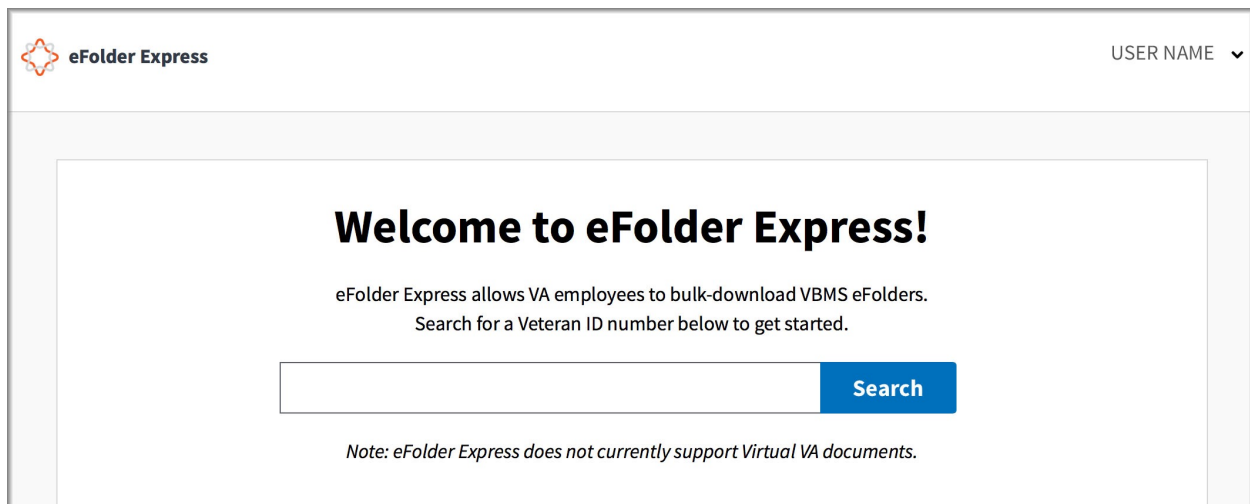# Welcome to eFolder Express!

eFolder Express is a simple web application that lets authorized VA employees bulk download documents from the VBMS eFolder, reducing the need to manually click and save these documents one by one. It was built by the Digital Service at VA (DSVA) and will hopefully create cost savings and process improvement for many areas of the VA.

