

Using Data Export

Extracting Your Data

1 Go to Reports: General: **Data Export**

2 Check the box next to the data export(s) you would like to extract. Certain checkboxes are marked to show that they expand; additional criteria will be given when these boxes are selected.

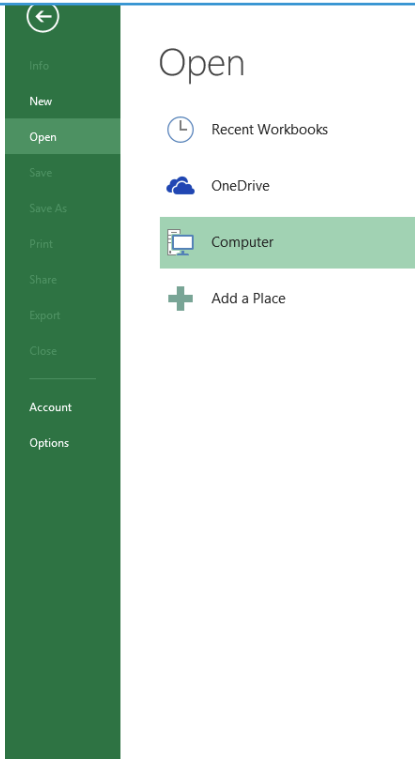
3 Click the **Export** button to create an XML file for each checkbox selected. It will be saved to your computer's C: drive, in a folder named isalus_export.

Additional Tips

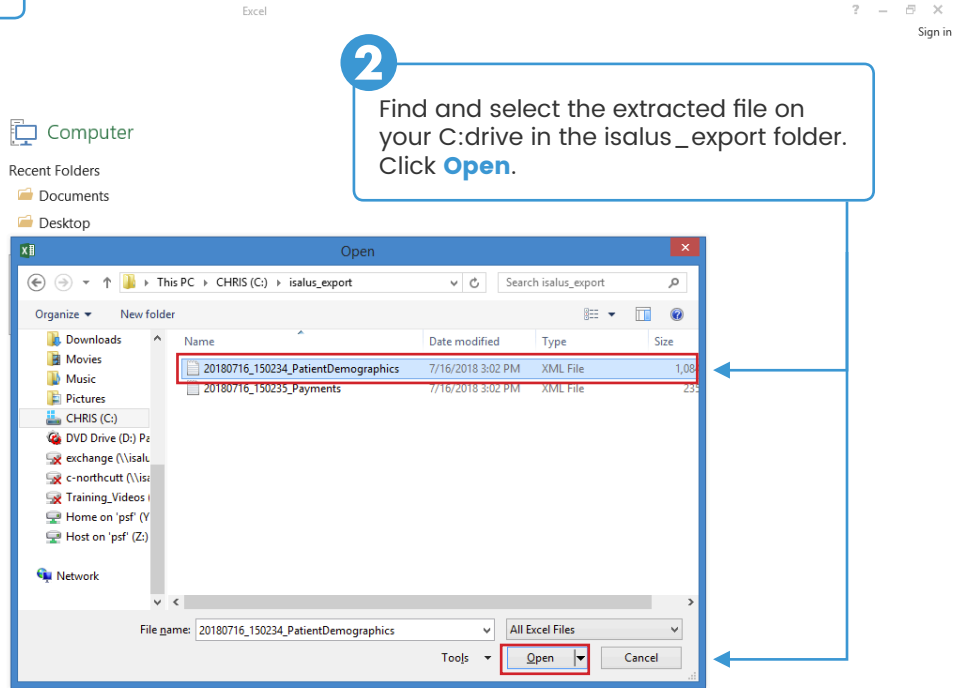
- The Recalculate button is used to recalculate the number of records being exported. This number shows in the parentheses next to the export selections, and only applies to exports with the multi-select option. This is not required to complete your export.

Opening the Extracted XML Data File

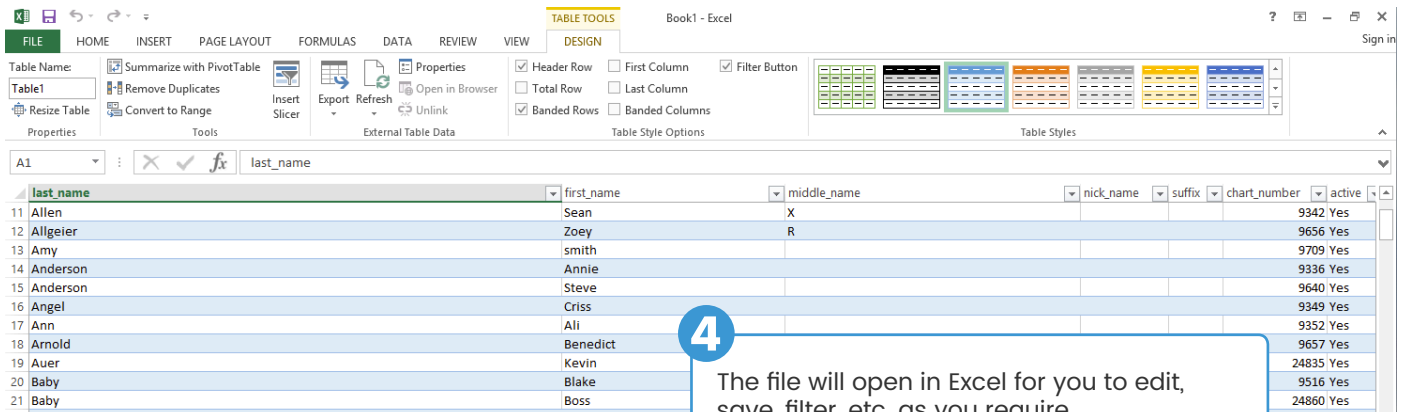
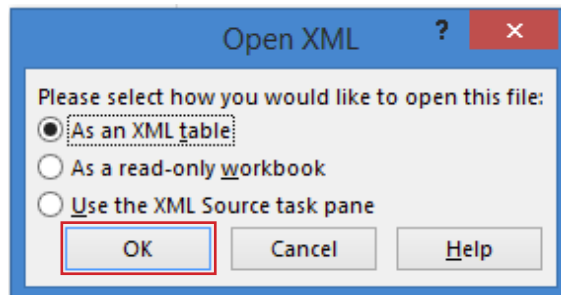
1 Open Microsoft Excel (version 2007 or later). Click the **Open File** button.



2 Find and select the extracted file on your C:drive in the isalus_export folder. Click **Open**.



3 A dialog box will open asking how you would like to open the file. "As an XML table" will be selected by default. Click **OK**.



4 The file will open in Excel for you to edit, save, filter, etc. as you require.