**How to Export Data from Syllabus+ (SaaS)**

Data held in Syllabus+ can be exported to various file types including PDF, Excel and CSV.. All data available in the activity viewer can be filtered and exported.

In the below example, we will export all activities in CQ-104 to an excel file.

1. Click on the location in the location view to populate the Activity List (filters can be applied to the list view)

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Click on File – Print – Activity Viewer. This will open a preview of the data in a separate screen.

Graphical user interface, application

Description automatically generated

1. Click on File – Export Data and then the relevant file type.

A screenshot of a computer

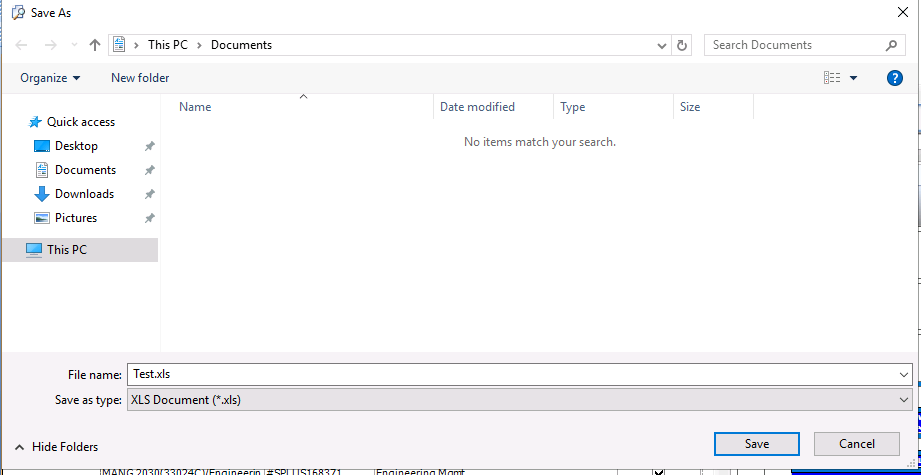
Description automatically generated with medium confidence

1. Click Ok in next dialogue box.

Graphical user interface, text, application, email

Description automatically generated

1. This will open the Save As dialogue box. Select This PC →Documents to save the file and then name it. ***(The document has been saved to the Remote SaaS Desktop not your own PC/Laptop)***



1. To access your file, click on the drop down arrow at the top of your webpage.

A screenshot of a computer

Description automatically generated

1. Click on ‘From Server to PC’

A screenshot of a computer

Description automatically generated

1. This will open a dialogue box. Highlight the document and click on Download. This will open the document and you can now save this document to your own PC/Laptop.

A screenshot of a computer

Description automatically generated

**Downloads will only stay in your folder for your session, so you please ensure that you download them before logging out.**