1. Sign in to eFolder Express on your browser
- Make sure you're connected to the VA network.
- Navigate to efolder.cf.ds.va.gov
- Sign in using your VA credentials.
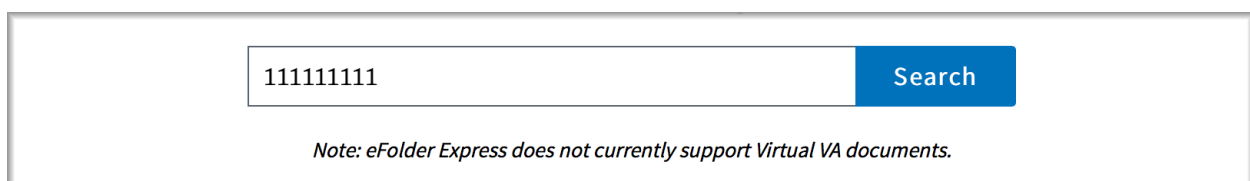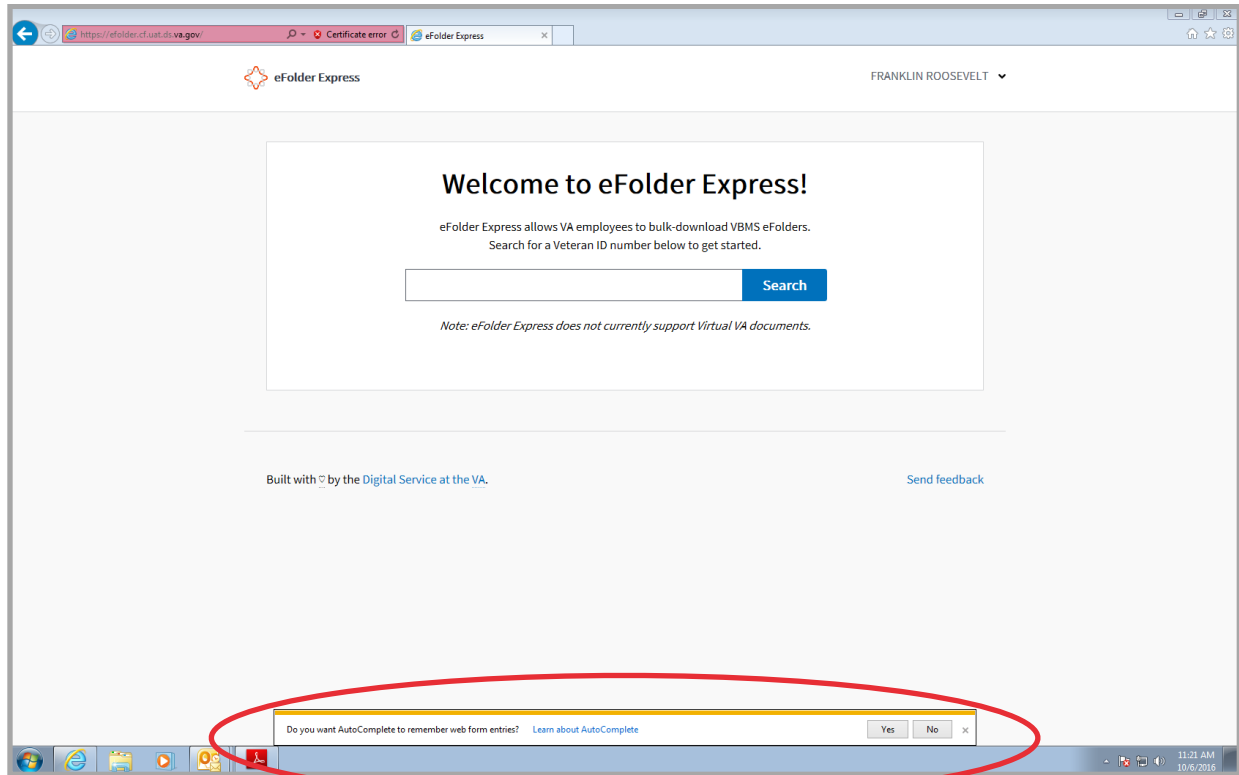- You should now be on the eFolder Express home page.

2. Search for a case
- On the eFolder Express home page, enter (or copy and paste) the Veteran ID for the eFolder you want to download and click "Search." *Note that eFolder Express does not retrieve Virtual VA documents.*

- If you see this browser notification at the bottom of your screen, you can click "No" or the X to close it. This message is not relevant to eFolder Express.

- If you searched for a large case file, it may take a few minutes to locate the case you entered - do not navigate away from this page as the file loads.

3. Verify and Start Retrieving eFolder

- If the veteran name and documents in the list are correct, click the "Start Retrieving eFolder" button at the top or bottom of the page to continue.

4. Depending on the size of the folder, it can take anywhere from a few minutes to a few hours to fetch all the files in an eFolder. You may navigate away or close the browser window at any time (don't worry, eFolder Express will continue retrieving files in the background, even if you leave the page).

- You can now return to the eFolder Express home page and search for an additional case (eFolder Express can download multiple cases at the same time).
- You can compile files for up to 64 eFolders simultaneously.

Retrieving Files ...

Estimated time left: less than 20 seconds

ⓘ You can close this page at any time.
eFolder Express will still continue gathering the files from the VBMS. Go to the home screen: http://efolder.cf.ds.va to open the documents once they've been retrieved.

Note: eFolders remain in your History for 72 hours.

