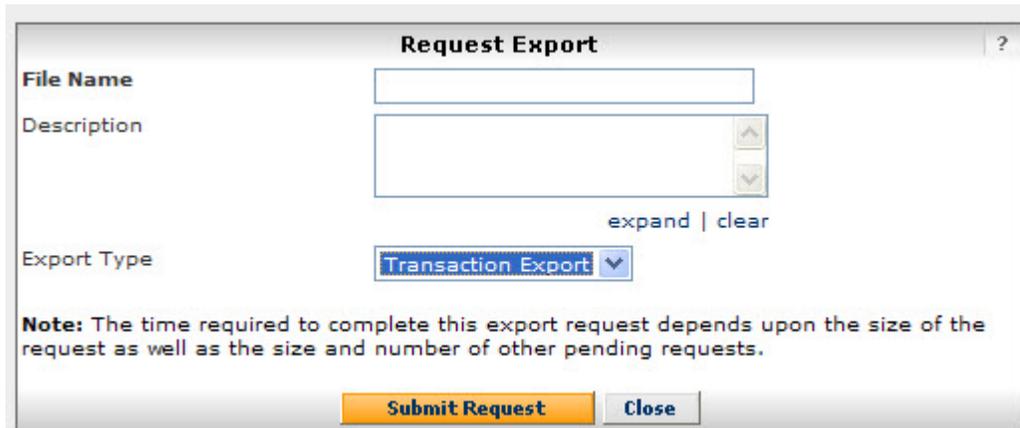


## Exporting Data

From the *my requisitions* area or from a *History* search an export of data can be done

1. Once you have located the information that needs to be exported
2. Select  button



The image shows a 'Request Export' dialog box with the following fields and controls:

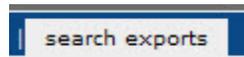
- File Name:** A text input field.
- Description:** A text area with expand/collapse arrows on the right.
- Export Type:** A dropdown menu currently showing 'Transaction Export'.
- expand | clear:** Text links located below the description field.
- Note:** A text block stating: "The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests."
- Buttons:** 'Submit Request' (orange) and 'Close' (grey) buttons at the bottom.

3. Fill in *File Name*
4. Select *Transaction Export* from the Export Type drop down
5. Select *Submit Request*
6. After you select the *Submit Request* button you will receive an message:

The export request has been successfully submitted. Pending and completed exports are available in the History > Search Exports section.

7. Select *Close*
8. Select the *History* tab

9. Select



Select the **File Name** of the desired extract file with a status of **Complete** from the list below. Large extracts may not be immediately available for download after the extract is requested. If the status of the required extract is **Pending**, check back at a later time. Expired extracts are deleted on the date shown. Perform the extract query again to regenerate the file extract.

**Tip:** Save frequently needed extracts as queries from the document search results page. This will save time when the same type of report is needed on a regular basis.

+ Click to filter exports Remove Selected

Results per page: 20 Results found: 1 Page 1 of 1

File Name ^	Description ^	Request Date / Time v	Expiration Date ^	Export File Size ^	Export Status ^	Select
Coporate Express.zip	list of items from	12/2/2009 10:33 AM	12/9/2009	14.0 KBytes	Completed	<input type="checkbox"/>

Remove Selected

---

**Templates**

Select a template from the lists below in order to analyze a .csv data extract file from SelectSite.

**Purchasing Templates**

Download File

- └ PR Purchasing Template(687.0 KBytes) - (Last Modified11/5/2009)
- └ PO Purchasing Template(232.0 KBytes) - (Last Modified11/5/2009)

10. Then select the file that you saved under *File Name*

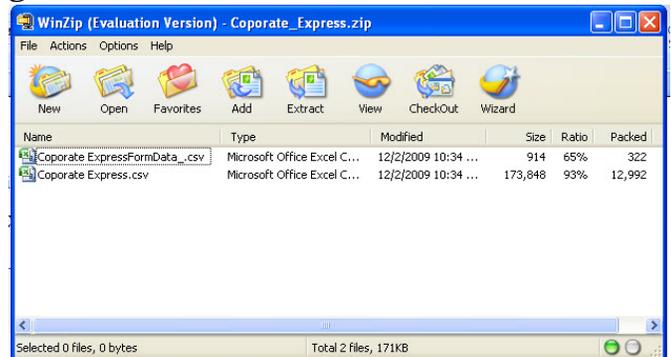
11. A *File Download* box will appear – Select *Save*

- a. Then save the file on your hard drive in a folder that you will have to retrieve from later
- b. This will save as a zip file

12. Then a *Download complete* box will appear – Select *Open*

- a. A *WinZip* box may appear – select *I Agree or Use the Evaluation Version*

13. A *WinZip* box will appear with two files – Double-click the file that you saved that doesn't say "FormsData.csv" at the end of the file name.



14. Excel will open with the data