

## **UC Export Work**

# Version 10.0

## for iManage Work 10 Client

- Exports folders and subfolders directly from workspaces, tabs and folders
- Filter documents and email messages
- Works with on premises and cloud server systems
- Exports files even if path length exceeds Windows limit of 254 characters

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## 1 Support

For support, please contact support@uclogic.com



### 2 Installation

Run the setup.exe and follow instructions

uCE	xportWork		- • ×		
Welcome to the UCExportV	Vork Setu	ıp Wizaro	i 🌄		
The installer will guide you through the steps r	equired to instal	I UCE xportWo	rk on your computer.		
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.					
	Cancel	< Back	Next >		
- BALLE					
UCE UCE	xportWork		_ □ ×		
Select Installation Folder					
The installer will install UCExportWork to the fo	ollowing folder.				
To install in this folder, click "Next". To install	_	der, enter it be	low or click "Browse".		
Eolder:					
C:\Program Files\Susero\UCExportWork\			Browse		
C:\Program Files\Sysero\UCExportWork\			Browse		
C:\Program Files\Sysero\UCExportWork\			Browse Disk Cost		
C:\Program Files\Sysero\UCExportWork\	rone who uses t	his computer:			
,	rone who uses t	his computer:			



<b>岁</b>	UCExportWork	_	• x
Confirm Installation			
The installer is ready to install UCExpo	ortWork on your computer.		
Click "Next" to start the installation.			
뤙	UCExportWork	-	
Installing UCExportWo	ork		
UCExportWork is being installed.			
Please wait			
	UCExportWork	-	×
Installation Complete			
UCExportWork has been successfully	installed.		
Click "Close" to exit.			

The installation wuill create an application in the Apps menu under Sysero





### 3 Usage

### 3.1 Licensing

When you first launch the application, it will check to see if you have a license. This requires access to the internet to validate the license. If a valid license is found, the menu bar will display the license details



Initially the license will show as online, once it is validated a local copy of the license will be created in the %appdata%\ucexportWork directory. The next time the app is loaded it will show as local



The expiry date will show when the license will stop unless it is renewed. If the expiry date is reached the app will check online to see if there is an updated license and download this if once is found.



### 3.2 Using the application

Enter the server url to connect to the iManage system, use the following format:

https://{imanage server name}

for example:

	UC Export Work 📃 🗖 🗙					
	sed to uclogicfiles.com (local - expires 12 May 2021)					
Connection     O Trusted login     O iManage login     Auto Connect						
User ID	iManage password					
Server URL	https://ws10.uclogicfiles.com Connect					
O.F						

There are two methods to connect to the iManage system

- Trusted Login
- iManage Login

If you use the trusted login method, you will automatically be logged into iManage as the user you are currently logged into on Windows.

If you choose the iManage login you will need to provide the iManage user id and iManage password and your system administrators will have to create a control centre application (see section 3.4)

Click Connect, if you are successfully connected the application will display your My Matters, Recent Matters and Favourites:

	UC Export Work	_ <b>D</b> X					
Connection	Trusted login     O iManage login     Auto Connect						
User ID	iManage password						
Server URL	https://ws10.uclogicfiles.com	Connect					
Options							
Export to		Select location					
	Export documents Export emails Export attachments separately						
	Skip empty folders Latest versions only						
My Workspaces Search Marked for export Export metadata Progress							
My Matters  Recent Matters							
🦾 📩 My Fa	avorites						



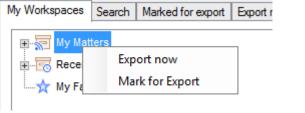
Select the location for the export and check the options to export documents, emails, attachments and versions.

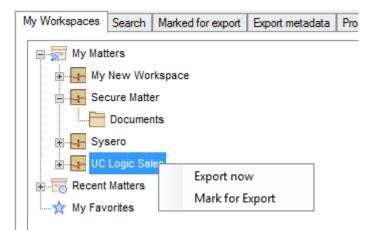
Select the option to export attachments if you want to get an individual file copy of each email attachment. Even if you don't select to export the attachments, the exported email will still contain the attachments embedded in the email file.