5. Download the zip file

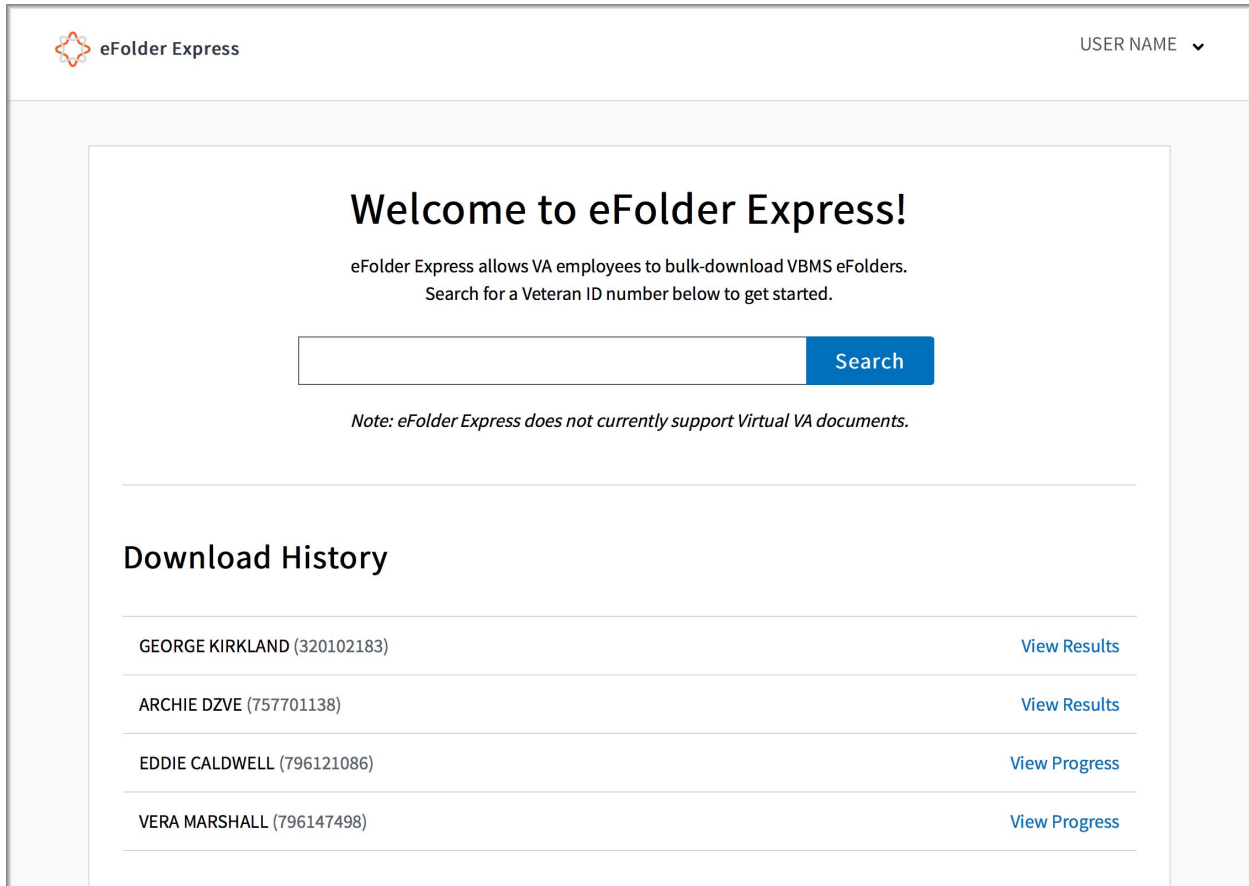- If you navigated away while your files were retrieved, click on the "View Progress" link next to file number under Download History on the eFolder Express home page. eFolder files that have been retrieved from VBMS will be accessible from your Download History for 72 hours.

eFolder Express   USER NAME ⌄

Welcome to eFolder Express!

eFolder Express allows VA employees to bulk-download VBMS eFolders.
Search for a Veteran ID number below to get started.

[   ] [Search]

Note: eFolder Express does not currently support Virtual VA documents.

