
SUBMIT DOCUMENTS TO EXPORT

To export files to produce, follow these steps:

- On the **Options** pane, under **Actions**, click **Export**
- In the **Export** dialog box, choose the **source data type** to export and then click **Next**.
- In the **Export Name** box, type the name for the current export process.
- By default, all files are exported in a single folder. You can click to select **Limit to Documents per Folder** and then type the number of documents in the box to specify number of documents in each folder.
- In the **Files to export** option, check **Image / OCR Text / Native**. You can also choose to import all the three files.
- Choose the **Date Produced** if different from Today's date
- Type the **Prefix** and **Suffix** values.

Note: Concatenating the **Prefix**, **Start Number** and **Suffix** gives starting production BegDoc. **Prefix** and **Suffix** accepts only alphabets. Start number accepts only numbers. Production BegDoc and Production EndDoc for each document can be shown in load file

- Click **Image Settings**
- Specify the image settings and then click **Ok**
- On the **Settings** dialog box, specify the search option using which you would like to search documents to export: **Saved search / Search designer / Folders / Review Tag**
- Click **Next**

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- Based on the search option that you specified in the **Settings** dialog box, the search window or the saved search window or the Folder/Review tag window appears.
 - If the Search window appears, specify **search criteria** to filter documents to export and then click **Next**. If you want to export all the documents in the database, click **Next** without specifying the search criteria.
 - If the Saved search window appears, select a **saved search** to export.
 - If the Folder/Review Tag window appears, select the **documents in Folder/Review Tag** to export.

- Click **Next**

- Click to **select the fields** to export from the list

- Click **Next**

- Verify settings and then click **Finish** in the Export: Finish dialog box.

- Once Exporting completed, you will receive an email about the exporting process status.

Note: You can also export documents by right clicking a **folder** or **review tag** or **search tag** or **saved search** and then click **Export**.