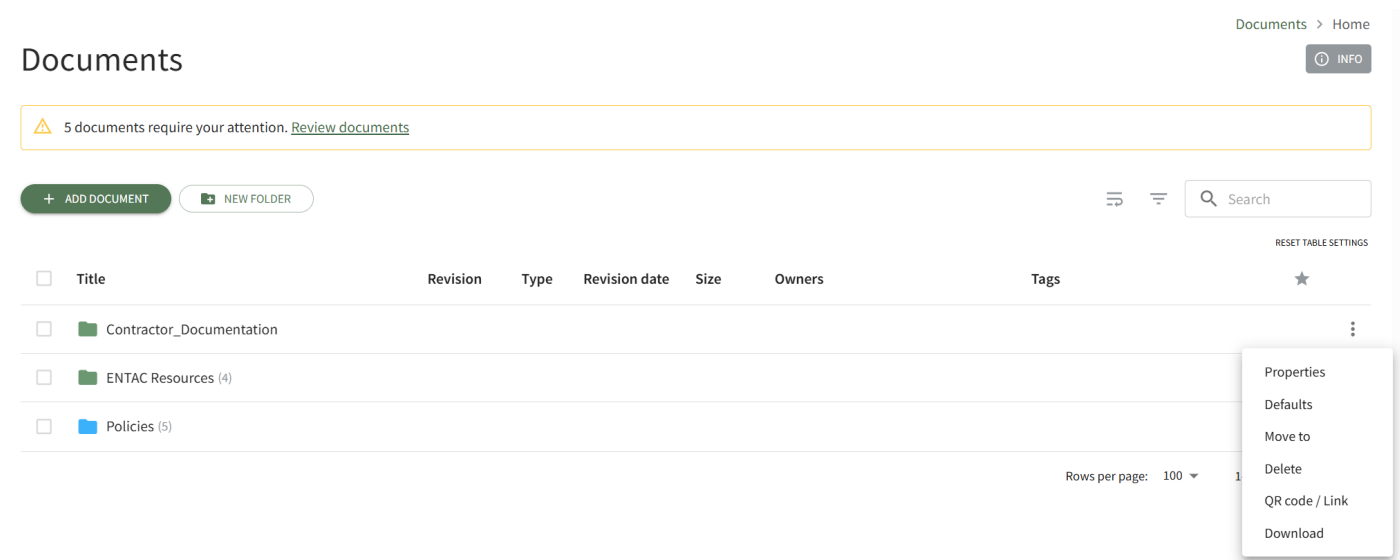


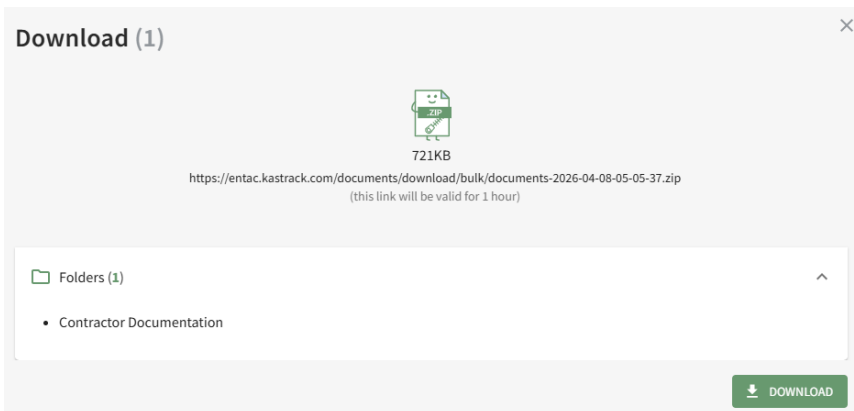
Download a Folder

To download the files contained in a folder in the Documents Module, open the Documents Home Page from the Main Menu and navigate your repository to the desired folder. Select the vertical three-dot icon to the far right of the folder opening the context menu and select the Download option.



The screenshot shows the 'Documents' home page. At the top right, there is a breadcrumb 'Documents > Home' and an 'INFO' button. Below this is a notification bar: '5 documents require your attention. [Review documents](#)'. The main area contains two buttons: '+ ADD DOCUMENT' and '+ NEW FOLDER'. To the right are view icons, a search bar, and a 'RESET TABLE SETTINGS' link. A table lists folders: 'Contractor_Documentation', 'ENTAC Resources (4)', and 'Policies (5)'. A context menu is open over the 'Contractor_Documentation' folder, showing options: Properties, Defaults, Move to, Delete, QR code / Link, and Download. At the bottom right, there is a 'Rows per page: 100' dropdown.

This opens the Download Modal.



The screenshot shows a 'Download (1)' modal. It features a zip file icon with '721KB' below it. The download link is 'https://entac.kastrack.com/documents/download/bulk/documents-2026-04-08-05-05-37.zip' with a note '(this link will be valid for 1 hour)'. Below the link is a 'Folders (1)' section containing 'Contractor Documentation'. A green 'DOWNLOAD' button is at the bottom right.

Click the Download button and zip file will be downloaded to your personal device.

Revision #3

Created 2026-04-08 14:49:48 UTC by Mitzi Orkus

Updated 2026-06-08 19:07:49 UTC by Mitzi Orkus