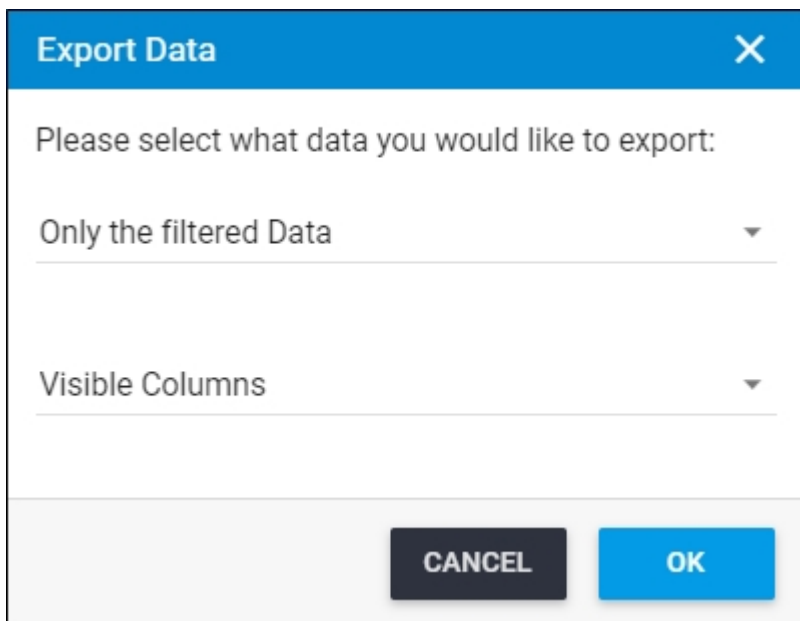


Export

You can export any list to an Excel sheet and save it to your computer. To do so, follow these steps:

1. Click the **Export** button, the following window appears:



2. Select the data you want to export as follows:
3. From the first menu, you can select whether you want to export:
 - All data: to export all the records to the Excel file.
 - Only the filtered data: to export only records matching your search criteria.
 - Only the selected records: to export only the records that you have selected from the list.
4. From the second menu, you can select to export:
 - All columns: to export all the available columns in this page which are listed in the Column Chooser.
 - Visible columns: to export columns you have chosen to show in this list.
5. Click **Ok**, an Excel file containing the exported records is downloaded to your computer.