# Exporting, Downloading, and Posting Scans

Schedule Tasks · https://www.codereadr.com/knowledgebase/scan-tasks/

## Downloading Scans

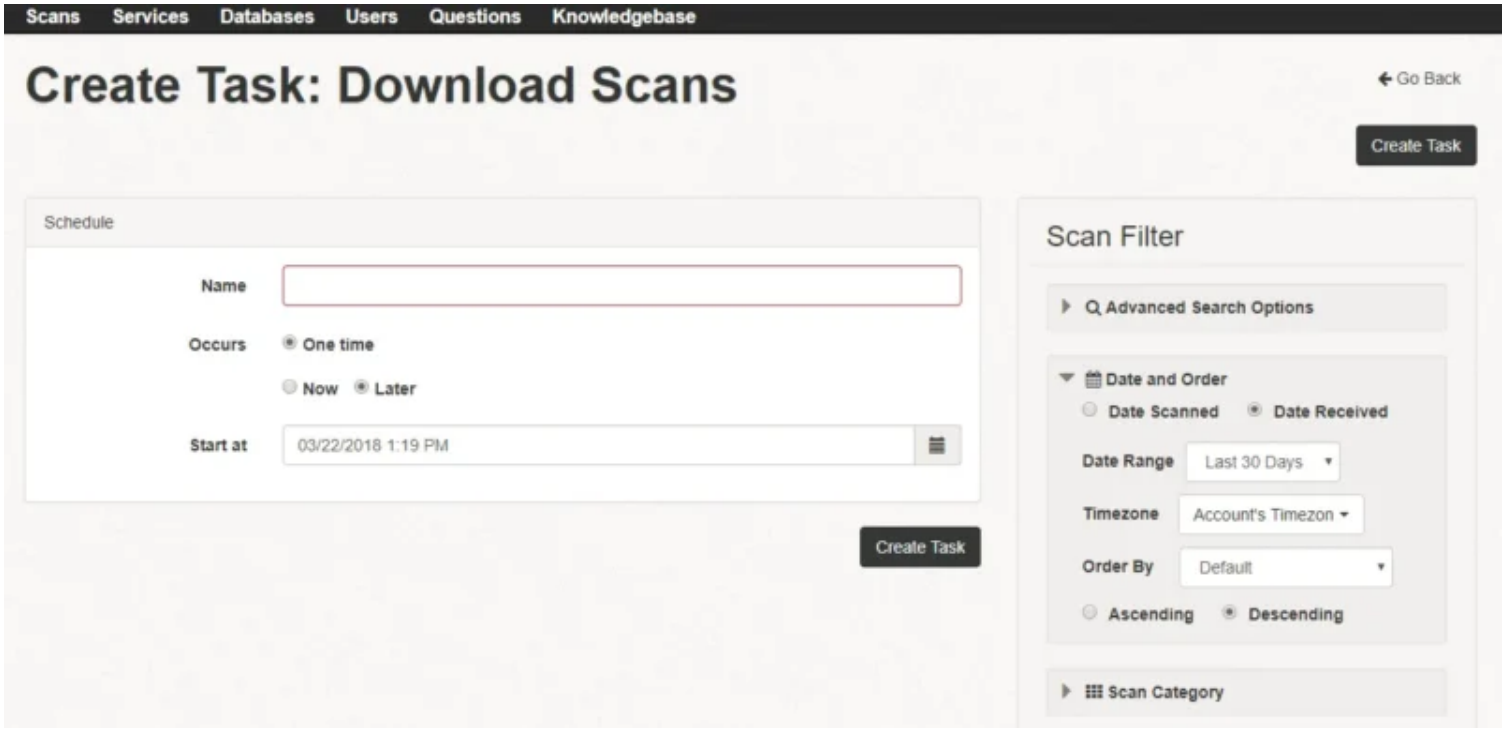
Downloading scans is a straightforward process that enables you to export scan records as a CSV file. You can customize the data fields to include using an Export Template, making it easier to tailor your downloads. This task can also be completed directly from the Scans page.

