

# Newsletter Article

## Exporting Files from GeoCue

Applies to GeoCue, versions 2012.1 and above.



GeoCue Group Support  
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GeoCue is a workflow management tool that by its very nature has some data management features to it as well. When working with files within GeoCue files are either stored on a network path that is referenced within the program or files are stored in the GeoCue warehouse. Projects may contain large quantities of data in many locations, which can be difficult to shift through when determining what is the correct data that needs to be delivered to a customer. GeoCue provides an Export Files command that can be very helpful and save the user time and help ensure the correct version of the data is delivered. The Export Files command gives the user a GUI to determining what files to export from entities in a GeoCue project, and where the files should be exported to, while using a robust copy utility to ensure data integrity.

### Export Files Command

The Export Files command can be found built-in on the Commands tab of the Environment Builder (Figure 1). This makes the command easy to add to any custom checklist. \*\*\*Remember to clone an existing checklist before adding new steps to it.

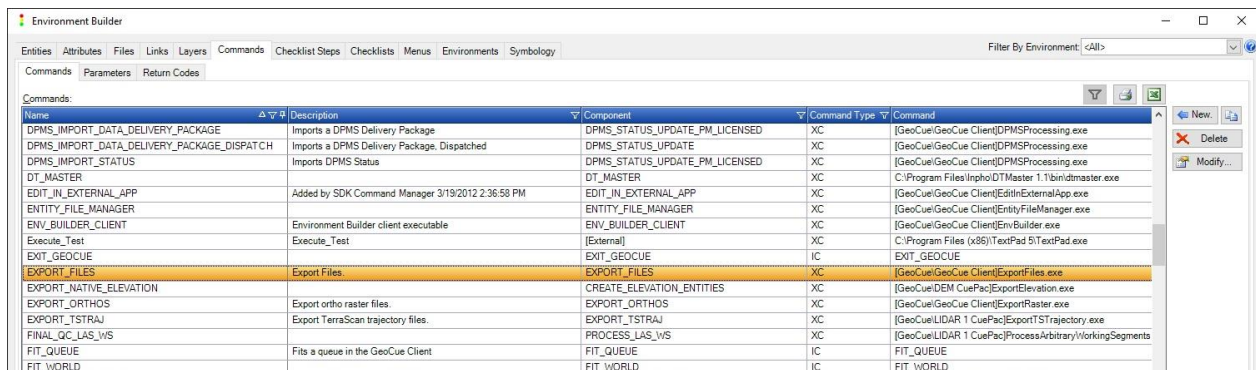


Figure 1 - Environment Builder Commands - Export\_Files

The first step when adding a new checklist step is to make the command (if it does not already exist) and then make the checklist step. In this case, the Export Files command is a GeoCue System command that already exists, as does the checklist step (Figure 2). Since both the command and the checklist step already exist the step can easily be added to a custom checklist.

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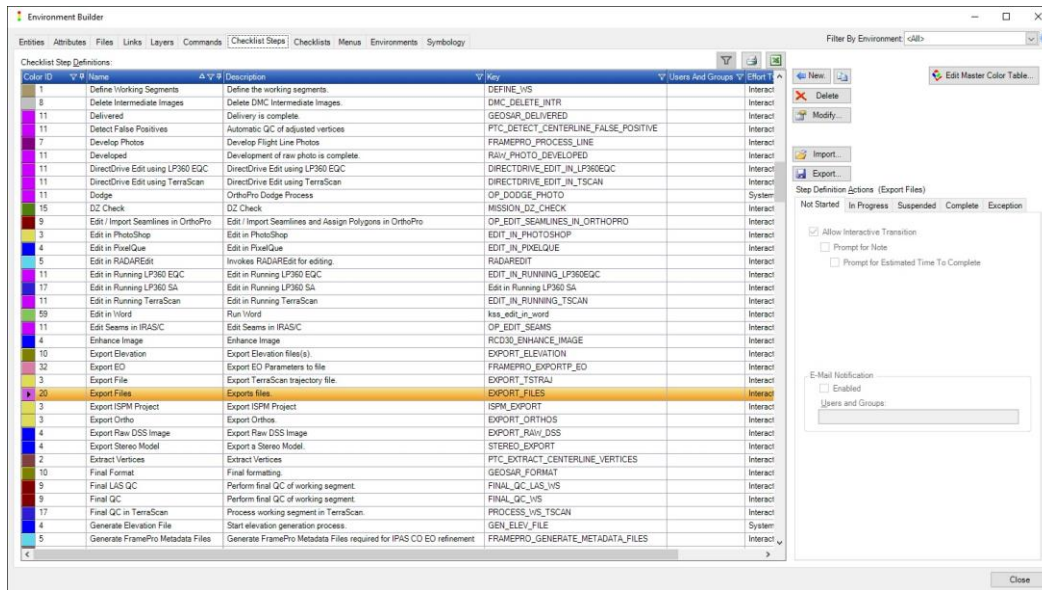


