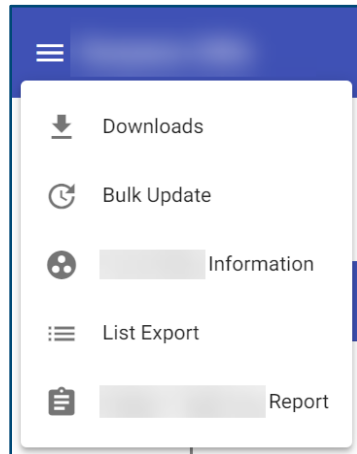# Passura Applications (PassApps)

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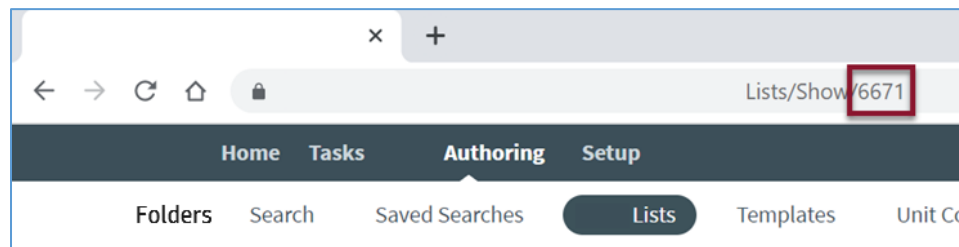
- – Compile a report of a Folder's metadata settings and values.

[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:
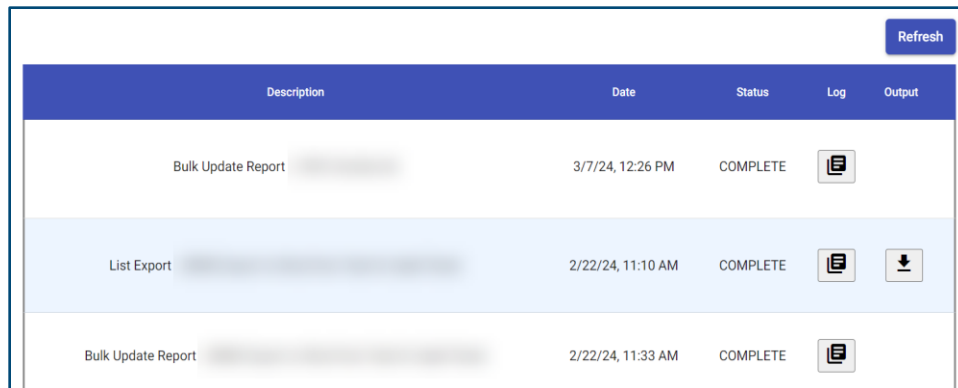
- – You have the list ID available.

- – 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**.

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.
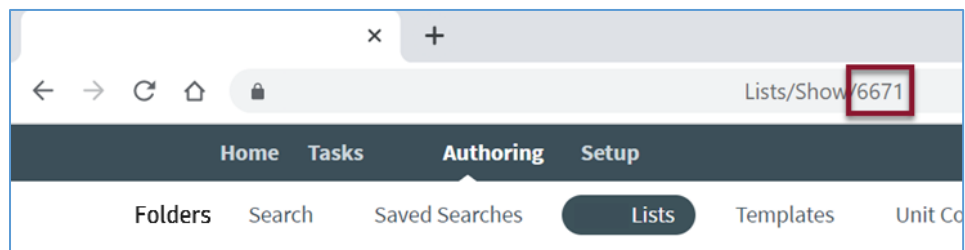
List Export

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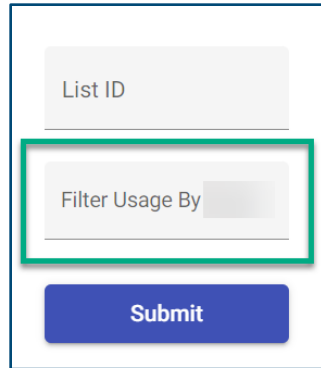
To speed processing, break up lists containing over 400 QBlocks into smaller lists. Then export each smaller list.

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

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.

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.

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 Information instructions are not included in this sample, but do appear in my SOP sample where the user bulk updates Approval Information. 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!