## Filters for Downloading Scans

To refine your downloads, the following filter options are available:

- Date Received (recommended)
- Service used for scanning
- User who generated the scans
- Scan Status (valid/invalid/error)
- Device used to record the scans

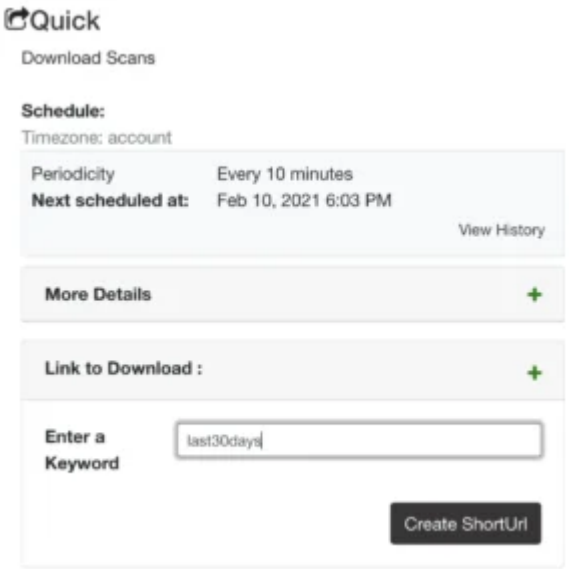
Note: The Download Scans task cannot be automated and must be manually scheduled. For automation, see Export Scans task.

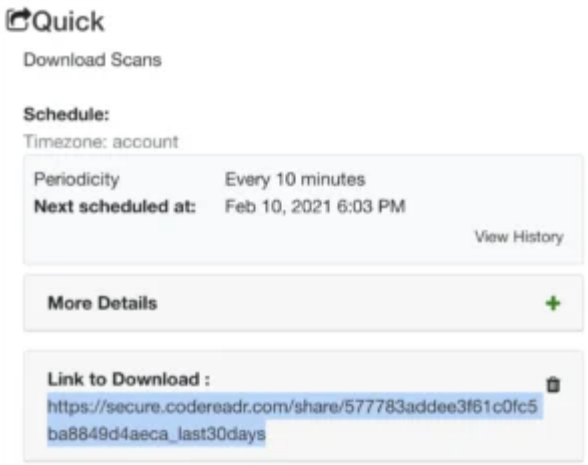



## Sharing Downloaded Scans

Once the task is created, you can share the most recent file generated via a unique Share URL. This link allows others to directly download the file.

1. After creating the task, click the “Add Share Link” button.
2. Name the Share URL (e.g., "Link to Download").






## Exporting Scans

Exporting scans offers flexibility for scheduling and managing scan records. Depending on your paid plan, exports can be created to automatically recur on a scheduled basis.

### Export Template Customization

Exports are formatted as CSV files, with the ability to:

- Select fields to include
- Customize header labels
- Arrange field order

Advanced options include:

- REGEX Customization: Tailor your exports further.
- Pre-programmed Formats: Example—clickable URLs.

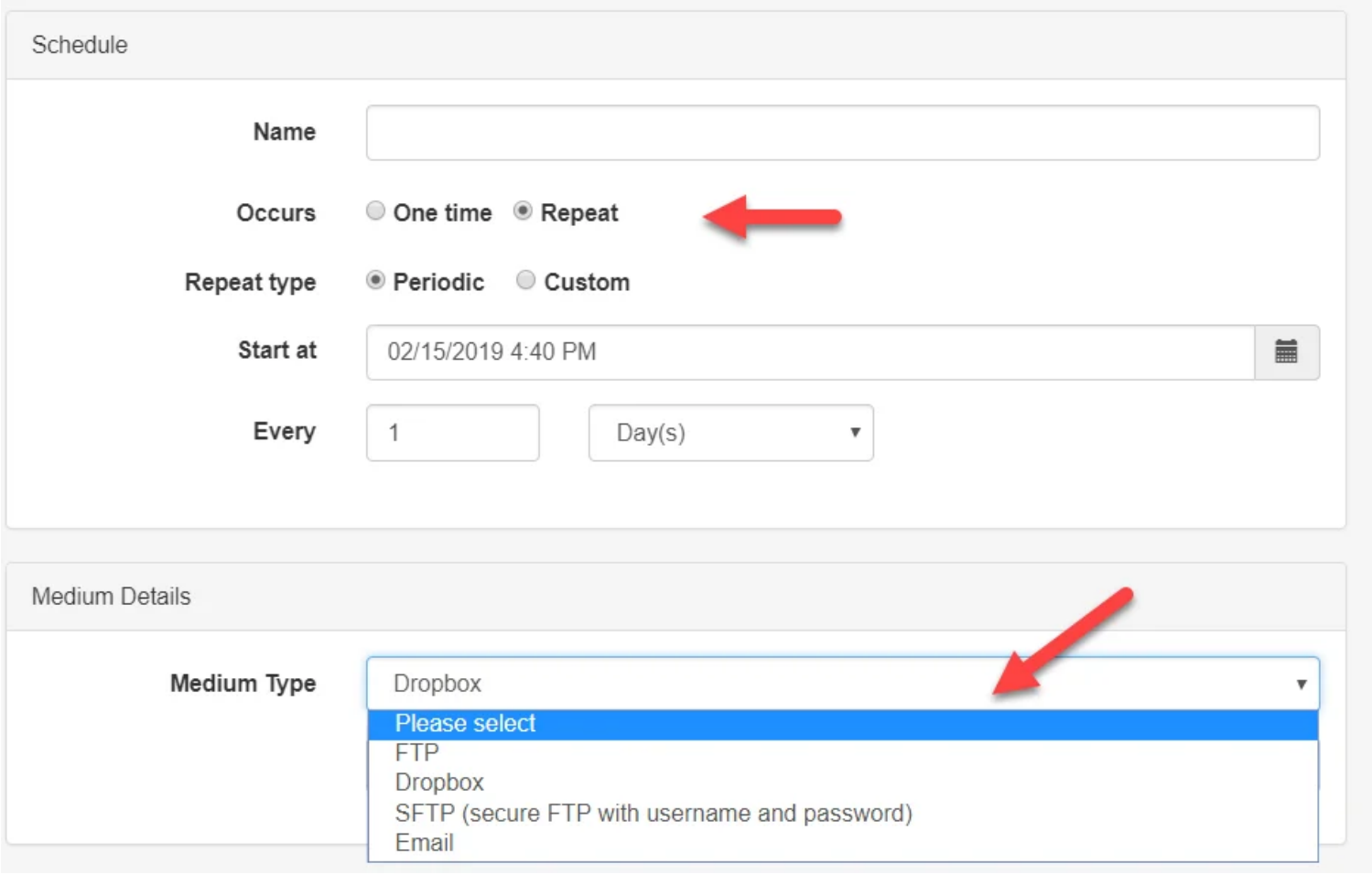
Learn more about creating an export template here.