Figure 2 - Environment Builder Checklist Steps - Export Files

### Configuring Commands, Checklist Steps and Checklists.

Prior to adding any step to a checklist the most important thing that has to happen is the checklist needs to be cloned (Figure 3, Figure 4). Never add new steps to a checklist that is being used as this could result in errors with GeoCue entities and possibly corrupt your project or lead to loss of metadata information.

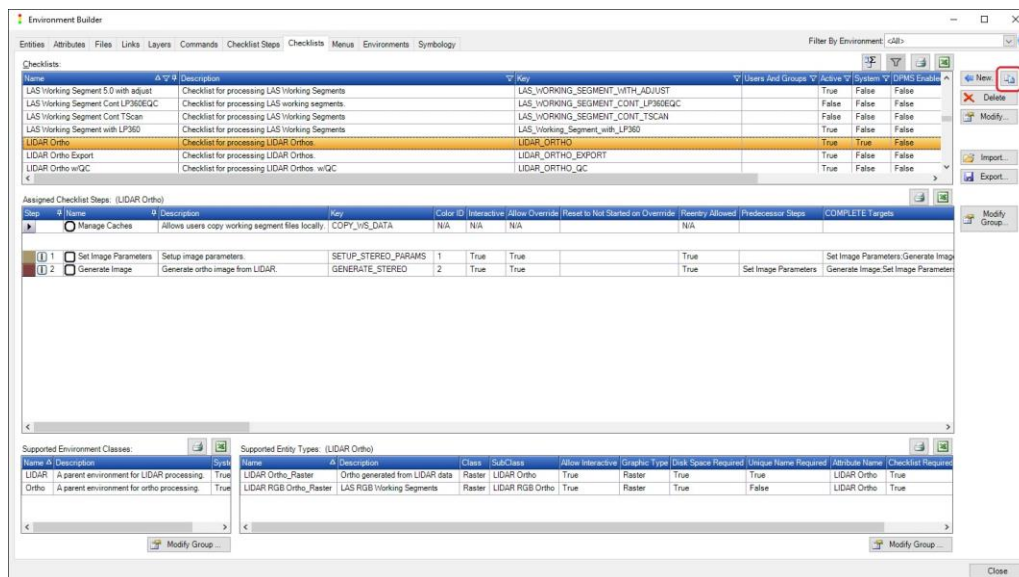


Figure 3 - Clone Existing Checklist Prior to adding new checklist step

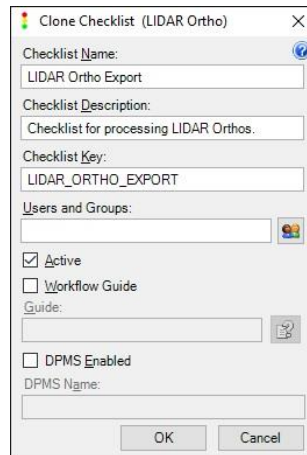


Figure 4 - Clone Checklist

Once the checklist has been cloned it can then be modified. During the modification process is when the new step can be added. To add the new checklist step, click on the Modify Group button (Figure 5). The Export Files command can be added as either a utility step, or it can be added as an optional or required step on the processing steps checklist.

