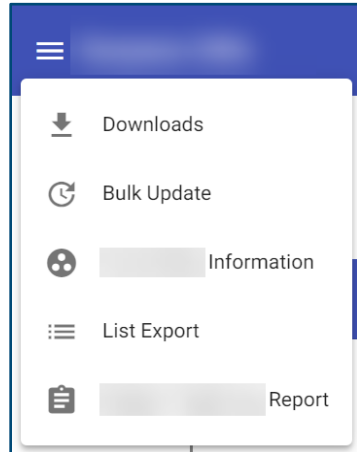


Passura Applications (PassApps)

Passura Applications (PassApps) are ancillary applications that facilitate Passura Folder and QBlock metadata management.




Introduction

PassApps include tools to:

- Export a list's QBlocks and QBlock metadata.
- Bulk update Approval Information.
- Bulk update individual QBlock comments and citations.

Attention: Bulk updates made using Passura Applications do not automatically re-register to HelperDatabase.

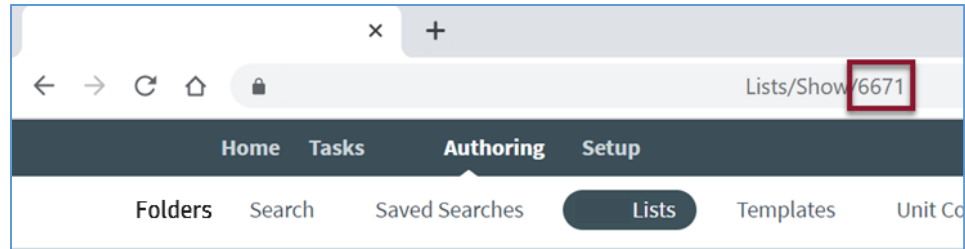
- Compile a report of a Folder's metadata settings and values.

[Click here to access Passura Applications](#) and use the main menu  to select an application.

List requirements to use PassApps

The following criteria must be met to make list-based requests in PassApps:

- You have the list ID available.










- Your list name is no longer than 80 characters.
- You must be the list's owner/creator. If you are not, select all QBlocks in the list, and [save them to a new list](#). Then use the new list and list ID in PassApps.

PassApps Downloads

All PassApps requests generate a log file when complete. **List Export** and **Folder Metadata Report** requests generate CSV files based on your selections. These are available to be reviewed and saved from the **Downloads** page.

1. Select Downloads from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.

Description					Date	Status	Log	Output
Bulk Update Report					3/7/24, 12:26 PM	COMPLETE		
List Export					2/22/24, 11:10 AM	COMPLETE		
Bulk Update Report					2/22/24, 11:33 AM	COMPLETE		

2. Click the **Log** button  to download a report on your request when complete.
3. Click the **Output** button  to download your file when complete.
4. Click the **Refresh** button  to update the **Status** column while you wait.

Note: If your request fails or times out, clear the browser cache and try again. If it still fails, [submit a ticket](#).

List Export

Use this tool to export an QBlock list as a CSV. You can update object order and inclusion in the CSV list.

You must be the list's owner/creator. If you are not, select all QBlocks in the list, and [save them to a new list](#). Then use the new list and list ID in PassApps.