### Filters for Exporting Scans

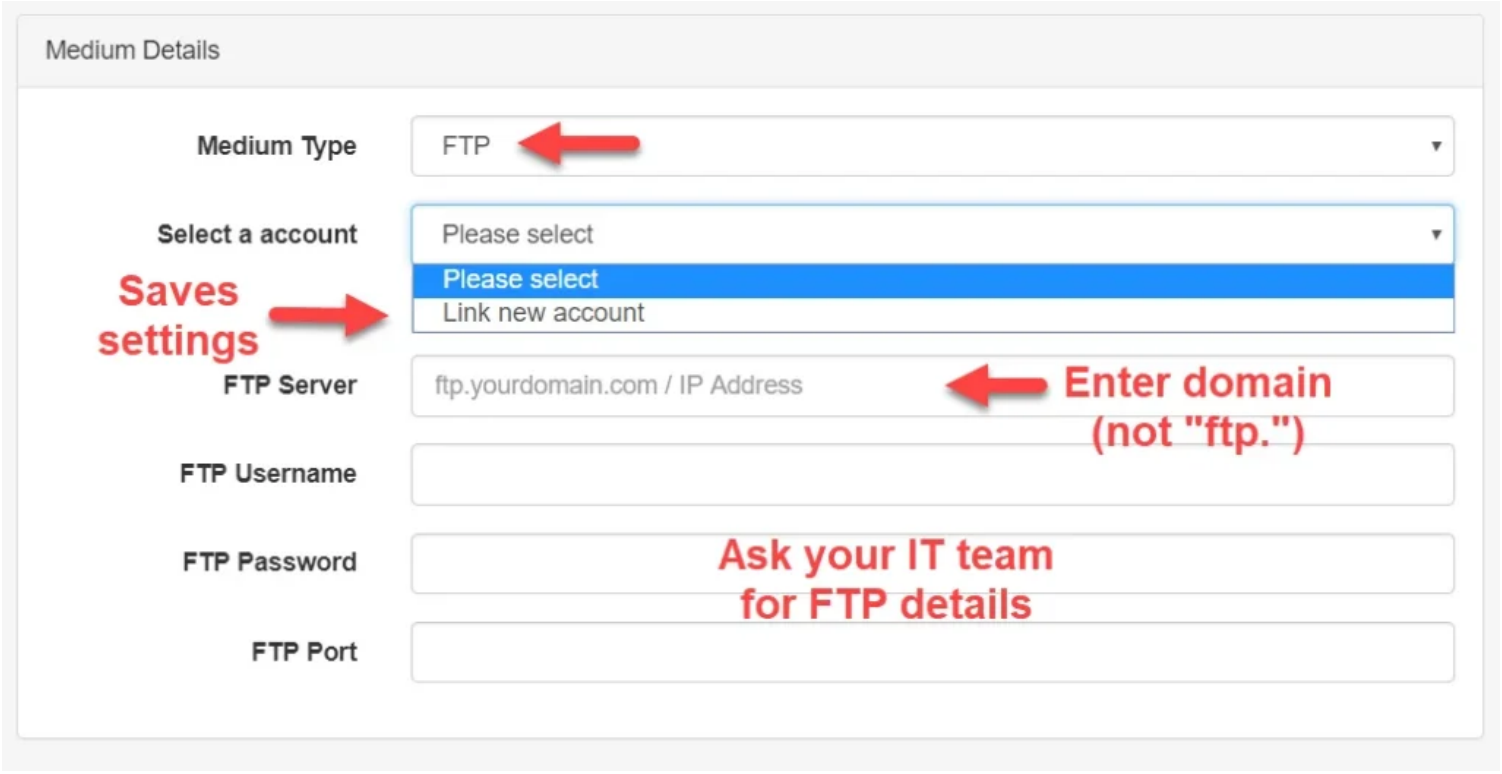
You can filter scan records by:

- Date Received (recommended)
- Service Used

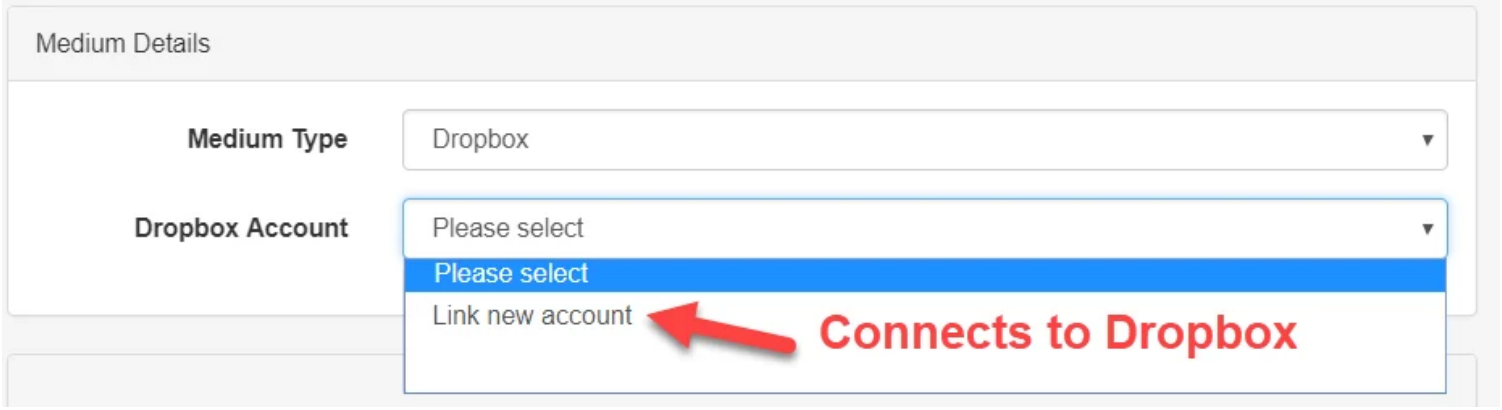
- App User
- Scan Status (valid/invalid/error)
- Device(s) used for scanning




## FTP Uploads




## Dropbox




## File Path Requirements

- For FTP, SFTP, and Dropbox, you must specify an upload path. Use “/” at a minimum in the Upload Path field.
- For Dropbox, files are uploaded to https://www.dropbox.com/home/Apps/CodeREADr. To organize files within Dropbox, append a specific path (e.g., "/Scans") to the Upload Path field. Ensure the path matches the folder structure in Dropbox.

## Important Notes

### SFTP and FTP

- IP Whitelisting: SFTP and FTP require designated IP addresses. Find these on your Account/API page.
- External Accounts: To edit or delete external accounts like FTP or Dropbox, navigate to the External Accounts section on your Account page.

