PW Customer Collaboration Documentum

Documentum To Box Synch
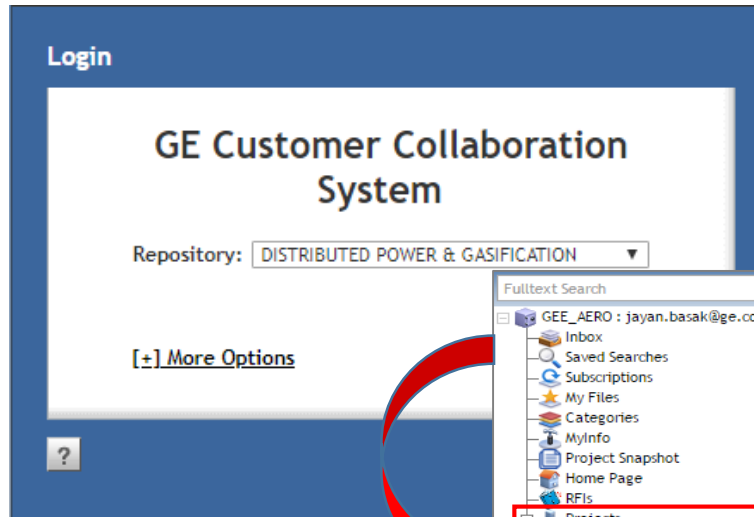
Revised: 11/19/18
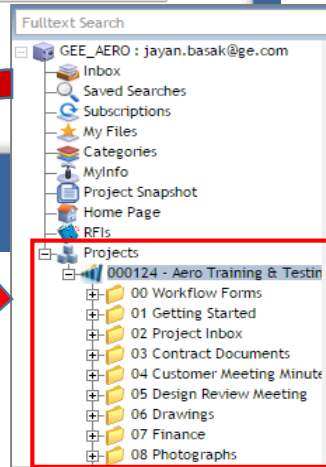
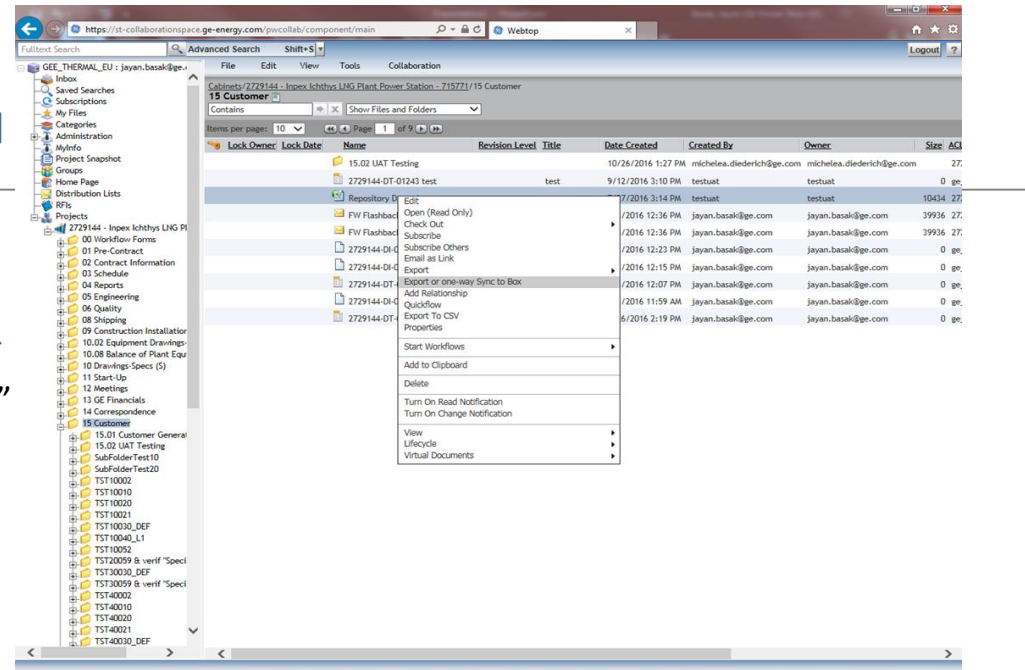# Syncing steps from Webtop

1.

2. Select the desired folder

3. Select the file(s)
   right click>"Export or one-way sync to Box"

*Documents Only - **No folders or forms***

Syncing steps from Webtop

Publish and Sync Document(s) to BOX

IMPORTANT: Synchronizing to Box is ONE-WAY, changes made in documentum will update Box. Changes made in Box WILL NOT update Documentum. When using this utility, a folder will be created in your Box directory called "Documentum Exports" and a project folder will be built under it.

Options

Replicate Documentum's folder path in Box ☐

(If checked, the full documentum path of files selected will be created in the "Documentum Export" folder. If unchecked only the top level project folder will be created.)

Select the Publish and/or Sync options:

   Publish selected file(s) to Box now (will take 5-10 minutes) ☑

   Synchronize my selected files Daily (Sync job runs daily around midnight EST) ☐

      Number of days for synchronization: [▼]

Documents Selected : 1

Please select or unselect the document(s) from the below list:

Upload to Box	File Name	Size of the Document(in KB)	Description	Sync Status
☑	Brava Test PDF Document.pdf	161	NEW	New Document

[?]   OK   Cancel

It takes 5-10 minutes to get a confirmation email(s):

   1- 1st time synchronization will create a folder in Box and the users gets an email from "Box" to confirm the addition of the user to that folder

   2- Documentum - Box Upload File Status

Sync will stop when:

   1- The synced file get moved to a different folder, therefore, to keep the syncing valid, the user can "Copy" the file instead

   2- The folder name gets changes