

## Section 5-1

> Step

1. Navigate to (root) > Batch Processing > Batches > Production > Invoices Process
2. Add a new step
3. Set the Activity Type property of the new step to Document Export
4. Set the Export Provider property to File System Export
5. Click on the Export Settings property to edit its properties

> Step

1. In the File System Export window, in the General section:
  - a. Set the Base Export Folder property to a path where the files can be exported
  - b. Set the File Export Settings > Content Format property to PDF
  - c. Set the File Export Settings > PDF Options > Make Searchable property to True
2. In the File and Directory Naming section:
  - a. Set the Content Type property to the Invoices Content Model
  - b. Set the Subfolder Levels property to 1
  - c. Edit the Folder Mappings property:
    - i. For Folder Level 1, set Map To to Variable and Mapped Value to {Node.ContentTypeNames}
    - ii. For Filename, set Map To to Field and Mapped Value to Invoice Number
3. In the Metadata Export section:
  - a. Set the Metadata Format property to XML
4. Click OK to close the window
5. Save and Publish

## > Step

1. Navigate to (root) > Batch Processing > Batches > Production > Invoices Process
2. Make sure the batch is paused
3. Right click on the Invoices Batch and select Update Process...
4. Set Target Step to **Document Export**
5. Click Execute

## > Step

1. Resume the batch
2. Click Process
3. View the exported documents in Windows Explorer