

Exporting Data



This guide provides a straightforward method for exporting data efficiently, allowing users to customize their selection of columns and arrange them as needed. By following these simple steps, you can ensure that the exported data meets your specific requirements. It's an essential resource for anyone looking to streamline their data management process.

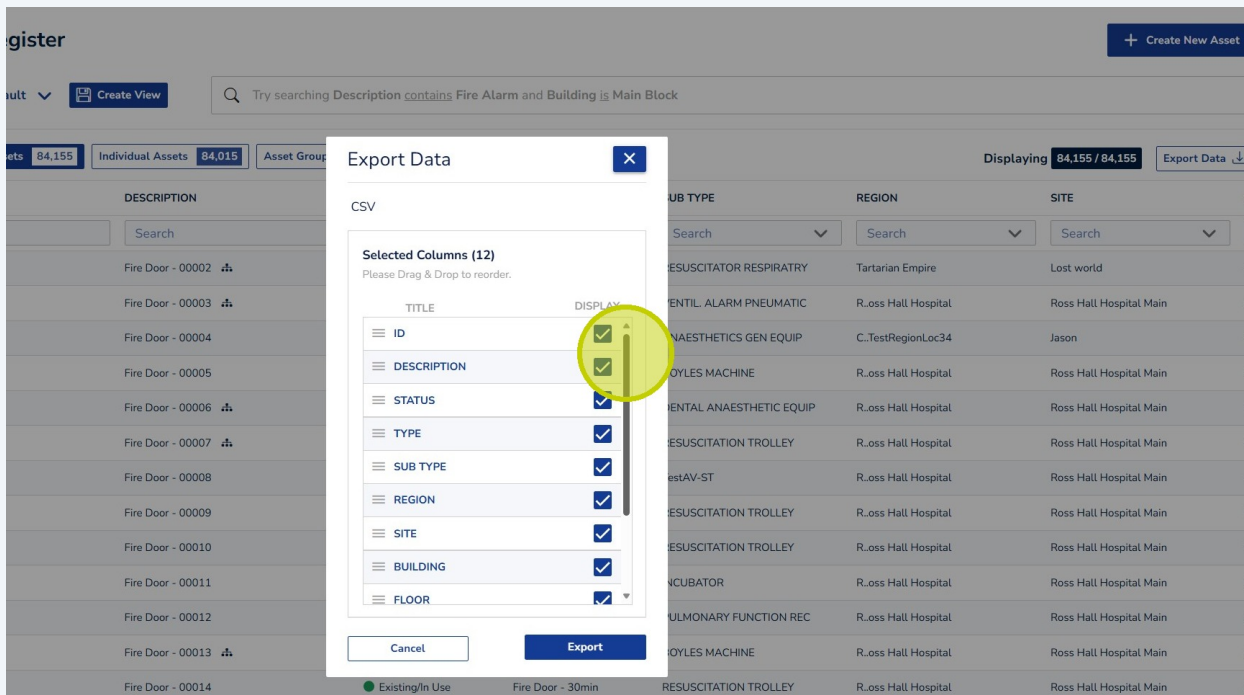
1

This section of the guide will demonstrate how you can export the data you have filtered in the grid to a CSV file. After using all the options to get the data in the grid that you want. Click on the export data button.

The screenshot shows the micad pro interface. At the top, there is a search bar with the text "Try searching Description contains Fire Alarm and Building is Main Block". Below the search bar, there are tabs for "Individual Assets" (84,015) and "Asset Groups" (140). The main data grid has columns for DESCRIPTION, STATUS, TYPE, SUB TYPE, REGION, and SITE. The "Export Data" button is circled in yellow.

