

## **Exporting from List View**

List views show complete lists of different objects in the software that can be sorted and filtered to display more specific information. Lists can be exported to CSV, HTML, Image, MHT, PDF, RTF, Text, XLS, and XLSX file types.

This guide will explain how to export lists.

\*Please note that the terminology may vary between implementations. One agency may call Services Activity Session, while another may call them Client Services.

- 1) Lists can be exported to various file formats from List Views.
- To export data, right click in the list view and hover the mouse over the Export to option.

Person Type	Client/File I	Client/File ID		ame	First Name	Date Of Birth	Gender
Child	[	~	N	Ctrl+N ▶	3276	1/1/2014	Female
Child			New	Ctri+N •	3228	1/1/2008	Female
Child		×	Delete	Ctrl+D	2336	1/1/2012	Female
Client	147-15A	6	Open Item	Ctrl+Shift+O	3424	2/10/1983	Female
Child		×	Close	llore		1/1/2006	Female
Child		_			3216	1/1/2007	Female
Client	159-14	C Refresh		F5	1108	11/29/1988	Female
Client			Show Report	•	462	8/15/1978	Female
Child		6	Print Ctrl+P Print Preview		2335	1/1/2011	Female
Child	09-15A-C4	4			2278	1/1/2005	Female
Child					1772		Female
Child					3254	1/1/2001	Female
Child		í:	Export to	•	3229	1/1/2012	Female
Child		1	Copy Cell Value	Ctrl+Shift+C	2101	9/1/2013	Female
Child		_	3234		3234	1/1/2002	Female
Child			3264		3264	1/1/2011	Female
Client	01-16G	01-16G			3588	2/20/1974	Female
ALIU	142 144 01	142 144 01			2051	1/1/1000	Course la

- 3) Select a file format.
- 4) Create a file name and click Save.

* 🔎	Print Preview		1/1/2011			
	Export to	•		CSV Fil	e	70
: 🔁	Copy Cell Value Ctrl+	+Shift+C	iii)	HTML	File	
1760		1760		Image	File	
3426		3426	<b>6</b>	MHT F	ile	98
3523		3523	POF	PDF Fil	e	.4
3241		3241		RTF File	e	
2334		2334	<u>ل</u>	Text Fil	-	
1923		1923	_	XLS File		.4
3258		3258	KLS File XLSX F			
2314		2314			ile	
3270		3270		Email		
2652		2652	_		1/5/2013	3
2329		2329			1/1/198	5

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