Download History

GEORGE KIRKLAND (320102183)   View Results

ARCHIE DZVE (757701138)   View Results

EDDIE CALDWELL (796121086)   View Progress

VERA MARSHALL (796147498)   View Progress

- Documents that are completed successfully will appear in the "Completed" tab.
- Once you are ready, click the "Download eFolder" button to download a zip file that contains all the fetched documents from the eFolder. *Note that the VA requires you download these zip files to a shared drive rather than your local disk out of consideration for PII/PHI sensitivity. Virtual VA documents will not be included in your downloaded eFolder.*

---

eFolder Express VETERAN NAME (111111111)

USER NAME ⌄

Success!

All of the documents in the VBMS eFolder for #111111111 are ready to download. Click the "Download" button below.

Download eFolder

⟳ Progress (0)	✔ Completed (8)	✖ Errors (0)

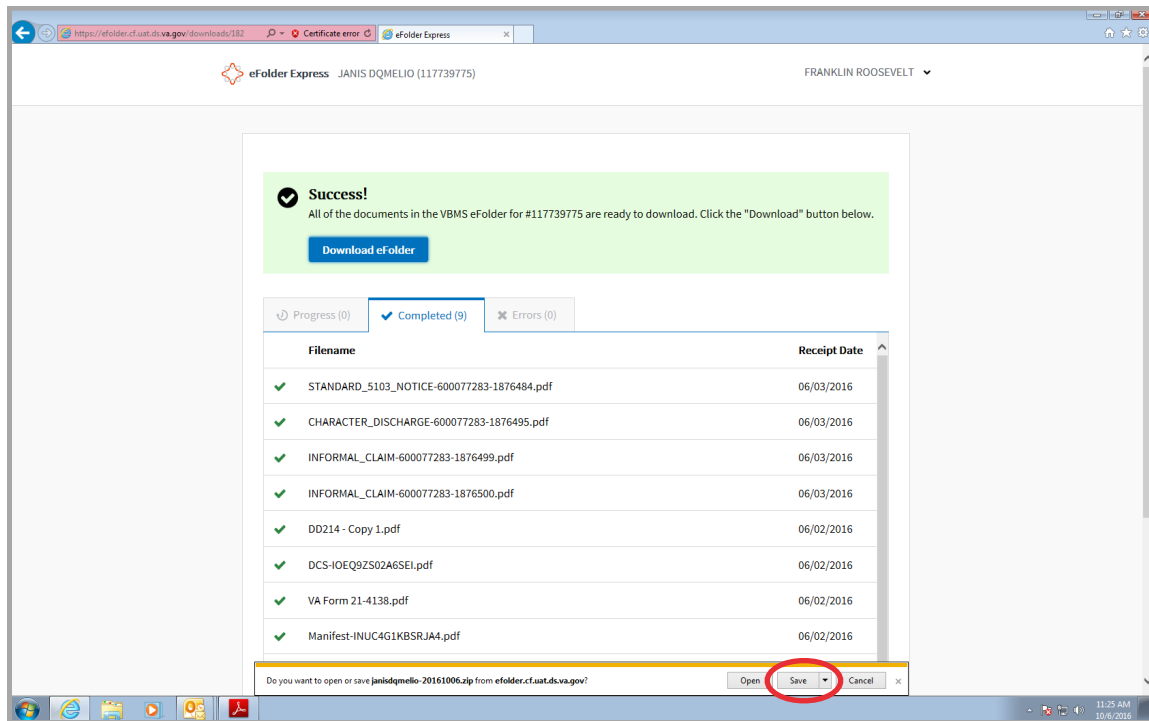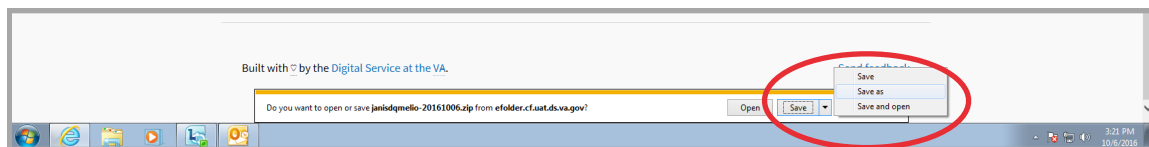| Filename	Receipt Date
✔ PRIVATE_THIRD_PARTY-600077285-1876487.pdf	06/03/2016
✔ INFORMAL_CLAIM-600077285-1876488.pdf	06/03/2016
✔ DD214 - DD214.pdf	06/02/2016
✔ VA Form 21-22.pdf	06/02/2016
✔ VA Form 21-526.pdf	06/02/2016
✔ VA Form 21-4138.pdf	06/02/2016
✔ VA Form 21-4142.pdf	06/02/2016

