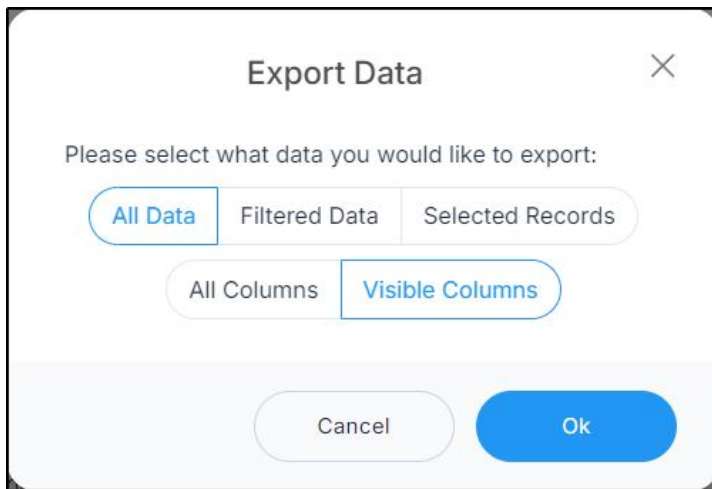# Export

You can export any list to an Excel sheet and save it to your computer. To do so, follow these steps:

1. Click the **Export** button, the following window appears:

2. Select the data you want to export:

- All data: to export all the records to the Excel file.
- Filtered data: to export only records matching your search criteria.
- Selected records: to export only the records that you have selected from the list.

3. Select whether you want to export:

- All columns: to export all the available columns in this page which are listed in the Column Chooser.
- Visible columns: to export columns you have chosen to show in this list.

4. Click **Ok**, an Excel file containing the exported records is downloaded to your computer.