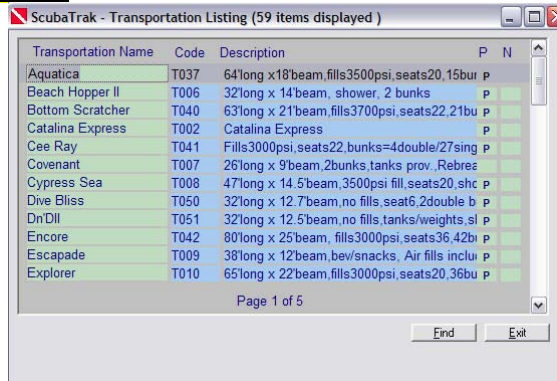



## **“How To” Export Data to Excel**

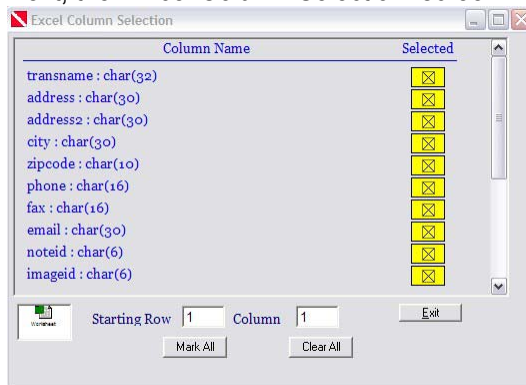
Please Note: Exporting Data to Excel is the same procedure for all the *Key Features*

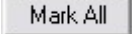
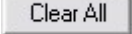




### **Exporting List Screen Information:**



1. Open a *List Screen*.
2. On your Toolbar, you'll see the  (Excel icon) is available (not grayed out). Click on the icon.
3. Next, the “Excel Column Selection” screen will open.



4. Click on the yellow boxes in the “Selected” column, or click  or  to include or exclude the listed information you'd like to see on your spreadsheet. The listed information is all the fields that are available in a Detail Information screen and will vary depending on the *Key Feature* you have opened.
5. Select and change the   fields, if you so choose. These fields mark the starting row and column on the Excel sheet where the export feature will begin filling in the data. You may only want to change these fields if you plan on adding your own headings or display formatting into those rows/columns once your information