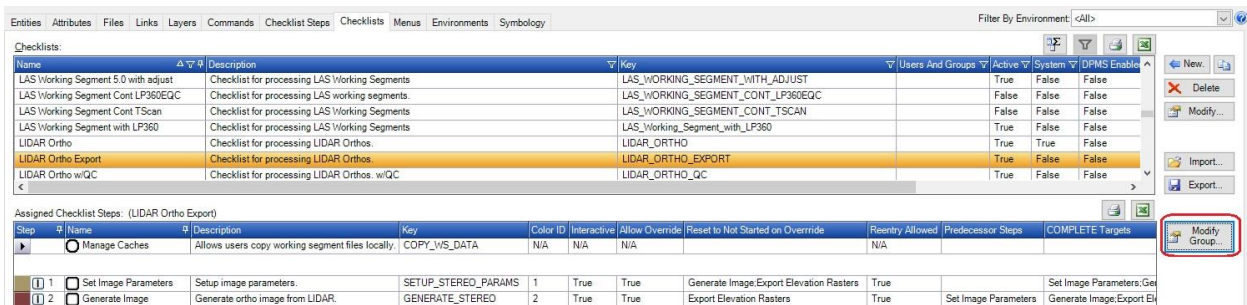


Figure 5 - Modify Checklist Group

To specify the new checklist step search for the Step Key (Export Files) (Figure 6) and add it to the checklist. If adding the step to the main processing checklist determine the checklist logic. At this stage the name of the checklist step can be changed, if desired, along with the processing step color (Figure 7).

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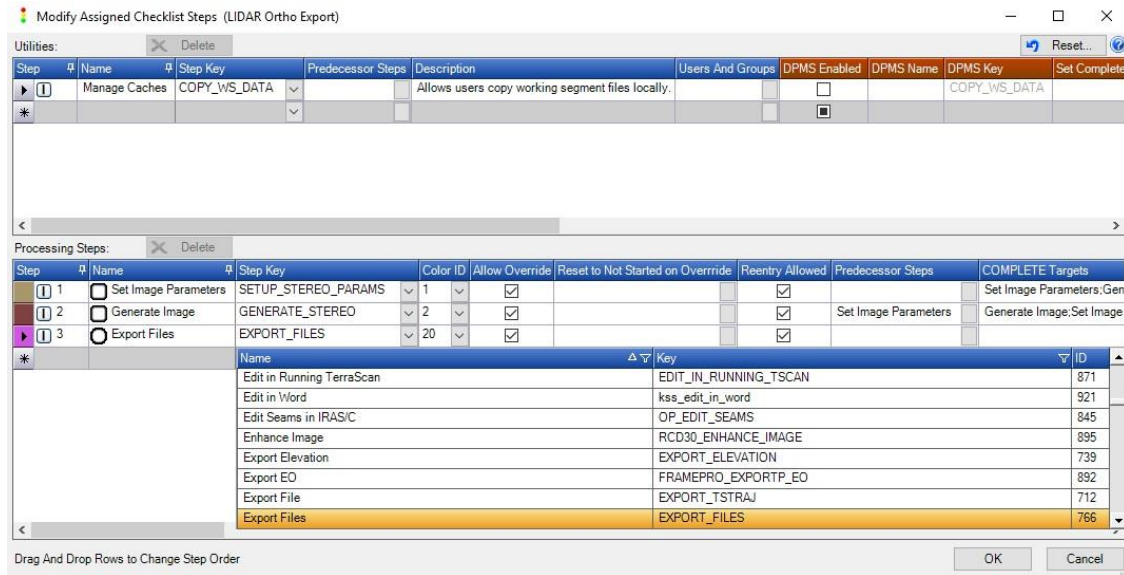