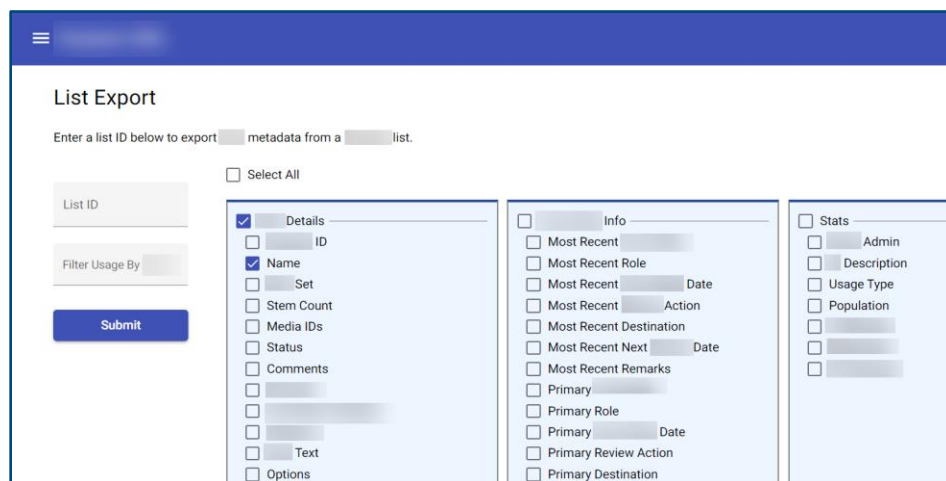
Procedure

To speed processing, break up lists containing over 400 QBlocks into smaller lists. Then export each smaller list.

1. Note the list ID for the QBlocks to be exported.

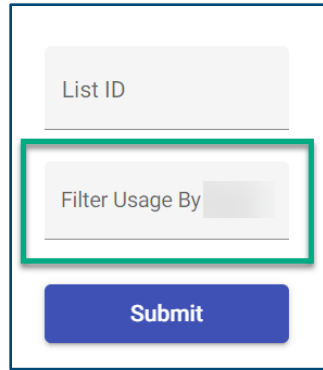
[Redacted: UI Screenshot of list ID]

2. [Click here](#) to open the **List Export** application. The page has fields to enter your Passura list ID and select the content and metadata to include.



The screenshot shows the 'List Export' application interface. At the top, there is a blue header bar with a menu icon. Below the header, the title 'List Export' is displayed. A text input field is labeled 'Enter a list ID below to export' followed by 'metadata from a' and a dropdown menu. Below this, there is a 'List ID' input field and a 'Filter Usage By' dropdown menu. A 'Submit' button is located below the 'List ID' field. To the right of the input fields, there is a 'Select All' checkbox. Below these, there are three columns of checkboxes for selecting content and metadata to include. The first column is titled 'Details' and includes checkboxes for 'ID', 'Name' (checked), 'Set', 'Stem Count', 'Media IDs', 'Status', 'Comments', and 'Options'. The second column is titled 'Info' and includes checkboxes for 'Most Recent', 'Most Recent Role', 'Most Recent Date', 'Most Recent Action', 'Most Recent Destination', 'Most Recent Next Date', 'Most Recent Remarks', 'Primary', 'Primary Role', 'Primary Date', 'Primary Review Action', and 'Primary Destination'. The third column is titled 'Stats' and includes checkboxes for 'Admin', 'Description', 'Usage Type', 'Population', and an unlabeled checkbox.

3. Enter the [List ID](#) from Passura.
4. You can also select an Output in the **Filter Usage by SubDomain** dropdown to include only Usage for a given SubDomain.



A screenshot of a web form. It contains a light gray input field labeled 'List ID'. Below it is another light gray input field labeled 'Filter Usage By', which is highlighted with a green rectangular border. At the bottom of the form is a blue button with the text 'Submit' in white.

5. Select the QBlock metadata you want to include in the export.
 - **Select All:** All QBlock Details, Metadata, Languages, Entity Info, Stats, and Usage for each QBlock.
 - **QBlock Details:** The primary QBlock elements: text, answer options, comments, etc.
 - **Metadata:** Any metadata and values associated with each QBlock.
 - **Languages:** Any languages associated with each QBlock.
 - **Entity Info:** Any selected type of Entity Information associated with each QBlock.
 - **Stats:** Any selected Stats type(s) associated with each QBlock.
6. Select **Downloads** from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.
7. The CSV list export has a column for each criterion selected in your request.

[Redacted CSV Output Screenshot]

You can use this spreadsheet to work with QBlocks according to their metadata.

Next Steps

To update QBlock order in a Passura list, save a copy of this export, reorder the QBlocks, and upload the new list order into Passura.

Bulk update Approval Information

Writing sample note: The Bulk Update Approval instructions are not included in this sample, but do appear in my SOP sample. The information throughout this sample is reusable. These sections, and their images, individual steps, and other elements, were written/designed to be inserted into any other document in the library where relevant. Updates to transcluded information automatically publishes to all pages where it appears, making changes single-sourced as well!