Search for Another eFolder

Download eFolder

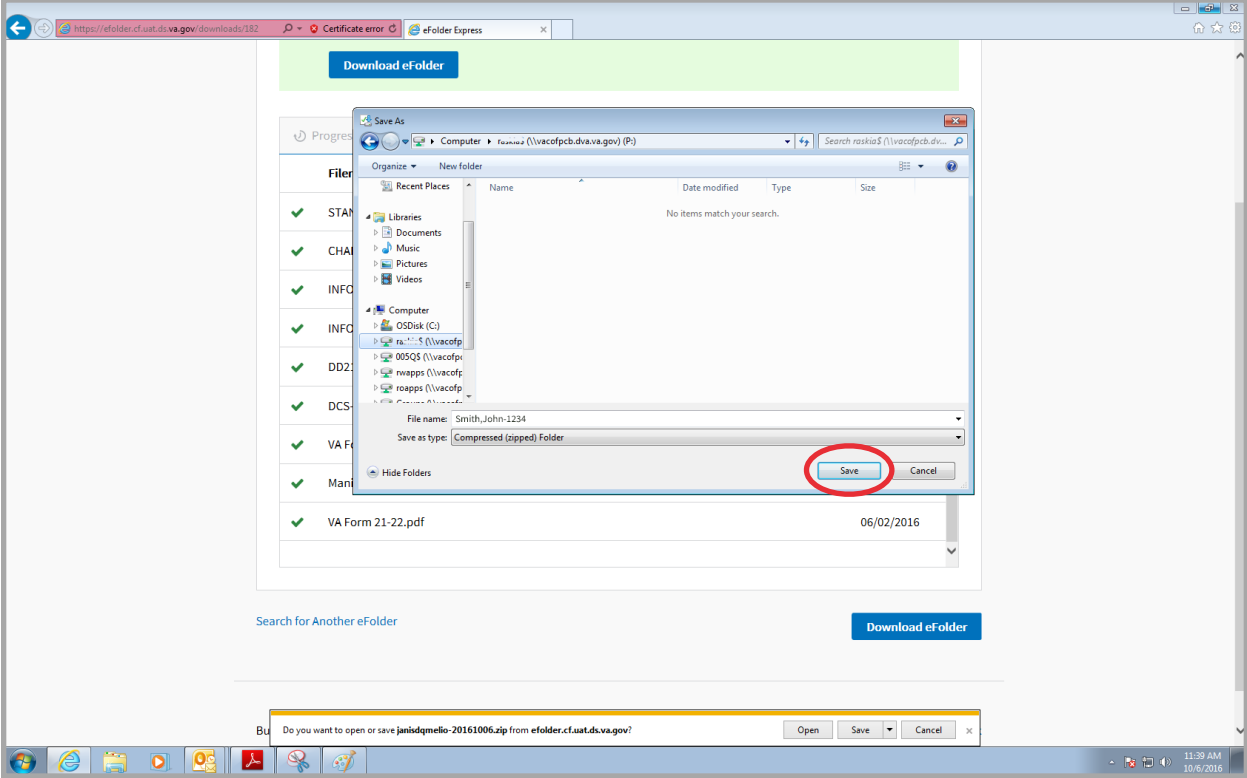## 6. Tips for saving a download from Internet Explorer

