

Export Settings



User roles

Administrator, Mukurtu manager, Roundtrip manager

A CSV export setting is a saved, reusable configuration that controls exactly which fields are included in an export and how the resulting CSV file is formatted. You can save several settings for different purposes, for example one for updating your own site and another for sharing a limited set of fields with an outside institution.

Default export settings

Mukurtu ships with four ready-to-use CSV export settings, shared with **All export users** so anyone with export access can use them right away. Each combines one of the two *identifier format* choices with one of the two *media asset packaging* choices described under [Configuration](#) below:

Setting	Identifiers	Media assets	Use it for
Default local settings (metadata only)	ID	Not included	Re-importing to the same site, metadata only
Default local settings (with media assets)	ID	Packaged	Re-importing to the same site, including media
Default external settings (metadata only)	UUID	Not included	Sharing metadata with an outside institution, no media
Default external settings (with media assets)	UUID	Packaged	Sharing with another site or organization, including media

All four cover every content type, media type, taxonomy term, and other supported entity, so they're a good starting point to duplicate rather than build a setting from scratch.

Create a CSV export setting

The four default settings export every field for every content type, using a fixed set of choices for how references are exported. Create a custom setting instead when you need something different, for example:

- Exporting only a curated subset of fields, rather than everything.
- Renaming CSV headers to match a specific partner's or tool's expected format.
- Changing how deeply a particular reference type is followed, such as exporting media as just an identifier instead of packaging the full asset.

- Using different CSV formatting, such as a different delimiter, for a specific downstream tool.
- Keeping the setting visible to only you, rather than sharing it with all export users.

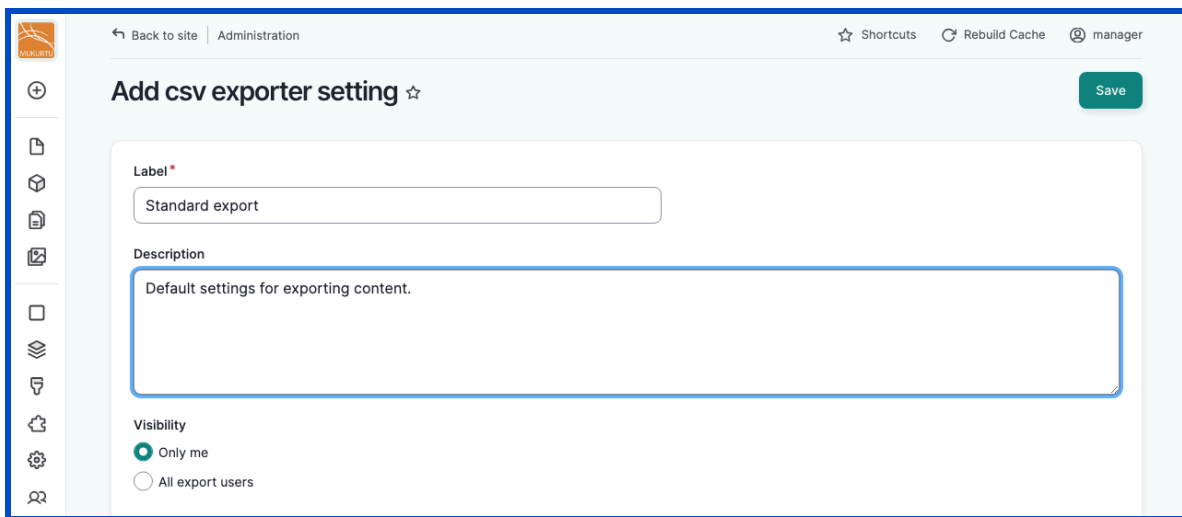
From your **Dashboard**, under **Roundtrip**, select **Export Settings**, then select "New CSV export setting".

Tip

You can also duplicate an existing setting as a starting point. Select "Duplicate" next to the setting you want to copy.

