

Document Import Kit for SharePoint 2007

Migration tool for Microsoft SharePoint

Product Overview



Document Import Kit for SharePoint 2007 (DocKIT) is a powerful, easy-to-use tool to import documents from file systems & network shares into Microsoft Office SharePoint Server 2007 (MOSS 2007) and Microsoft Windows SharePoint Services 3.0 (WSS v3.0).

Benefits

DocKIT software has been designed and developed to address the specific needs of companies that are deploying Microsoft Office SharePoint Servers / Windows SharePoint Services. DocKIT for SharePoint 2007 assists users in importing their existing documents and file repositories into Microsoft Office SharePoint Server 2007 / Windows SharePoint Services 3.0.

The functional benefits of using DocKIT for SharePoint 2007 include:

- Provides a simple solution to import documents and its associated document properties into SharePoint libraries
- Imports documents from different file server and network shares locations into SharePoint libraries
- Import multiple document versions from the source folders using the familiar explorer user interface or batch file option
- Associates the metadata stored in a CSV / Excel / TXT file to the respective documents in SharePoint
- Associates documents' summary properties of source documents namely - Title, Subject, Author, Category, Keywords and Comments to the respective documents in SharePoint
- Imports document properties such as Manager, Company DateLastPrinted, DateLastSaved, RevisionNumber, Version, WordCount, etc. in the case of MS-Office documents. Automatically propagates Microsoft Office custom document properties.
- Propagates the original Created Date, Last Modified Date, Created By and Modified By fields to the equivalent system fields in SharePoint for each folder / document available in the source location

Note: DocKIT Web Services component must be installed in the SharePoint Server to activate this feature

- Assigns Content type, Approval Status and related Comments for each folder and document
- Renames invalid source folder & file names based on naming rules

The DocKIT application proved extremely useful for importing large numbers of files and folders quickly and easily into SharePoint. Previously, we were having to import files individually, but through using DocKIT we were able to deal with huge directories in a fraction of the time that it would have taken. An excellent tool, really glad we found it.

-Andy Fearn, Guildford Borough Council, UK

(including wildcards) specified by user when importing them in bulk to a SharePoint library

- Filter documents based on certain document property conditions prior to import
- Validates task settings to minimize errors during a live transfer
- Re-imports folders / files that failed during the first attempt
- Runs the import task through command-line or Windows Task Scheduler interface

Key Features

DockKIT for SharePoint 2007 imports folders and documents to SharePoint libraries with the following metadata that typically define the source content:

- Custom properties defined in the external metadata file
- Summary file system properties - Title, Subject, Author, Category, Keywords and Comments
- File properties such as Manager, Company, DateLastPrinted, DateLastSaved, RevisionNumber, Version, WordCount etc. in the case of MS-Office documents
- Original Created Date & Last Modified Date of source documents
- Author (Created By) and Editor (Modified By) of source documents
- Content Approval Status & Approval Comments

Import folders & files and metadata

Import folders and files along with metadata (external metadata file and file properties) from file system to SharePoint libraries based on the folders/files added by the user using the DockKIT user interface.

Import documents from a batch descriptor file

Import folders and files along with metadata (external metadata file and file properties) from file system to SharePoint libraries based on the entries in the batch descriptor file.

Apply metadata to documents from metadata file

Update document properties to documents already residing in a SharePoint library using the values specified in the metadata file.

Import metadata of documents

DockKIT allows you to associate metadata of documents stored in an external file, thereby eliminating the burden of manually entering values to the documents while checking in. This feature is extremely useful if you have the document properties (metadata) stored in a database or spreadsheet or any other third-party application.

DockKIT associates file system properties ('Summary' properties) - *Title, Subject, Author, Category, Keywords, and Comments* and applies it to the respective documents in SharePoint. DockKIT imports Manager, Company, DateLastPrinted, DateLastSaved, RevisionNumber, Version, WordCount etc. in the case of MS-Office documents.

DockKIT propagates the original *Created Date, Last Modified Date,*

System Requirements

Hardware: Intel Pentium processor, 512 MB of RAM, 4 MB disk space to install DockKIT

Software: Windows XP (or) Windows Vista (or) Windows Server 2003 with .NET the latest service packs and .NET Framework 2.0 or higher.

Microsoft Office 2007 Suite or Microsoft Office 2007 Compatibility Pack (required when importing Office 2007 format based file properties)

Created By (Author) and Modified By (Editor) and assigns it to the respective system columns in SharePoint library (*Note: DocKIT Web Services component must be installed in the SharePoint Server to propagate the date fields correctly*).

These features are extremely useful if you want to store the original document property values in the respective SharePoint columns.

Import multiple file versions

DocKIT imports multiple file versions of documents in the source folder in the user specified order (version sequence). You can also rename files in the source folder location to collate them as multiple file versions.

Tasks Manager

DocKIT creates import tasks and maintains task history in a task oriented interface. Create a scheduled task or store the task settings and manually run the task on-demand. Keep track of all import tasks performed using DocKIT. Task Manager internally uses the familiar Windows Task Scheduler to run import tasks at different time intervals - daily, monthly, weekly etc.

Automate Tasks

Run import tasks from the command line (DOS prompt) or automate to run in a scheduled manner using the Windows Task Scheduler interface. Moves the source folders & files to a new target location, once they are imported to SharePoint.

Task Validation

Validates task settings and performs a dry test run in order to minimize errors during a live.

Re-import Task

Re-imports folders / files that files during the first attempt by a simple click of a button.

Import to multiple destinations

DocKIT enables simultaneous import of documents into multiple SharePoint libraries located in a SharePoint Site.

Installation Instructions

Once you download the software, install applications packages (.msi) depending on your import requirements. The simple setup wizard will guide you through the installation process.

- **DocKIT2007.msi** in order to install DocKIT for SharePoint 2007 application. You can use this setup file to install DocKIT application in the SharePoint Server or any client machine running Windows XP or Windows Vista (32-bit or 64-bit platforms).
- **DocKIT2007_WebServices_x86.msi** in order to install DocKIT Web Services component for 32-bit Windows 2003 Server. You can use this setup file to install DocKIT Web Services

component in 32-bit Windows Server 2003 running Microsoft Office SharePoint Server 2007 or Windows SharePoint Services 3.0, in order to propagate the Created Date, Last Modified Date, Created By, Modified By, Content Approval Status & Comments and Target Audiences (Global Audience group or Security/Distribution group) fields for the source documents.

- **DocKIT2007_WebServices_x64.msi** in order to install DocKIT Web Services component for 64-bit Windows 2003 Server. You can use this setup file to install DocKIT Web Services component in 64-bit Windows Server 2003 running Microsoft Office SharePoint Server 2007 or Windows SharePoint Services 3.0, in order to propagate the Created Date, Last Modified Date, Created By, Modified By, Content Approval Status & Comments, and Target Audiences (Global Audience group or Security/Distribution group) fields for the source documents.

IMPORTANT: You do not have to install DocKIT Web Services component (DocKIT2007_WebServices_x86.msi or DocKIT2007_WebServices_x64.msi), if you do not wish to propagate the Created Date, Last Modified Date, Created By, Modified By, Content Approval Status & Comments fields and Target Audiences (Global Audience group or Security/Distribution group) fields for the source documents.



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