

# DATA EXPORT

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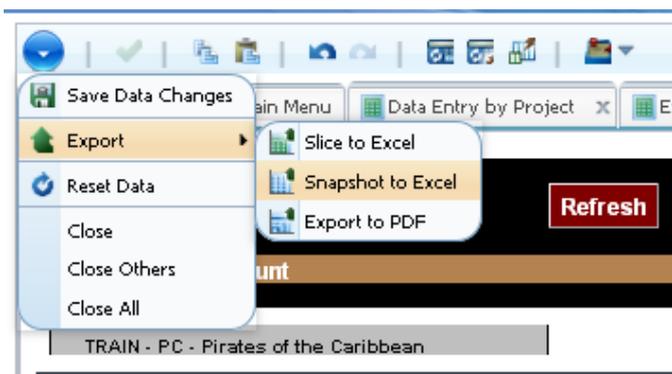
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## DATA EXPORT

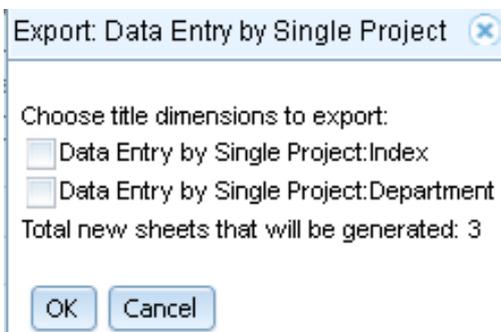
### EXTRACT SNAPSHOT TO EXCEL

A snapshot copies the current view into an Excel worksheet. There is no link to TM1, only the values are transferred to the worksheet.

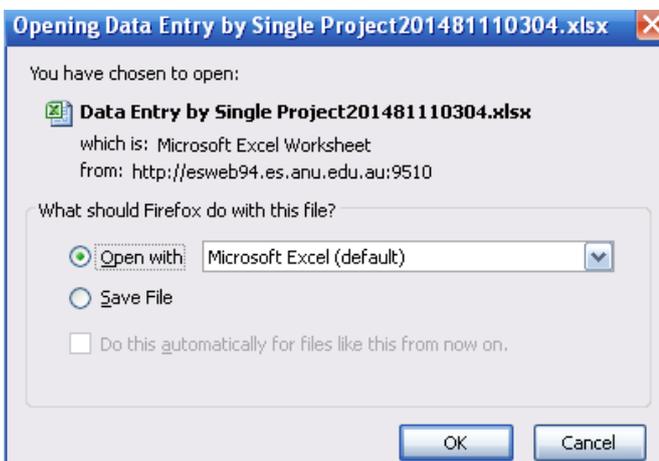
Use the blue button on the top left of any form. Select **Export**, then **Snapshot to Excel**.



Click **OK** in the pop up screen.



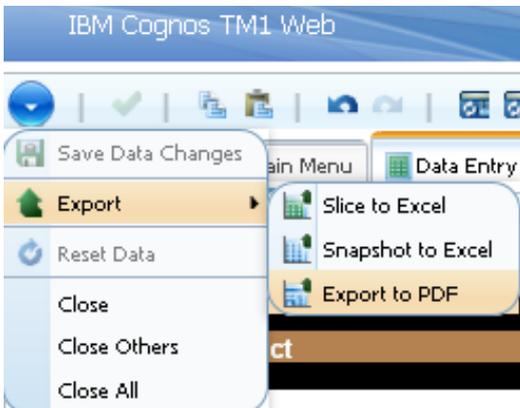
Select to either **Open** or **Save** the Excel file.



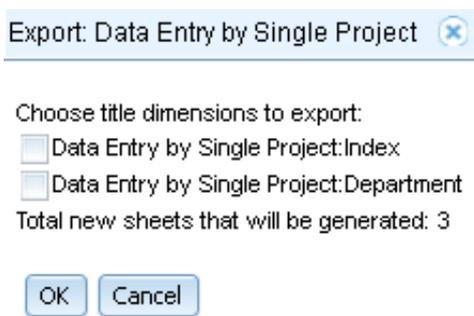
## EXPORT TO PDF

Exporting to PDF copies the current view and converts to pdf format.

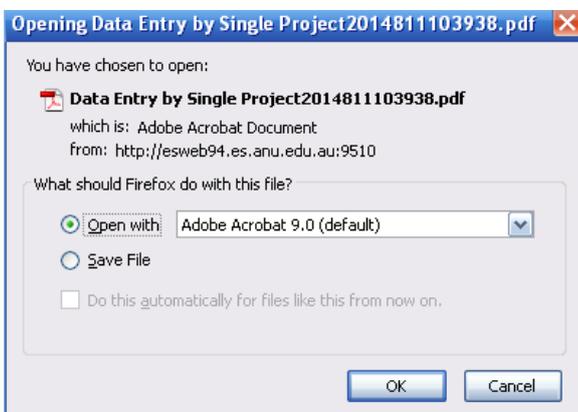
Use the blue button on the top left of any form. Select **Export**, and then **Export to PDF**.



Click **OK** in the pop up screen.



Select to either **Open** or **Save** the PDF file.



Please note that a formatting function is not available for exporting a report to PDF. If formatting changes are required, extract snapshot to excel in order to make necessary changes and convert the documents to the PDF file.