

The Zip Folder utility is part of the Tasks Plugin

Its inputs are:

### Plugin Zip Folder Options

Base path of files/folders to zip*	<input type="text"/>
Levels from base path	<input type="text"/>
Append on open	<input type="checkbox"/>
Inclusion age	<input type="text"/>
Folder path for zip file(s)	<input type="text"/>
Output file name	<input type="text"/>
Recurse folders	<input checked="" type="checkbox"/>
Delete source	<input type="checkbox"/>

Base Path is the path of the folder(s) and file(s) you wish to zip.

Levels from the base path indicates: do not zip the base path, but instead, enumerate the folders N levels down and zip each individually.

Append on open - check this if you want to zip multiple folders to a single zip file. You should specify an output filename in this case.

Inclusion age - do not zip any files newer than this age. If you attempt to zip a folder and all of the files are newer, nothing will happen. No blank zip files will be created.

Folder path for zip file(s) - all zip files will be put into this folder

Output file name - this is the name of the zip file. If levels is greater than zero, this has no effect, it uses the folder name.

Recurse folders - normally true this means to recurse into folders below the selected folder

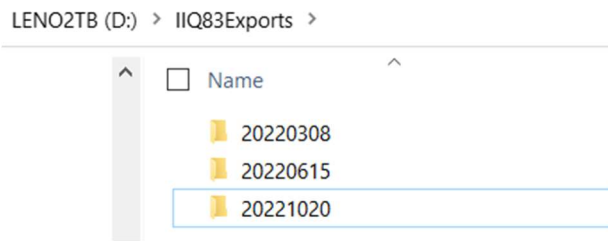
Delete source - normally false this means to delete any folder that is zipped.

Folders and files can use \$date\$ or \$datetime\$ and it will be substituted with the computed date or date/time

If outputfile is left blank the base or level folder name is used.

## Examples:

### Example 1: Zip a single folder



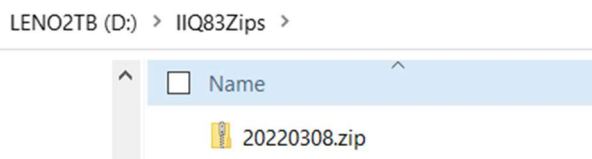
In the above folder are folders containing backups of the code. For a single example, let's consider zipping the 20220308 folder, all of its contents, into a file called 20220308.zip

We might use this setup:

**Zip Exports Options**

Base path of files/folders to zip*	<input type="text" value="D:\IIQ83Exports\20220308"/>
Levels from base path	<input type="text" value="0"/>
Append on open	<input type="checkbox"/>
Inclusion age	<input type="text"/>
Folder path for zip file(s)	<input type="text" value="D:\IIQ83Zips"/>
Output file name	<input type="text"/>
Recurse folders	<input checked="" type="checkbox"/>
Delete source	<input type="checkbox"/>

The file is created using the default name, and the folder is created since it was not present.



Permutations of this could be to delete the source, wherein the source folder is deleted.

## ZIP FOLDER UTILITY

Results are printed to the task folder.

Zip Exports Attributes	
Attribute	Value
Folders included	28
Files included	665
Results	ZipFolder started at 10/23/2022 20:08:49 basePath=D://IQ83Exports/20220308/ outputPath=D://IQ83Zips/ recurse=true deleteFolder=false Including files updated before 10/24/2022 00:00:00 outputFile=20220308.zip Creating zip file for output Adding files to zip file Closing the zip file Completed

This folder only had 665 files in 28 folders. Empty folders are ignored.

## Example 2: Zip all folders in a folder, only zip files older than 30 days

In the above folder are folders containing backups of the code. For this single example, let's consider zipping all of the folders, all of their contents, into separate zip files called 20220315.zip etc.

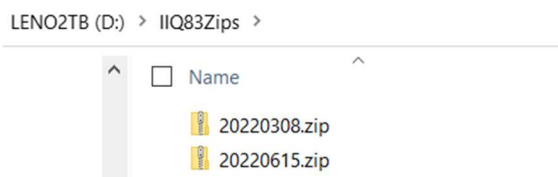
We might use this setup:

### Zip Exports Options

Base path of files/folders to zip*	<input type="text" value="D:\IIQ83Exports"/>
Levels from base path	<input type="text" value="1"/>
Append on open	<input type="checkbox"/>
Inclusion age	<input type="text" value="30"/>
Folder path for zip file(s)	<input type="text" value="D:\IIQ83Zips"/>
Output file name	<input type="text"/>
Recurse folders	<input checked="" type="checkbox"/>
Delete source	<input checked="" type="checkbox"/>

This logic says, "starting with the IIQ83Exports folder, find folders one level below, and zip each one. Only include files more than 30 days old, and delete the folders when done. This is a typical setup for archiving folders.

Results:



## ZIP FOLDER UTILITY

Zip Exports Attributes	
Attribute	Value
Folders included	33
Files included	667
Results	<pre> ZipFolder started at 10/23/2022 20:29:09 basePath=D:\IIQ83Exports/ outputPath=D:\IIQ83Zips/ recurse=true deleteFolder=true Including files updated before 09/24/2022 00:00:00 outputFile=20220308.zip Creating zip file for output Adding files to zip file Closing the zip file Deleting the source folder Completed outputFile=20220615.zip Creating zip file for output Adding files to zip file Closing the zip file Deleting the source folder Completed outputFile=20221020.zip There were no files found in the folder, exiting                     </pre>

The two folders older than 30 days old have been deleted and the one that is newer is untouched.