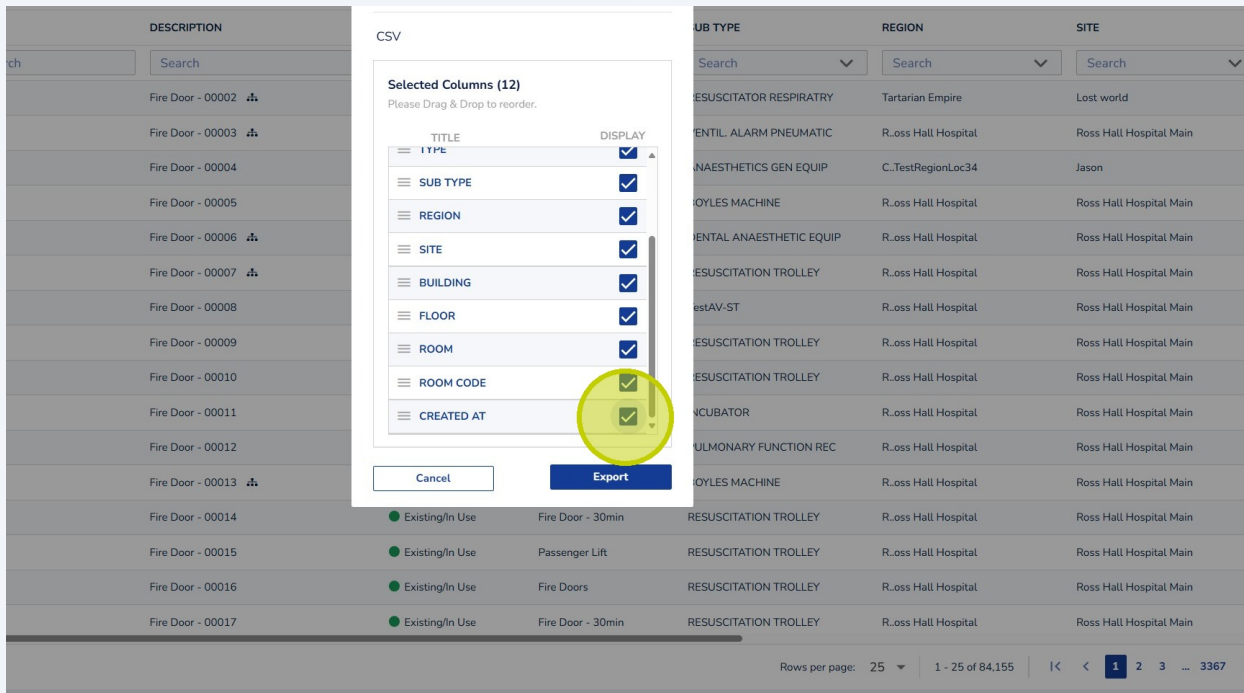
DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION	SITE	BUILDING
Fire Door - 00002	Stolen	Fire Doors	RESUSCITATOR RESPIRATRY	Tartarian Empire	Lost world	Child
Fire Door - 00003	Expired	Fire Doors	VENTIL. ALARM PNEUMATIC	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00004	Expired	Fire Doors	ANAESTHETICS GEN EQUIP	C..TestRegionLoc34	Jason	buil
Fire Door - 00005	Broken	Fire Doors	BOYLES MACHINE	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHETIC EQUIP	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TROLLEY	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00008	Existing/In Use	Fire Doors	TestAV-ST	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00011	Existing/In Use	Fire Door - 60min	INCUBATOR	R.oss Hall Hospital	Ross Hall Hospital Main	Recor
Fire Door - 00012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R.oss Hall Hospital	Ross Hall Hospital Main	Recor

2 This will present to you.



The screenshot shows the 'Export Data' dialog box in a system interface. The dialog is titled 'Export Data' and contains a section for 'Selected Columns (12)'. The columns listed are: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, REGION, SITE, BUILDING, and FLOOR. All columns have a checked box in the 'DISPLAY' column. A yellow circle highlights the 'DISPLAY' column for the 'DESCRIPTION' row. The background shows a table of assets with columns for DESCRIPTION, SUB TYPE, REGION, and SITE.

3 All columns in your view will be selected. You can turn them off and on here though just for this export.



The screenshot shows the 'Export Data' dialog box in a system interface. The dialog is titled 'Export Data' and contains a section for 'Selected Columns (12)'. The columns listed are: TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, and CREATED AT. All columns have a checked box in the 'DISPLAY' column. A yellow circle highlights the 'DISPLAY' column for the 'CREATED AT' row. The background shows a table of assets with columns for DESCRIPTION, SUB TYPE, REGION, and SITE.

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You can also drag and drop the columns into a particular order using your mouse and clicking the three lines to move the columns around

The screenshot shows a data table with columns: ID, DESCRIPTION, SUB TYPE, and REGION. A modal dialog titled "Selected Columns (11)" is open, allowing users to select which columns to display in a CSV export. The dialog lists 11 columns: TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, and CREATED AT. Each column has a checkbox in the "DISPLAY" column. The "ROOM" row is highlighted with a yellow circle. The "Export" button is also highlighted with a yellow circle. The table below shows rows of fire door data with status indicators (green dots) and descriptions like "Fire Door - 30min".

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Once you are happy with your selection click Export. Your browser will notify you of the file being downloaded.

This screenshot is identical to the one in step 4, showing the "Selected Columns (11)" dialog box. In this step, the "Export" button is highlighted with a yellow circle, indicating the final action to be taken. The table below shows the same fire door data as in step 4.