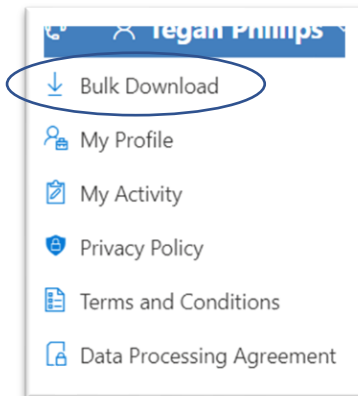
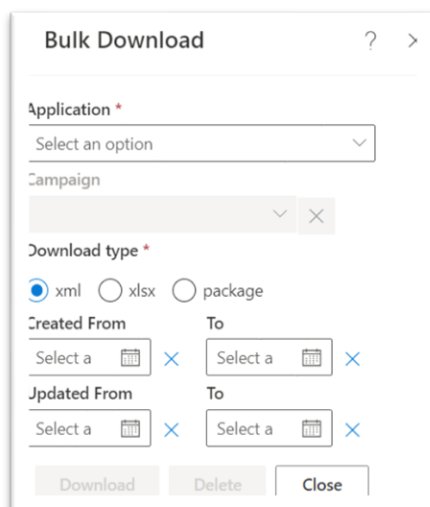
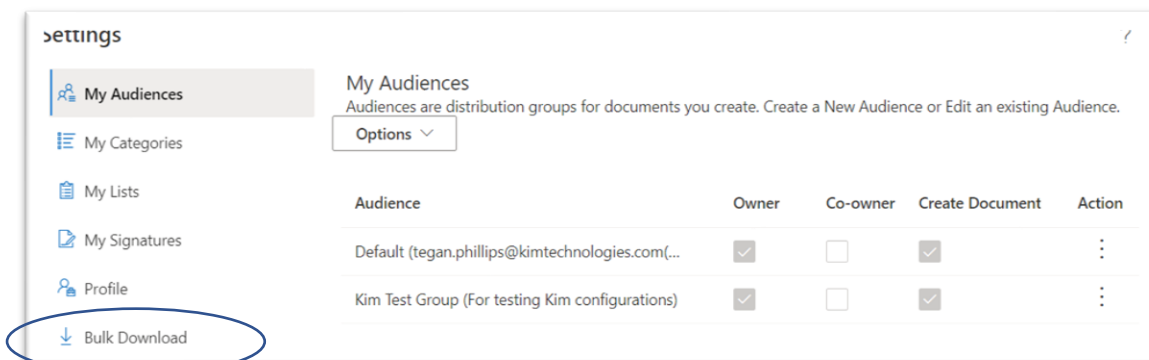


How To Bulk Download

The bulk download feature within the system allows a user to retrieve datapoints or record packages. This feature is available as the first option when clicking on your profile in your web browser:



Or alternatively, if you are accessing Kim Document via Teams, by clicking on settings:





- **Application:** One you have click on “Bulk Download” select application that contains the data you would like to download.
- **Campaign:** If the application you have selected has campaigns, you are then able to specify which campaigns data you would like to download.
- **Download Type:** You are then prompted to select the download type:
 - xml - datapoints are downloaded in xml file format.
 - xlsx - all datapoints are downloaded in xlsx file format.
 - package - document, xml datapoints, versions, notes, activities, and audience are emailed in a zip file.
- **Created From/To:** Specify the record date ranges you would like to download if applicable.
- **Updated From/To:** Specify the last updated date ranges you would like to download if applicable.
- Once the options above are set, you are then able to delete all the records to which the search relates or alternatively, download the record data into the download type you have specified.

A	B	C	D	E	F	G	H	I	J	K	L	M
Name	Description	CreateDate	CreatedBy	Name	Address	CatsName	Document	Templateld	LastActivity	LastActivityDateTime	LastActivityUser	
Test Take Three	Test Take Three	10/17/2022 5:37:08 PM	tegan.phillips@kimte	test	test	test	346	1808	Previewed 'Test Take Three (Test T	10/19/2022 4:15:03 PM	tegan.phillips@kimtechnologies.com	
Test Take Three	Test Take Three	10/17/2022 1:26:18 PM	tegan.phillips@kimte	Tegan Phillips	92 Merton Stre	Hunter	343	1808	Downloaded Document 'Test Take	10/17/2022 5:29:05 PM	tegan.phillips@kimtechnologies.com	