General settings

- **Label:** the name shown when choosing between saved settings.
- **Description:** optional text shown alongside the name.
- **Visibility:** share the setting with all users who have roundtrip permissions, or keep it visible to "Only me".



The screenshot shows the 'Add csv exporter setting' form. The form has a sidebar on the left with icons for various settings. The main form area contains the following fields:

- Label:** A text input field with the value 'Standard export'.
- Description:** A text area with the value 'Default settings for exporting content.'
- Visibility:** A radio button selection with two options: 'Only me' (selected) and 'All export users'.

At the top right of the form is a 'Save' button. The form is titled 'Add csv exporter setting' with a star icon next to it.

Configuration

These settings control how references to other content are written in exported cells (for example, a taxonomy term or related content field). They don't affect the exported item's own ID or UUID columns, which are controlled per content type in *Field mappings* below.

- **Select the identifier format to export:** export the **ID** (suitable for importing back into the same site) or the **UUID** (preferable when sharing data with other sites).

- **Referenced content, Media, Taxonomy Terms, Users, Paragraphs, and Multipage Items** each control how that kind of reference is written to its cell.
- **Referenced content, Media, and Paragraphs** share the same three depth options:
 - **Export the identifier only:** only the ID or UUID is written to the cell. The referenced item itself is not included in the export.
 - **Export the identifier and include one level of referenced items:** the ID or UUID is written to the cell, and the referenced item is also exported. References within that item are not followed further.
 - **Export the identifier and include referenced items recursively:** the ID or UUID is written to the cell, and the referenced item is also exported, following its own references in turn.

Taxonomy Terms offer those same three depth options, plus a fourth: exporting the term's **label** instead of its identifier, useful when sharing data across sites where IDs may differ.

Users only offer two choices, with no depth option: the identifier, or the **username**.

Multipage Items also only offer two choices: the identifier, or the identifier with the referenced item included as a separate row (there's no recursive option, since multipage items don't reference each other).

Add csv exporter setting ☆ Save

Configuration

Select the identifier format to export

☒ **Export the ID**
Suitable for importing back into the same site.

☐ **Export the UUID**
Preferable when sharing data for use on other sites.
Controls how references to other entities are written in exported cells (e.g., a taxonomy term reference or a related content field). This does not affect the exported entity's own ID or UUID columns, which are controlled per entity type in the Field Mappings section.

Referenced content

☒ **Export the identifier (node ID or UUID)**
Only the ID or UUID is written to the cell. The referenced content is not included in the export.

☐ **Export the identifier and include one level of referenced content**
The ID or UUID is written to the cell, and the referenced content is also exported. References within referenced content are not followed.

☐ **Export the identifier and include referenced content recursively**
The ID or UUID is written to the cell, and the referenced content is also exported. References within referenced content are also followed, recursively. This may result in very large exports, use with caution.

Media

☒ **Export the identifier (media ID or UUID)**
Only the ID or UUID is written to the cell. The referenced media is not included in the export.

☐ **Export the identifier and include one level of referenced media**
The ID or UUID is written to the cell, and the referenced media is also exported. References within referenced media are not followed.

☐ **Export the identifier and include referenced media recursively**
The ID or UUID is written to the cell, and the referenced media is also exported. References within referenced media are also followed, recursively. This may result in very large exports, use with caution.

Warning

Following references recursively can produce very large exports. Use it with caution.

- **Media asset packaging:** controls how binary files (audio, video, documents, images, and thumbnails) are included when media entities are exported. Only applies when **Media** above is set to include the referenced media.

- **Export the identifier only (no binary files):** suitable when the files already exist on the destination site.
- **Package the binary files and export the relative path:** bundles all binary files into the export archive. Use this when moving content to another site or making a portable backup.
- **Package the binary files and export the referenced file entity:** bundles all binary files and also exports each file entity as a structured row. Use this for full round-trip imports where file metadata must also be imported.

