

Export Form Data

Last Modified on 04/14/2022 3:04 pm EDT

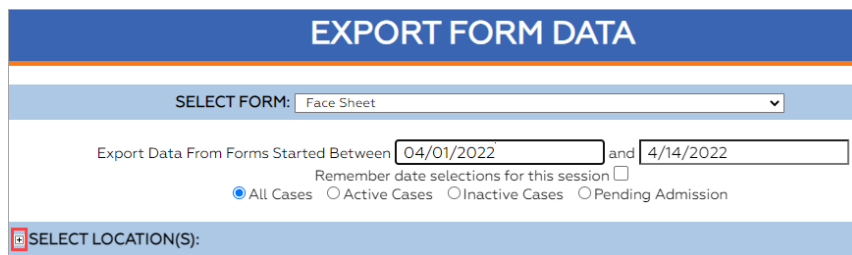
| Path: Main Menu > Reports Menu > Export Form Data

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. The **Export Data From Forms Started Between** fields default to today's date. Change to a date range as necessary.
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 the + to expand Select Location(s) and select the checkboxes of the Location(s) you want to pull data for.



The screenshot shows the 'EXPORT FORM DATA' interface. At the top, there is a blue header with the title 'EXPORT FORM DATA'. Below the header, there is a section for 'SELECT FORM:' with a dropdown menu currently showing 'Face Sheet'. Underneath, there are two date input fields: 'Export Data From Forms Started Between' with the date '04/01/2022' and 'and' with the date '4/14/2022'. Below the date fields is a checkbox labeled 'Remember date selections for this session'. At the bottom of this section are four radio buttons: 'All Cases' (which is selected), 'Active Cases', 'Inactive Cases', and 'Pending Admission'. Below this section is a blue bar with a plus icon and the text 'SELECT LOCATION(S):'.

1. *(Optional)* In the Form Properties section, the Form Name and Form Type are displayed for the selected Form. Select the **Export Location Data** checkbox if you want the address information exported for the Location(s) you selected in step 6.
2. In the Fields section, select the individual **checkboxes** for the fields to export or select the **Check All** radio button to select all checkboxes.