Exporting Data from the Dashboard

Follow the steps below to export the data view you are seeing. This process will create a CSV file that will include the data in a selected table.

1. Once you are looking at the table you want to export, click on any number in the table so that it is active. (You will know it is active if you see a gray border around it.)

2. Now that the table is active, scroll to the very bottom of the page.

3. There you will see the export icon:

4. Click on this icon and then select "Crosstab". This will open up a small window.

5. Click on the "Download" button to download the file.

Note: The exported data will be based on the table that is active. If a report has more than one table you may need to repeat this process.