

Export documents

This feature allows you to search for and download any document uploaded to the platform, including those attached during submissions or approvals, instruction files, and documents from the document library. To do this, you must have the superuser role.

STEP 1

To export documents, go to the platform menu **Reports** → **Export documents**.

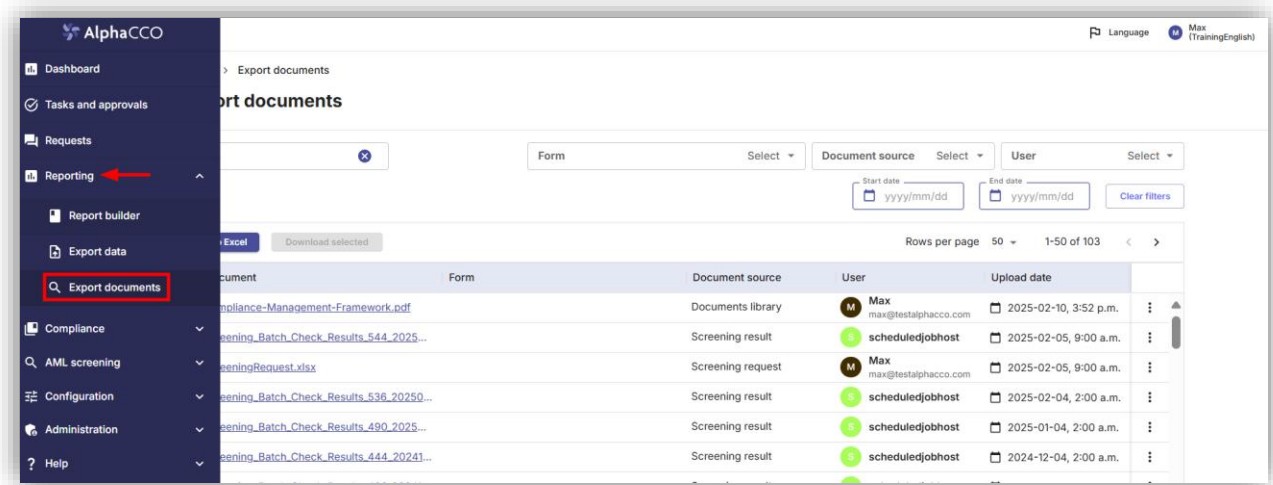


Figure 1: Document export menu page

STEP 2

Search for the document using the search field or apply the filters below:

- **Form:** Find documents associated with a specific form.
- **Document Source:** Documents can be added to the platform from various sources (instructions, approvals, reports and filter results, form submissions, or the document library). This filter allows you to select the appropriate source to refine your search. You can also choose "**Select all**" for a broader search.
- **User:** Filter results based on the user or users who added the document.
- **Start Date - End Date:** Search for documents added within a specific time period.

