



Exporting Entries

Once you've gathered information using a form, you may want to export it out of the platform for analysis. Using a sites **Data Viewer**, you can quickly and simply export the results to a csv file.

So let's take a look at how to do this. I have a site with a form added so that parents can update their contact information. If I select the **site menu** here, I can open the Data Viewer and this where all the form submission data is stored. In the action cog menu, there are two export to csv functions. I can choose the **Export to csv**, or the **Export to csv with extended data** option.

As the name suggests, the export to csv with extended data option, will **export more information** out of the platform than the export to csv function. This should be used in conjunction with the user picker field in the form as more information on the user that has been selected will be displayed using this function.

I'll run through each option in this tutorial so we can look at the difference between the two. If I select **the export to csv** function first, the file will download to my desktop and I'll open it up so we can look at the information. As you can see, I'm able to tell who has submitted the form and all the information they have entered into each form field. If I draw your attention to the user picker field, the name of the user they selected is listed here but **no other information** regarding this user is available.

Now let's run through the **csv with extended data** option. I'll select it from the action cog menu and then open the file to view the data. The same information is available in this csv however there is **more information** on the user that has been selected in the user picker field. The headers of the columns always start with the user picker field label, followed by the information that is going to be displayed below but due to the way that the csv is formatted in excel, I'll need to expand these as I can't quite see what these columns represent. For example, I'll expand out this option which starts with the field label followed by an underscore and then username. Next is the profile type. Then we have the UPN. Mis id etc. As you can see, all the information for the selected user is displayed when choosing the extended data option.

The last thing to mention is the **Download all files** option in the Data Viewers action cog menu. If you have a file upload field as part of your form, choosing this option will download all files that have been uploaded to the form. The platform will compress all the files into a folder and download the folder to your device. The folder name will match what the form is called in the platform and inside this folder, each individual submission will have its own sub folder. Each sub folder name will match the username of the person who uploaded the file so managing these uploads is simple.