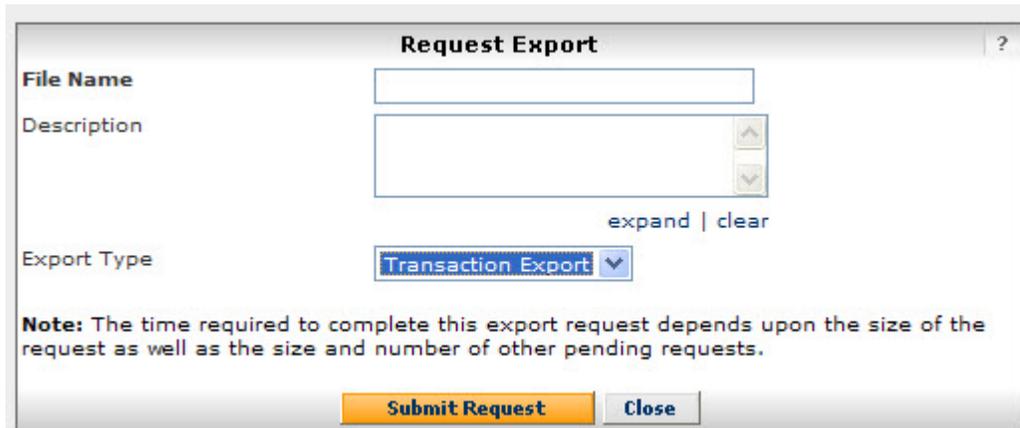## Exporting Data

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

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 **search exports**
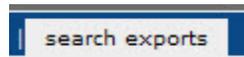
Select the **File Name** of the desired extract file with a status of **Complete** from the list below. Large extracts may not be immediately available for download after the extract is requested. If the status of the required extract is **Pending**, check back at a later time. Expired extracts are deleted 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 ▼	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	☐

| | | | | | | 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)**

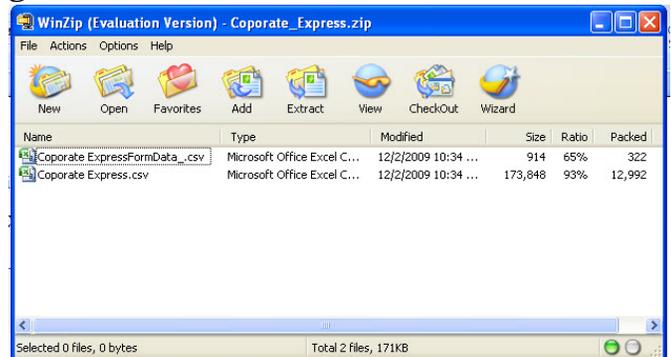10. Then select the file that you saved under *File Name*

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