# ExportWorkgroup Help File

## Introduction

ExportWorkgroup is a utility that exports the projects and files of your Workgroup vault into a Windows folder structure. The utility scans through the Vault folder structure and creates a Windows folder for each corresponding Workgroup Project.  It then copies the latest version of each file into these new folders preserving the original name of the file as well as any SOLIDWORKS references. These new folders and files may then be copied or imported into another PDM system such as PDM Standard or Professional.

## System Requirements

This routine will only operate on a machine with SOLIDWORKS and Workgroup Client installed.

## Installation

ExportWorkgroup is an executable utility that does not require an install. To begin using the utility, unzip the contents of the ExportWorkgroup zip file into a folder on your computer and then double click on ExportWorkgroup.exe (You may have to run the utility as a local administrator.) When you are finished with the utility, you can simply delete the folder and files created when unzipping the ExportWorkgroup zip file, no uninstall is necessary.

## Obtaining your license key

ExportWorkgroup's license key is linked to your SOLIDWORKS serial number.  To receive your license key, email your SOLIDWORKS serial number (in the form XXXX XXXX XXXX XXXX XXXX XXXX) to info@3DVision.com. Mention in the email that you are requesting a license key for the ExportWorkgroup utility.
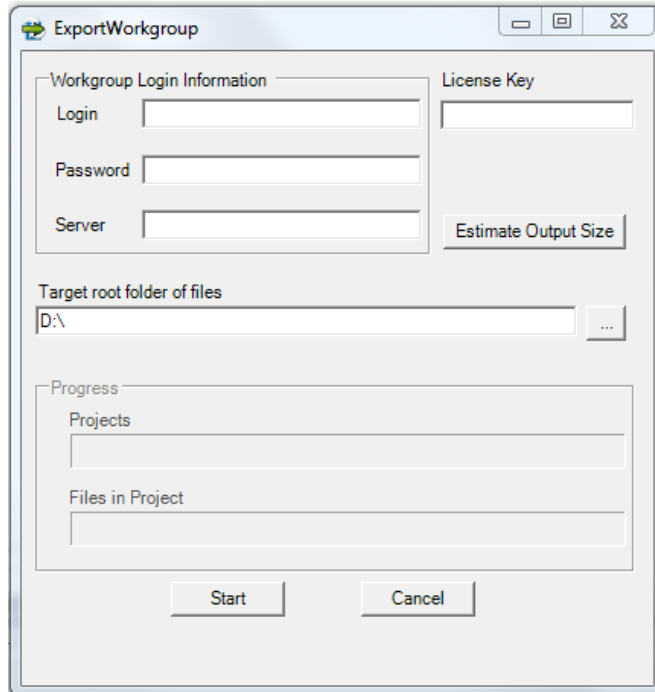
## Executing the Utility



*Figure 1 ExportWorkgroup user interface*

1. Populate the Workgroup user name, password and host machine.

a. The user name chosen must have at least read access to all Workgroup projects and files.  The user will need read access at the current lifecycles status of each file.
b. If you do not wish to export the entire Workgroup vault, remove read access to the desired projects for this user

2. Enter the license key
3. Choose a root folder for the utility to copy the Workgroup Projects and files
   a. You must have write access to this new root folder
   b. There are no checks to ensure you have enough disk space in this folder, you can use the "Estimate Output Size" button that will examine the Workgroup vault, find the latest revision of the files and add up the file sizes, but this is an estimate only, you should have at least 10% more disk space than what is recommended
      i. If you are exporting directly into a PDM vault view, on the Archive Server, recall that you will need at least twice this much space, one for the vault view, one for the vault itself
   c. UNC paths are acceptable (copying files over the network will increase your export time)
4. After you have completed the form and reviewed disk space requirements, choose the "Start" button to begin the export.
   a. Depending on the size of your first Workgroup project, it may take several minutes before you see any activity in the progress bars. Please be patient.
   b. Depending on the size of your Workgroup vault, the speed of your network and disk drives, the routine may take several hours to copy all the files. Please be patient.
5. When the routine is complete an "ExportLog.csv" file will be created in your chosen root folder. This is a comma delimited file that you can examine to determine the success of the migration.

## Limitations

- This utility only exports the latest revision (or latest working copy if it exists) of all files, the history of your files is not exported
  o Only files checked into the vault are exported, any files in user's local working folder are ignored, thus it is recommended that all users release ownership of all files to ensure the latest revisions of all files are available
- If a file or folder already exists in the new root folder, it will not be replaced/overwritten
- File attachments are not supported (i.e. if a PDF file is attached to a SOLIDWORKS part file, both files would be exported, but the relationship between the two documents is not preserved)
- There are no checks to confirm if there is enough disk space on the machine hosting the new root folder
- Only files within the Workgroup vault are exported, standard libraries and archived projects will not be copied into the new target root folder
- Only information stored in the file properties or configuration specific properties will exist in the new files. Workgroup non-mapped properties and lifecycle status are not exported

If these limitations are too strict, please contact 3DVision Technologies (info@3dvision.com) to request a quote for a Workgroup migration that better suit your needs.

*While this tool only reads [copies] data from the Workgroup Vault, it is strongly recommended and expected that a backup up is created prior to running the ExportWorkgroup tool.*

*While this tool offers an easy method for administrators to export and preserve the intellectual property within the Workgroup Vault, 3DVision Technology advises limiting access to this tool to only the administrator(s) responsible for the Workgroup export and migration.  Access to this tool could enable the theft of intellectual property by unauthorized users.*

*3DVision Technologies is not responsible for any theft or loss of data due to the usage of the ExportWorkgroup utility.*