Add csv exporter setting ☆

The ID or UUID is written to the cell, and the referenced content is also exported. References within referenced content are also followed, recursively. This may result in very large exports, use with caution.

Media

- ☒ Export the identifier (media ID or UUID)
Only the ID or UUID is written to the cell. The referenced media is not included in the export.
- ☐ Export the identifier and include one level of referenced media
The ID or UUID is written to the cell, and the referenced media is also exported. References within referenced media are not followed.
- ☐ Export the identifier and include referenced media recursively
The ID or UUID is written to the cell, and the referenced media is also exported. References within referenced media are also followed, recursively. This may result in very large exports, use with caution.

Media asset packaging

- ☒ Export the identifier only (no binary files)
Suitable when the files already exist on the destination site.
- ☐ Package the binary files and export the relative path
Bundles all binary files into the export archive. Use this when moving content to another site or making a portable backup.
- ☐ Package the binary files and export the referenced file entity
Bundles all binary files and also exports each file entity as a structured row. Use this for full round-trip imports where file metadata must also be imported.

Controls how binary files (audio, video, documents, images, and thumbnails) are included when media entities are exported. Only applies when Media above is set to include the referenced media.

Taxonomy Terms

- ☒ Export the identifier (term ID or UUID)
Only the ID or UUID is written to the cell. The referenced term is not included in the export.
- ☐ Export the term label

Save

CSV file format settings

- **Field delimiter:** separates columns. Defaults to a comma (,).
- **Field enclosure:** wraps field values. Defaults to a double quote (").
- **Escape character:** escapes the enclosure character within a value. Defaults to a backslash (\).
- **Multi-value delimiter:** separates multiple values within a single field. Defaults to a semicolon (;).
- **Local Contexts delimiter:** separates parts of an exported Local Contexts label or notice value. Defaults to > .

- **Default text format:** the text format exported content is written in. Set the matching import template to the same value.

The screenshot shows the 'Add csv exporter setting' dialog with the 'CSV File Format Settings' section expanded. It contains the following fields:

- Field delimiter:** A text input field containing a comma (`,`).
- Field enclosure:** A text input field containing double quotes (`"`).
- Escape character:** A text input field containing a backslash (`\`).
- Multi-value delimiter:** A text input field containing a semicolon (`;`).
- Local Contexts delimiter:** A text input field containing a greater-than sign (`>`).
- Default text format:** A dropdown menu set to 'Basic HTML'.

Below the dropdown, a small note states: 'The text format the exported content is in. Set the matching import template to the same value.'

Field mappings

Fields are grouped by content and media type (Digital Heritage, Dictionary Word, Person, Place, Collection, Word List, Media, Users, Taxonomy Terms, and others). Open a group to see its fields, each with:

- An **Export** checkbox to include or exclude that field.
- Its **CSV header label**, which you can edit to rename the column in the exported file.

You can drag-and-drop the field order to reorder columns.

Only fields with **Export** checked are included in the CSV for that content or media type.

The screenshot shows the 'Add csv exporter setting' dialog with the 'Digital Heritage' group expanded. It displays a table of fields with columns for 'Export', 'Field name', 'Field label', and 'CSV header label'.

Export	Field name	Field label	CSV header label
☒	nid	ID	ID
☒	uuid	UUID	UUID
☒	title	Title	Title
☒	field_description	Description	Description
☒	field_cultural_protocols	Cultural Protocols	Cultural Protocols
☒	field_category	Category	Category
☒	field_media_assets	Media Assets	Media Assets

Each row includes a drag handle (four horizontal lines) on the left and an input field for the 'CSV header label' on the right. A 'Show row weights' link is visible in the top right corner of the table area.

Select "Save" when done.

Manage saved CSV export settings

Every saved setting appears directly on the export page, each with **Edit**, **Duplicate**, and **Delete** actions. Users with the *Administer Import Templates* permission can also select "Manage saved CSV export settings" from the export page to see every saved setting, its visibility, and description in one place.

