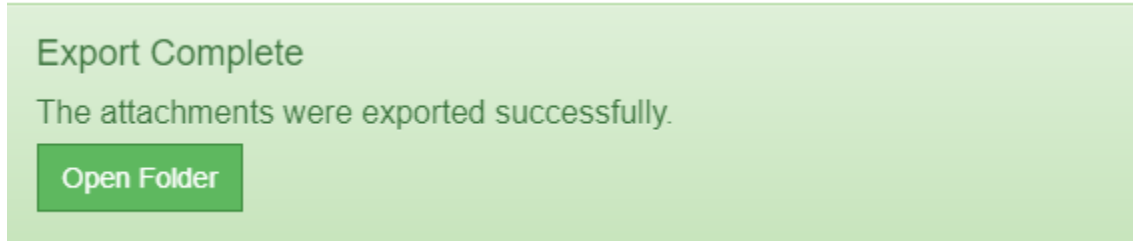
Process Checklist

<input checked="" type="checkbox"/> Requesting Directory
<input checked="" type="checkbox"/> Syncing Inspection 100% complete
<input type="checkbox"/> Downloading Files 103 files remaining
<input type="checkbox"/> Writing Metadata
<input type="checkbox"/> Copying Files
<input type="checkbox"/> Saving Export

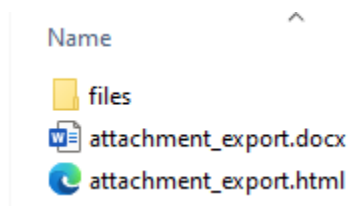
Note: The attachment export feature is in “beta” and changes are expected. Your feedback is welcomed at ia-support@dot.gov.

Cancel

4. When the Export is complete, IA Desktop will alert you via the progress modal. The MS Word document will open automatically, and you may click the “Open Folder” button to be taken to the Export folder.

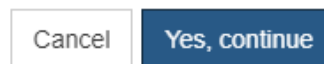


5. The Word document will contain links to any associated attachment files (images, Word docs, PDFs, etc). These full-sized files are included in the export folder, in the “files” folder. For the links in the Word document to function, the entire folder must be present and kept in the same order/structure as when it was exported from IA Desktop, and internal folders/files should not be renamed.



**Note, we highly recommend only running the Attachment Export when IA Desktop is connected to the internet. Since your local machine may not yet have all the associated files downloaded, the exporter will fetch the files. Without an internet connection, the export may be incomplete due to missing attachment records or missing files/images.

You are currently disconnected. Running the attachment export offline may result in missing attachment records or missing files/images. Are you sure you want to continue with the export?



Offline attachment export is not recommended
Offline export may be incomplete due to missing attachment records or missing files/images.