The following applies when exporting folders:

- Files will be exported in the same structure as appears in the folders.
- Filenames will use the document description from the document profile.
- If you are exporting a large number of nested folders, as there may be an operating system limit to length of the path and filename that can be created. If this limit is reached the file will be exported to a special folder called Extra beneath the root export folder.
- All documents will be exported from a folder, regardless of how many documents are displayed in the folder by the client.

You can export directly from the My Matters, Recent Matters or Favourites folders by right clicking a folder and selecting Export Now





This can be done from any sub folder to export either a specific workspasce or folder

To mark workspaces/folders for export, select the option to Mark for Export, this wil ladd the selection to the Marked for Export Tab, for example:

My Workspaces	Search	Marked for export	Export metadata	Progress	
My Matters					

The whole of My Matters plus the Sysero workspace will be exported. If a workspace is selected multiple times it will only be exported once.



It is also possible to search for workspaces to be exported using the Search tab						
My Workspaces Search		Marked for export	Export metadata	Progress		
Search for workspaces						
Database	LONDON	~	name/description			
Field		¥	Search for			
Field		~	Search for			
Field		~	Search for			
				Add sea	arch to marked list	Search
Workspace	Name					

To search, select the database (note, it is not possible to search all database in one search, but you can perform multiple searches and add these to the Marked for Export List)

There searches can be performed on the following fields:

- Name/description enter the text to search for which appears in either the workspace name or description fields.
- Custom field metadata select the custom field to search and enter the data. This has to be exact and does not support searching for partial custom field values or wild cards

Click the search button to perform the search.

From the search results you can export immediately by right clicking on the workspaces or mark them for exporting later. You can also just add the search criteria to the marked list By adding a search criteria and clicking the 'Add search to marked list button'.

This example shows two searches added to the marked for export list

My Workspaces	Search	Marked for export	Export metadata	Progress	
		nywhere=sysero,cus 5,owner=PUPTON	tom1=001		

The first exports all workspaces with custom1=001 in the LONDON database where the word sysero appears in either the workspace name or description

The second exports all workspaces from the PENZANCE database where the owner is PUPTON

If multiple searches select the same workspace multiple times, the workspace will only be exported once.



	Add 🖸		es 🔽 Head		Delimiter	
Caption		^		Caption		
Filename				Doc. Numbe	r	
Name				Version		
Author				Filename		
Operator		≡		Name		
Туре				Author		
Class			•	Operator		
Client				Туре		
Matter				Class		
Custom3				Client		
Custom4				Matter		
Custom5				Create Date		
Custom6						
Custom7						
Custom8						
Custom9						
Custom 10						
Custom11						
Custom12						
Custom 13		$\mathbf{\vee}$				

#### 3.3 Exporting Metadata

To export a file listing each document exported, select the Export Metadata tab.

Select the fields and options required.

If the Export Metadata is enabled a file called metadata.txt will be exported into the export location. Each time an export occurs it will append to the existing metadata file, so if you need separate metadatfiles for each export it is advised to export to new directories each time so a new metadata.txt file will be created.



### 3.4 Creating the Control Centre Application to support iManage logins

The application is supplied with a manifest.zip file that will be installed in the program files directory. You can upload this with the control centre to create the necessary application or you can manually create the application as described below.

#### NOTE: Make sure that Allow Refresh Token is set to Yes

Load the iManage Control Centre, and select the System Setup, Application page. Add a new application with the details as follows:

Application / Edit	
Name	UCExportWork
Description	
Publisher	Sysero
Website	
Client ID	6ee56700-9e1e-c019-2ef8-1faf57173997
Contact	
Authentication	
Does this application require authentication with iManage Work?	Yes
Application Type	Web
Client Type (i)	Public
Redirect URL ①	http://localhost/
Client Secret (i)	3ef9ff1a-d78e-d680-930c-3b06fe9b456e
Client Secret Expires On	Never Expires
Allow Refresh Token	Yes
Refresh Token Expiry	365 days
Access Token Expiry	30 mins
Security Zedit	
All Users	

Client ID: 6ee56700-9e1e-c019-2ef8-1faf57173997 Client Secret: 3ef9ff1a-d78e-d680-930c-3b06fe9b456e