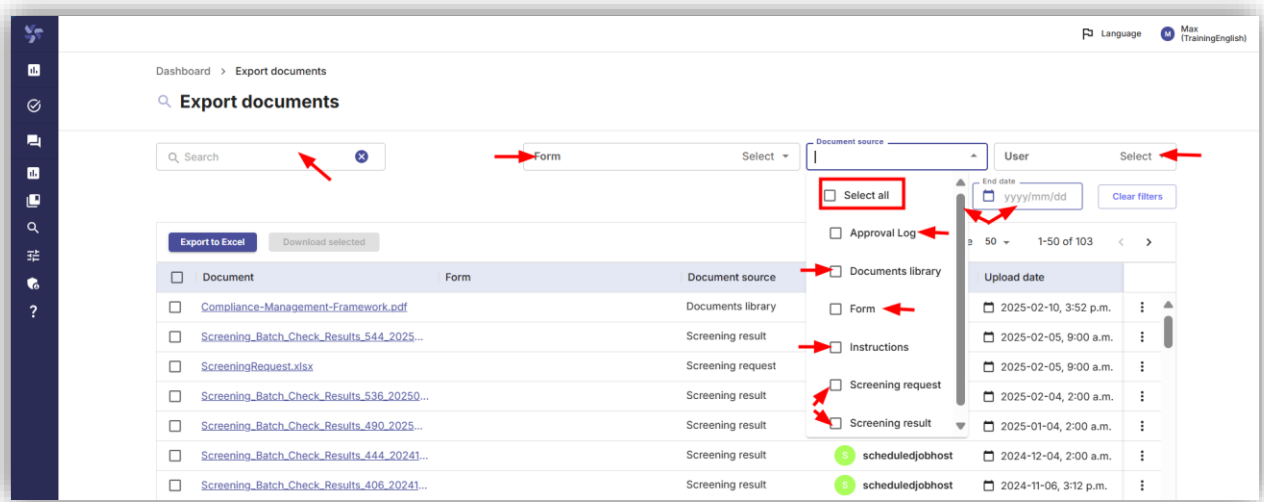


Figure 2: Document export page with the filters

STEP 3

To download a specific document, click on its name or on the three-dot button [⋮] to access the options. Select **Preview** to view the document or click **Download** to save it.

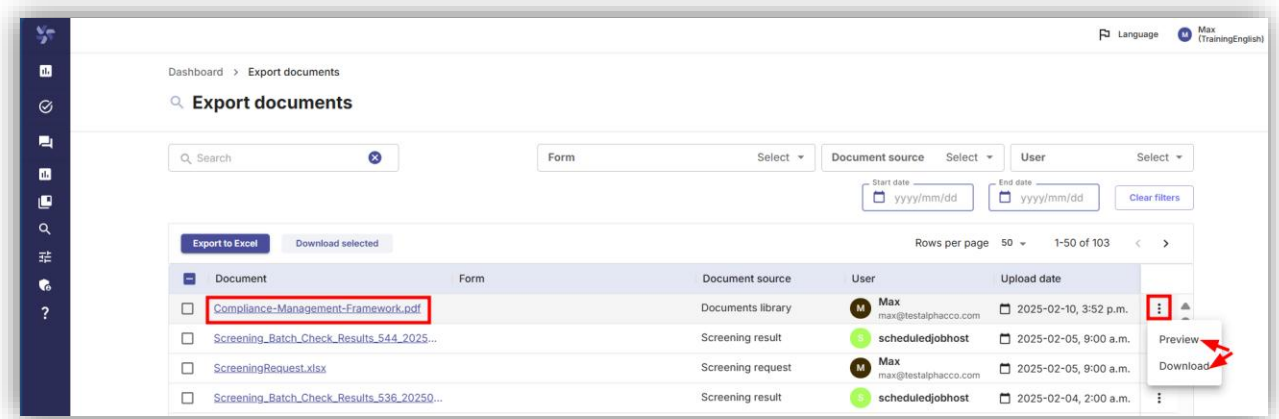


Figure 3: Document download page

STEP 4

To download multiple documents, select them in the results window, then click on **Download selection**. You can also export the results list to an Excel file using the **Export to Excel** button.

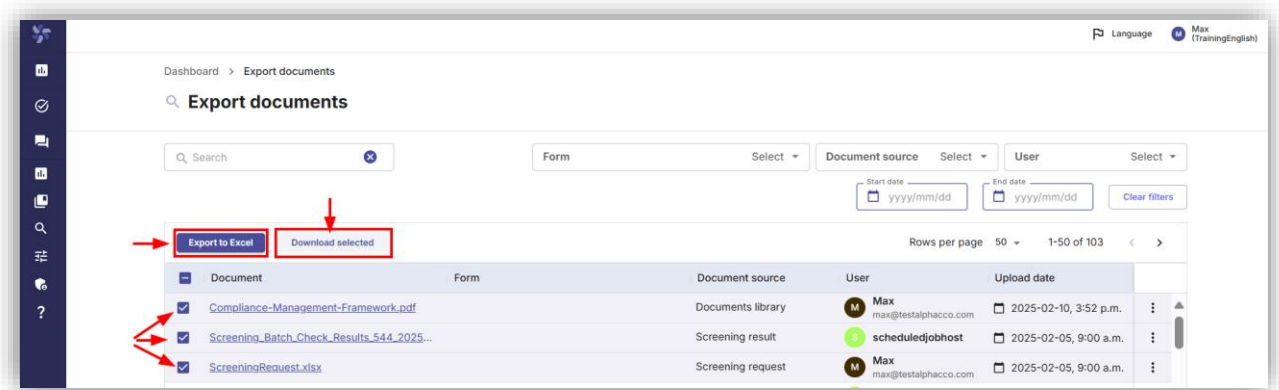


Figure 4: Documents selection page

NOTES

Please note that this document is a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com