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.

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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.	

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.

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	Do you want AutoComplete to remember web form entries? Learn about AutoComplete	Yes No ×
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• 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.

VEIERAN NAME (I I I I I I I I I) eFolder Express found 8 files in eFolder #1111111 (VETERAN NAME). Verify button below to retrieve the files from VBMS.	y the ID # and click the Start Retrieving eFolder
Start Retrieving eFolder	
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
DD214 - Copy 1.pdf	06/02/2016

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.



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.*

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	✓ DD214 - D	DD214.pdf		C	06/02/2016
	VA Form 2	21-22.pdf		C	06/02/2016
	VA Form 2	21-526.pdf		C	06/02/2016
	VA Form 2	21-4138.pdf		C	06/02/2016
	VA Form 2	21-4142.pdf		(96/02/2016
Searc	ch for Another eFolder			Do	wnload 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).

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\$	Folder Express JANIS DQMELIO (117739775)	- FRANKLIN ROOSE	VELT ¥
	Success! All of the documents in the VBMS eFolder for Download eFolder	#117739775 are ready to download. Click the "Download" button below.	
	Progress (0) Completed (9) Filename	rors (0) Receipt Date 🔦	
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	CHARACTER_DISCHARGE-600077283-187649	5.pdf 06/03/2016	
	INFORMAL_CLAIM-600077283-1876499.pdf	06/03/2016	
	✓ INFORMAL_CLAIM-600077283-1876500.pdf	06/03/2016	
	✓ DD214 - Copy 1.pdf	06/02/2016	
	DCS-IOEQ9ZS02A6SEI.pdf	06/02/2016	
	VA Form 21-4138.pdf	06/02/2016	
	 Manifest-INUC4G1KBSRJA4.pdf 	06/02/2016	
	Do you want to open or save janisdqmelio-20161006.zip from efolder	cf.uat.ds.va.gov? Open Save Gancel	~
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• Click the arrow next to Save to select "Save as."

	Built with $\stackrel{\circ}{_{\rm o}}$ by the Digital Service at the VA.	Sind for the st
	Do you want to open or save janisdqmello-20161006.zip from efolder.cf.uat.ds.va.gov? Open	Save as Save and open
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• 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."

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	Filename	Receipt Date
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	CHARACTER_DISCHARGE-600077283-1876495.pdf	06/03/2016
	V INFORMAL_CLAIM-600077283-1876499.pdf	06/03/2016
	✓ INFORMAL_CLAIM-600077283-1876500.pdf	06/03/2016
	✓ DD214 - Copy 1.pdf	06/02/2016
	CCS-IOEQ9ZS02A6SEI.pdf	06/02/2016
	VA Form 21-4138.pdf	06/02/2016
	✓ Manifest-INUC4G1KBSRJA4.pdf	06/02/2016
	✓ VA Form 21-22.pdf	06/02/2016
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Bui	It with v by the Digital Service at the VA.	Send reedback
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• 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).

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Downloads	100010-CHARACTER DISCHARGE-6	Adobe Acrobat Document	1.119 KB	No	1.176 KB	5% 1	10/6/2016		
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	100030-INFORMAL_CLAIM-6000772	Adobe Acrobat Document	1,040 KB	No	1,176 KB	12% 1	10/6/2016		
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Documents	100050-DCS-IOEQ9ZS02A6SEI	Adobe Acrobat Document	14 KB	No	26 KB	48% 1	10/6/2016		
🎝 Music	1 00060-VA Form 21-4138	Adobe Acrobat Document	385 KB	No	402 KB	5% 1	10/6/2016		
🔚 Pictures	100070-Manifest-INUC4G1KBSRJA4	Adobe Acrobat Document	17 KB	No	23 KB	26% 1	10/6/2016		
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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 fil eFolder Exp You can still Downloa	les couldn't be add ress couldn't fetch some file download the rest of the fil ad Anyway Retry Do	ded es. Click on the "Err es by clicking the " wnload	ors" tab below. Download" button bel	ow.
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× 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
U	, 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