### Date Filters

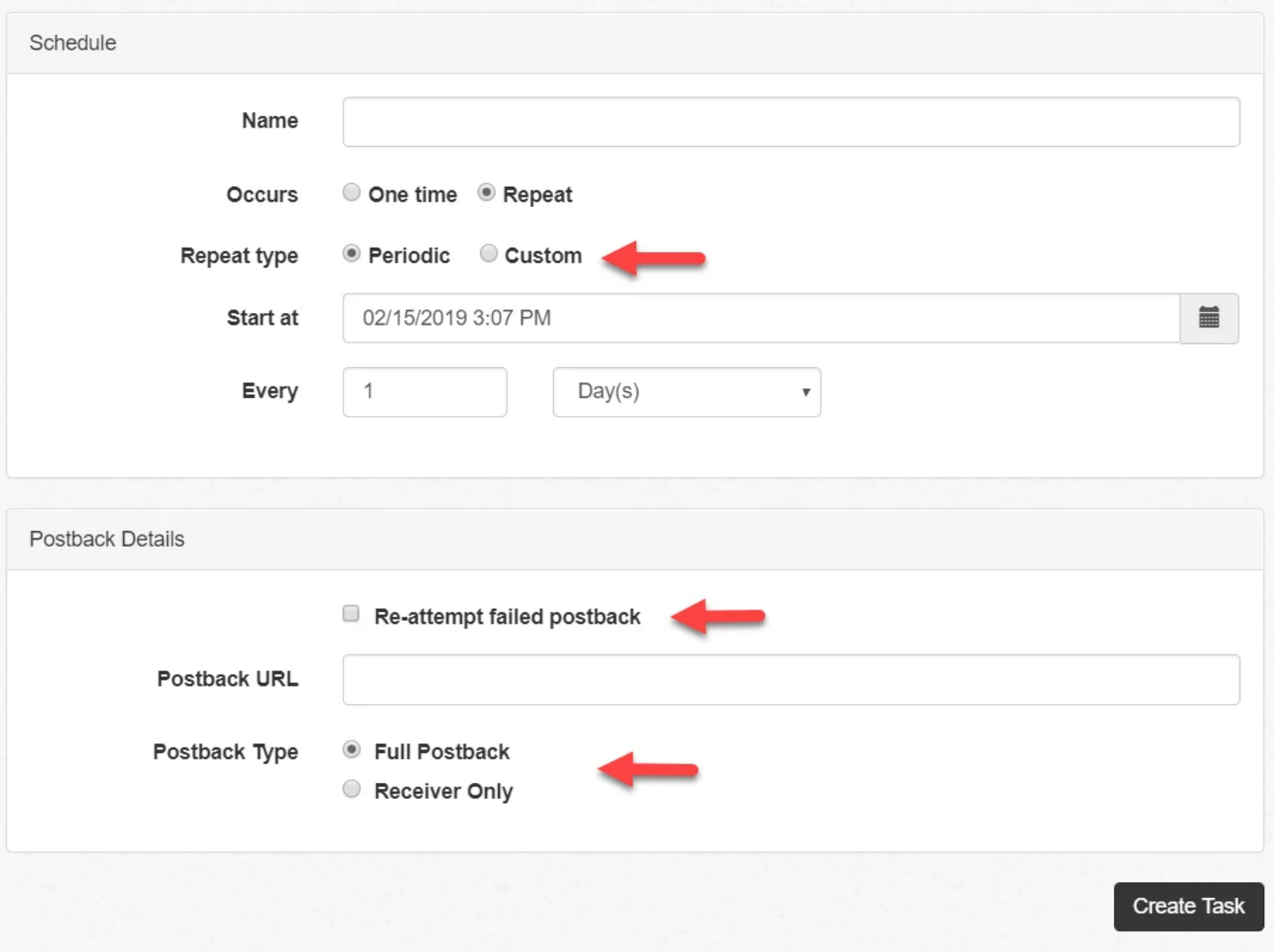
- Last Week: Defined as Monday to Sunday (e.g., mm-01 00:00:00 to mm-07 23:59:59).
- Last 7 Days: Calculated from the current time (e.g., mm-01 11:21 to mm-07 11:21).
- Note: Calculations are based on the Account Timezone configured in your Account settings or the selected timezone filter.

### Current Export Options

- Box
- Dropbox
- Email
- FTP
- Google Drive
- Microsoft OneDrive
- S3
- SFTP

## Posting Scans

The Postback URL tool is ideal for developers seeking real-time server integration. You can schedule tasks to post scan records to your server or a third-party server at specific intervals.




## How It Works

- Record-by-Record Posting: Each scan is posted individually to the designated server.
- Filter Options: Use pre-configured export templates to filter the data.
- Post Types:
  - Full Postback: Your server or third-party server responds to each post.
  - Receiver Only: Server response is not required.

## Error Handling

- Re-attempt failed postbacks caused by connection errors.
- Learn more about our Developer APIs here.