- After clicking "Download eFolder" you will see a notification from the browser asking if you'd like to open or save the download. Click the arrow next to Save so you can designate a location for saving the documents (see next image).
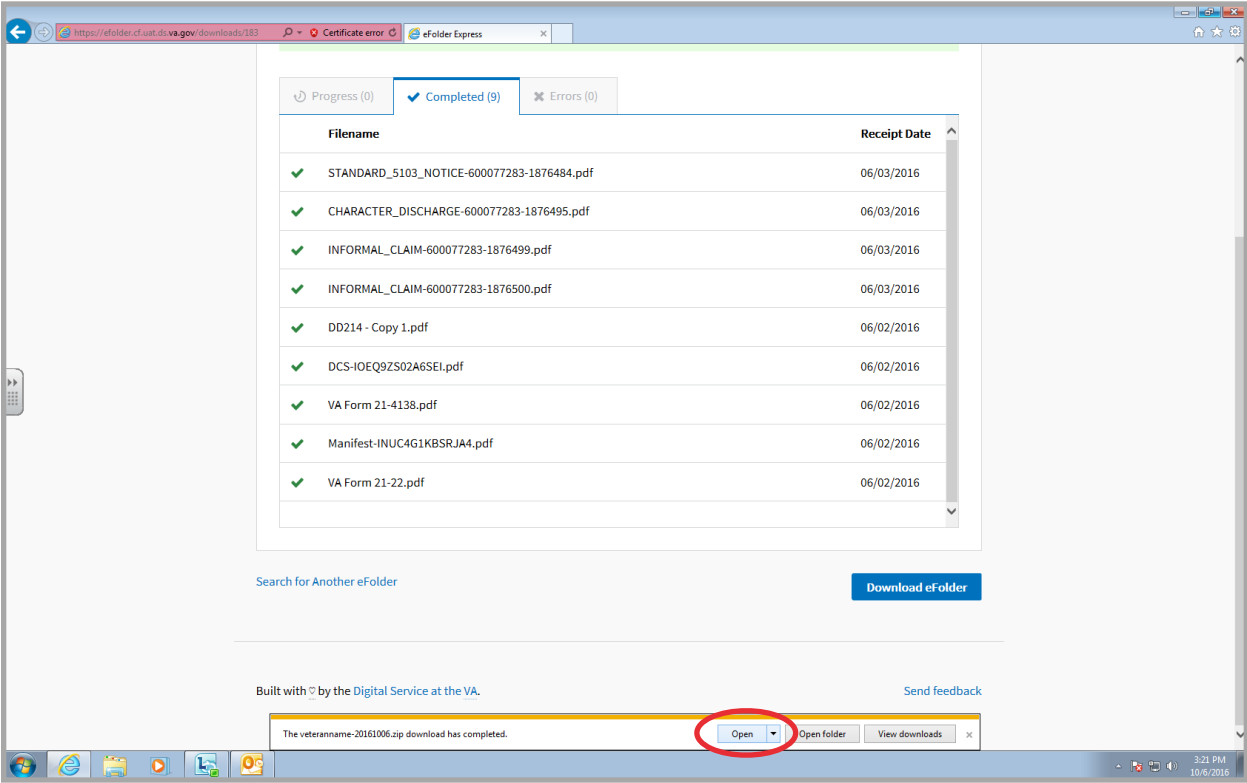

