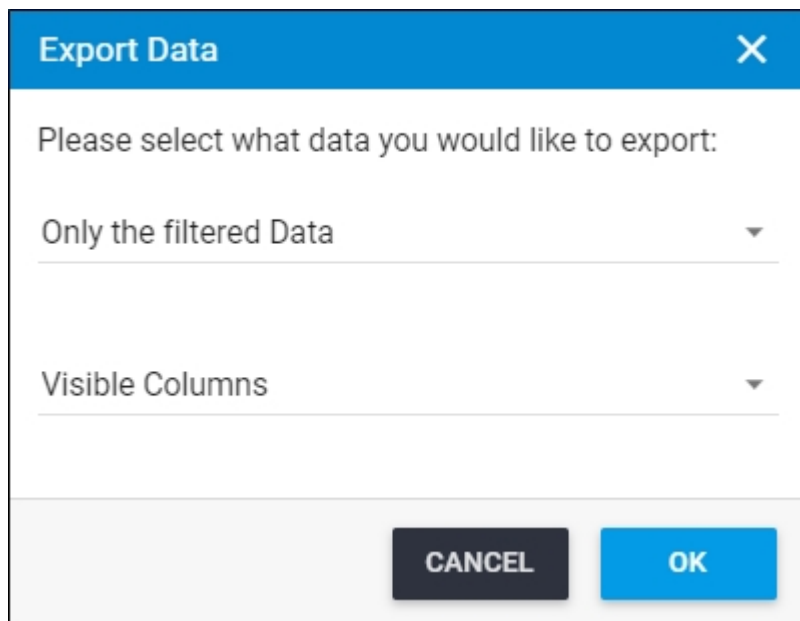


## Export

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:

A screenshot of a dialog box titled "Export Data" with a close button (X) in the top right corner. The dialog contains the text "Please select what data you would like to export:". Below this text are two dropdown menus. The first dropdown menu is labeled "Only the filtered Data" and the second is labeled "Visible Columns". At the bottom of the dialog are two buttons: "CANCEL" and "OK".

Export Data

Please select what data you would like to export:

Only the filtered Data

Visible Columns

CANCEL OK

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.