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## How to Export Sets of IEs?

- **Article Type:** General
  - **Product:** Rosetta
  - **Product Version:** 4
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Desired Outcome Goal:

To successfully export a set of IEs.

Procedure:

1. Go to Data Management > Manage Sets and Processes > Process List > Add Process
2. Choose "Export Intellectual Entities" > Next
3. Add the following parameters:

- Process Name: (e.g. "Export IEs from Archives Collections/Sets")

- Export Path: /operational\_shared/staff\_work\_area/<UserFolder>/export/ies/

NOTE: Each login account on the Rosetta server has a UserFolder as above.

Before completing this form it is recommended to connect to the Rosetta server via ssh and confirm the folder name (e.g. case-sensitivity, etc.).

- Preservation Type filter: Choose either 'Customer' or 'All'

- Preservation Type filter: Check the appropriate boxes to include desired IE representations in the export (i.e. Preservation Master, Modified Master, and Derivative Copy).

- Include CMS In Export: Check this box to include metadata from the Content Management System

- Include Access Rights in Export: Check this box to include any associated AR with exported IEs.

- Send email?: Include email to be notified when export is complete.

- Email: If the "Send email?" (above) is 'Yes' and email address should be specified here.

4. Choose a set

5. Choose a schedule

6. Run

**Category:** Process Management - Rosetta

**Subject:** Rosetta

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