Figure 6 - Add Checklist Step

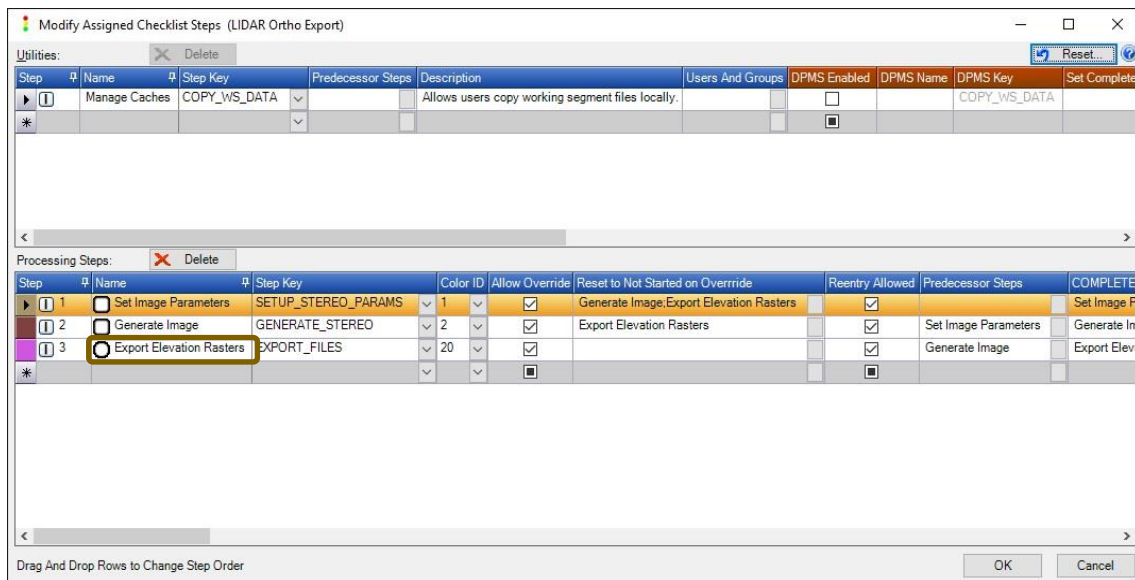


Figure 7 - Update Checklist Step Name (optional)

To save changes made to the checklist click OK and the new checklist can be assigned to GeoCue entities.

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### Assigning the New Checklist

In order to assign the new checklist to existing entities the GeoCue user needs to have the appropriate level of permissions. Typically, this means the user needs to be a GeoCue administrator.

To assign a new checklist to existing entities, add the entities to the working set. Then select Setup → Administration → Repair Tools → Checklist Changer (Figure 8).

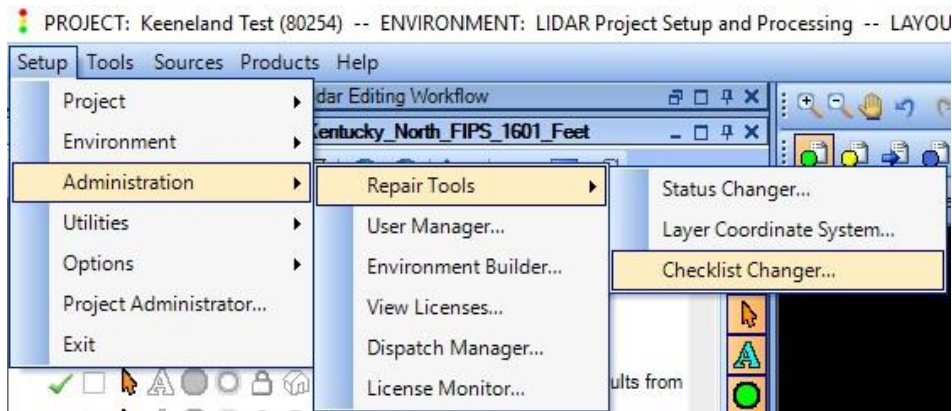


Figure 8 - Administration - Checklist Changer

Specify the checklist to be replaced and click Replace Checklists (Figure 9, Figure 10).