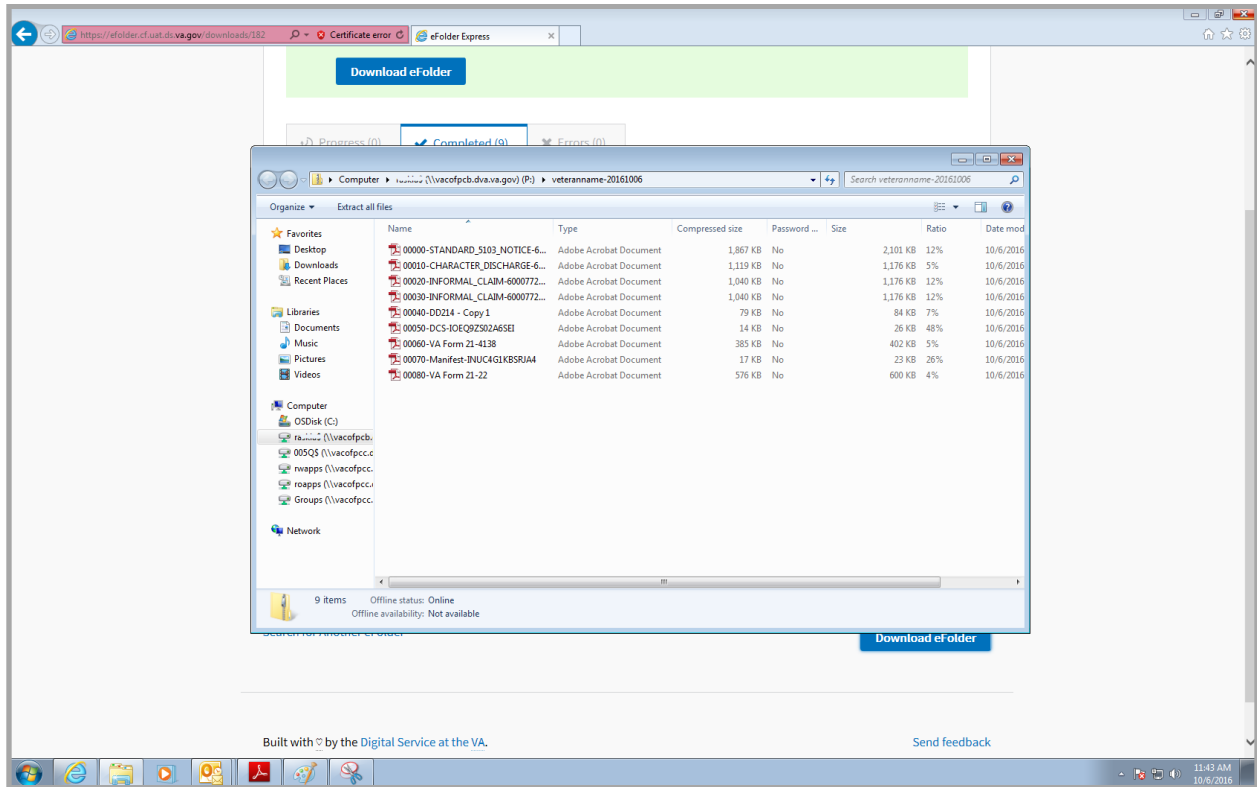- Click the arrow next to Save to select "Save as."

- If you'd like to change the name of the downloaded folder, you can do so here. eFolder Express saves the folder as lastname-firstname-lastfourdigitsoftheveteransID.zip by default (for example: Smith,John-1234.zip). Then click "Save."

- You can now click "Open" to open the folder you just saved.

- Here you will see all the downloaded documents in receipt date order. Each eFolder document will have a file name with the following pattern: DocumentNumber-DocumentType-ReceiptDate, where the date is written 4-digit year, 2-digit month, 2-digit day (for example: 0010-BoardDecision-20161109).

8. If you encounter errors

- If eFolder Express encounters a problem fetching a document from the VBMS eFolder, it will appear in the "Errors" tab. If this happens you may need to manually download these files directly from the VBMS eFolder.

Some files couldn't be added

eFolder Express couldn't fetch some files. Click on the "Errors" tab below.

You can still download the rest of the files by clicking the "Download" button below.

[Download Anyway]   [Retry Download]

	Progress (0)	Completed (1144)	Errors (7)	
Filename				**Receipt Date**
✖ VDC_262822_0001.bin				08/17/2013
✖ VDC_262812_0006.bin				08/17/2013
✖ VDC_262820_0001.bin				08/17/2013

- In certain situations you may see many errors. This may be caused by a poor connection with the VBMS servers. If this happens you can attempt to re-fetch the *entire* eFolder by clicking the "Retry Download" button. You may not re-fetch individual files with eFolder Express.

Some files couldn't be added

eFolder Express couldn't fetch some files. Click on the "Errors" tab below.

You can still download the rest of the files by clicking the "Download" button below.

[Download Anyway]   [Retry Download]