## Export Form Data

Last Modified on 07/30/2025 12:55 pm EDT

## Path: Main Menu > Reports Menu > Export Form Data

## About

The Export Form Data tool can be used to export certain data fields for completed Forms in a specific date range.

## **Export Form Data**

- 1. Navigate to Export Form Data by following the path above.
- 2. Click the Select Form drop-down and select a Form.
- 3. Change the Export Data From Forms Started Between fields, if necessary. By default, today's date is populated.
- 4. (Optional) Select the **Remember date selections for this session** checkbox if you are going to be exporting data for the same date range for multiple Forms without leaving the page.
- 5. The All Cases radio button is selected by default. Select the Active Cases, Inactive Cases, or Pending Admission radio buttons if necessary.
- 6. Click + to expand Select Location(s) and select thecheckboxes of the Location(s) you want to pull data for.

EXPORT FORM DATA					
SELECT FORM: Face Sheet					
Export Data From Forms Started Between 04/01/2022 and 4/14/2022 Remember date selections for this session • All Cases O Active Cases O Inactive Cases O Pending Admission					
ESELECT LOCATION(S):					

- 7. (Optional) In the Form Properties section, if the Form you selected has this field displayed, select th**Export Location Data** checkbox if you want the address information exported for the Location(s) you selected in step 6.
- 8. In the Fields section, select individual fieldcheckboxes or select the Check All radio button to select all checkboxes.
- 9. Click the Export to CSV button. The data is downloaded into a CSV file.

FIELDS:						
Select Field(s)	Order	Field	Alias	Туре		
Check All 💿 Uncheck All 🔿						
		Date of Service	Date of Service	Date (Mandatory for Forms Flagged as Date of Service Friendly)		
	1	Over the last 2 weeks, how often have you been bothered by any of the following problems?		Select All That Apply		
Image: A start and a start	2	<ol> <li>Little interest or pleasure in doing things</li> </ol>		Select One Only		
Image: A start and a start	3	2. Feeling down, depressed or hopeless		Select One Only		
	4	<ol> <li>Trouble falling asleep, staying asleep, or sleeping too much</li> </ol>		Select One Only		
Image: A start and a start	5	<ol><li>Feeling tired or having little energy</li></ol>		Select One Only		
	6	5. Poor appetite or overeating		Select One Only		
	7	<ol><li>Feeling bad about yourself - or that you're a failure or have let yourself or your family down</li></ol>		Select One Only		
	8	<ol> <li>Trouble concentrating on things, such as reading the newspaper or watching television</li> </ol>		Select One Only		
	9	<ol> <li>Moving or speaking so slowly that other people could have noticed. Or, the opposite - being so fidgety or restless that you have been moving around a lot more than usual.</li> </ol>		Select One Only		
<b>Z</b>	10	<ol> <li>Thoughts that you would be better off dead or of hurting yourself in some way.</li> </ol>		Select One Only		
Image: A state of the state	11	Total PHQ-9 Score		Total Over Group 1		
✓	12	If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?		Select One Only		
Export to CSV Main Menu						



**Warning**: The Export Form Data tool does not provide users good feedback when running, and it is best to run it in small date increments. We found that it can take 30-60 seconds (sometimes longer) to return data. The reason for this is the amount of data and complexity of the work the tool goes through when returning results.

Here is some guidance when running the tool

I

 $\square$ 

- It's best to run the tool off hours so that the complex export process (query) does not interact with users working
- Fliter a month or two month increments. You can increase this, and it will take longer to return. So some experimentation can help
- Only click the button to Export CSV once. Clicking it more than once will cause it to run multiple times and take longer to return.
- Give it time. It should eventually return.