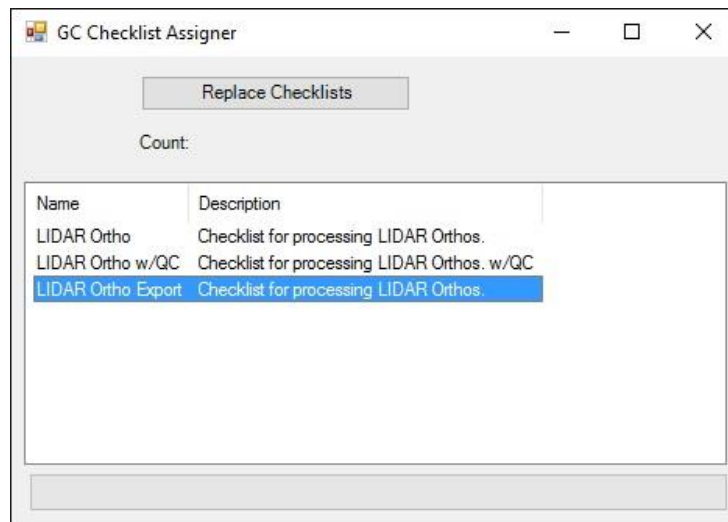


Figure 9 - Replace Checklists





Figure 10 - Updated Checklist

Once the checklist has been updated the step can then be run to export the files (Figure 11). Specify the output folder in which the files will be stored and select the files to export.

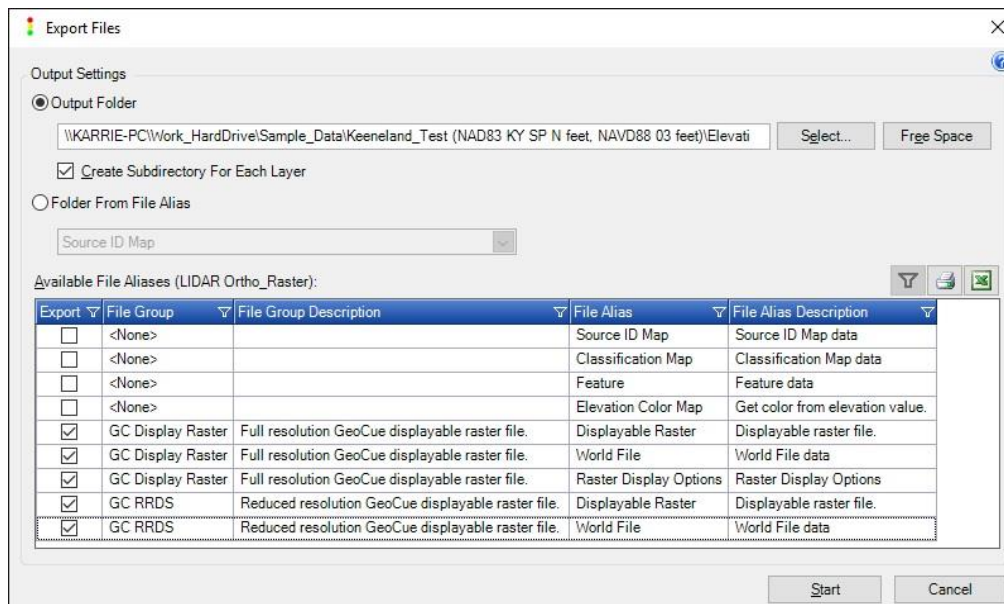


Figure 11 - Export Files (output folder and files)

The Export Files command gives the user a GUI interface to easily select the desired files to export for delivery. It can be readily added to an entity checklist as a final step, or even an intermediate step, in the workflow to ensure and track correct versions of files are delivered.

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