

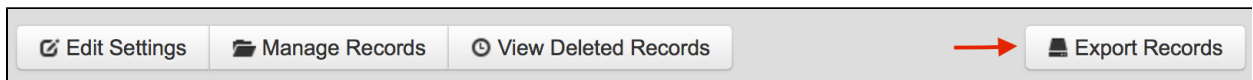
Exporting Records

Export Records

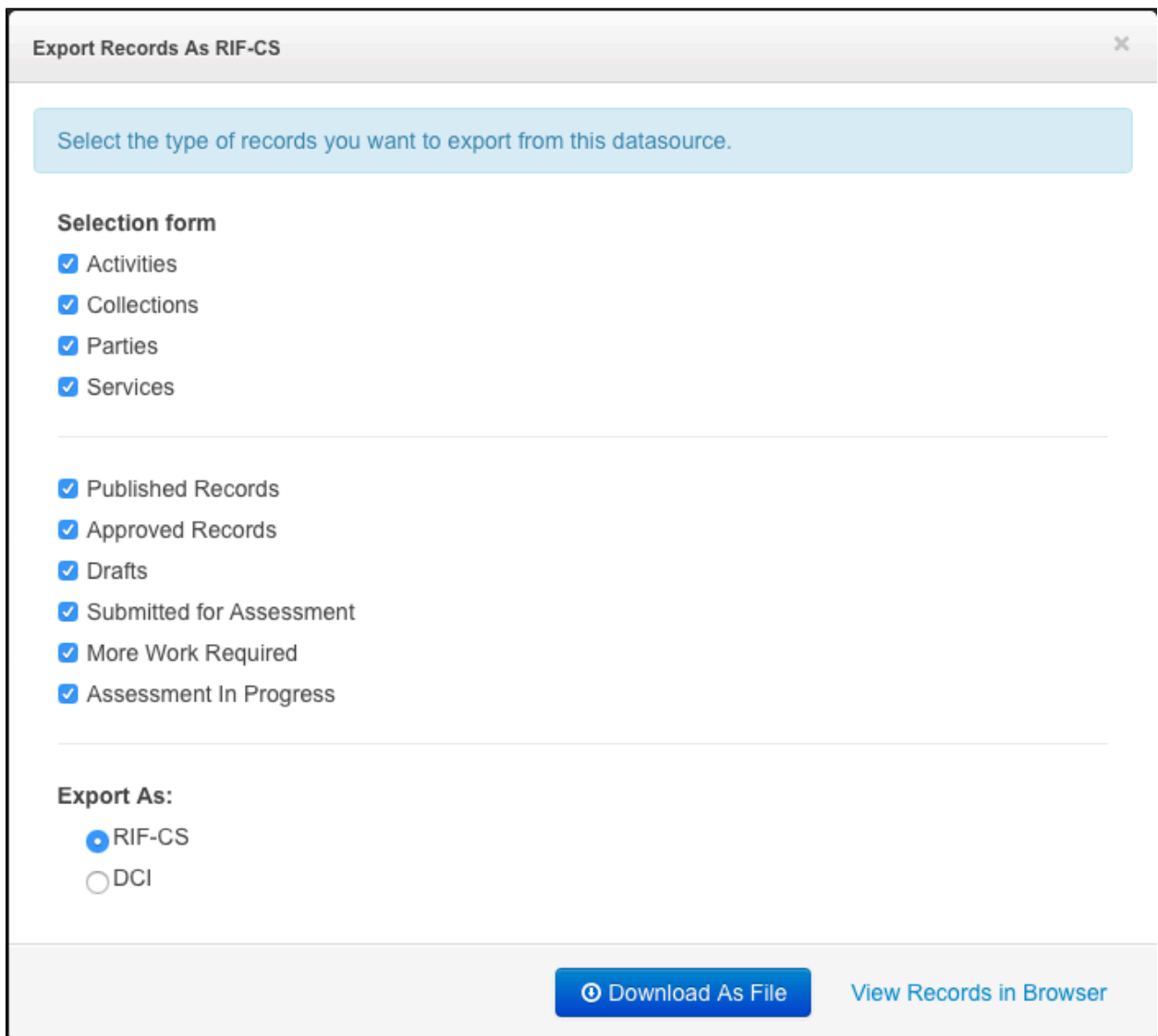
The Export Records option allows you to download a copy of your records and save them on your local machine. This can be useful when you would like to transfer records between environments (e.g. from Demo to Prod), or when you would like to edit/view them in an XML editor.

To export records from the registry:

1. Click the 'Export Records' button.

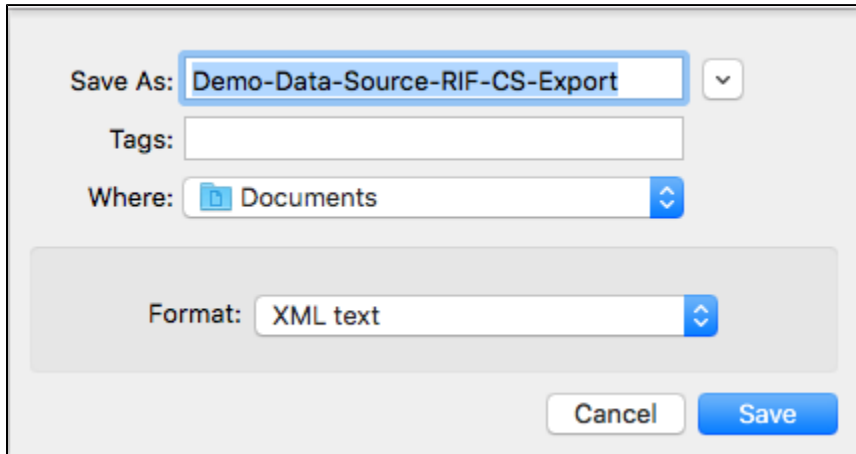


2. A pop out form will be displayed.
3. Select the class types and statuses you wish to export. By default all will be selected.
4. Select the format you wish to export your records in: RIF-CS or DCI ([Data Citation Index](#))

A screenshot of a pop-out form titled 'Export Records As RIF-CS'. The form has a light blue header bar with the title and a close button. Below the header is a light blue instruction box: 'Select the type of records you want to export from this datasource.' The main content area is divided into three sections: 'Selection form' with a list of checkboxes for 'Activities', 'Collections', 'Parties', and 'Services'; a second list of checkboxes for 'Published Records', 'Approved Records', 'Drafts', 'Submitted for Assessment', 'More Work Required', and 'Assessment In Progress'; and 'Export As:' with radio buttons for 'RIF-CS' (selected) and 'DCI'. At the bottom of the form are two buttons: 'Download As File' and 'View Records in Browser'.

5. Choose to export the records by clicking the 'Download As File' button or alternatively view the export in the browser by clicking the 'View Records in Browser' link. Note that the view in browser option is not recommended for large data sources >1000 records

6. If you chose to download as file, the file can be saved with a file name of '*data-source-name*-RIF-CS-Export.xml' or any filename of your choice. E.g. 'Demo-Data-Source-RIF-CS-Export.xml' unless you change the filename.



Save As: Demo-Data-Source-RIF-CS-Export

Tags:

Where: Documents

Format: XML text

Cancel Save

More information:

- [Data Source Activity Log](#)
- [Importing records](#)
- [Summary tables](#)
- [Reinstating deleted records](#)

« [Data Source Activity Log](#) [Importing Records](#) »