



Exporting the Central Display to Excel:

The information displayed in the Central Display can be exported to Excel.

1. **Navigate to *Tools > Export Data*.**
2. **Select the time span required using the time slider in the menu.**
3. In the *Object* menu, **ensure Field data is selected.**
4. In the *Target* menu, **ensure Excel is selected.**
5. **Click on the 'Excel' tab above the Time span.**
6. **Click 'Browse'** to select a location to save the export to and to name the file.
7. **Ensure the File Type is set to *Excel 2007 and above (*.xlsx)*.**
8. *to sheet* is the name of the tab that the report will be exported to. **Give the tab a name.**
9. **Ensure the following tick boxes are ticked:**
 - a. With layout
 - b. Warning on overwrite
 - c. Start Excel after import
10. **Click OK.**