

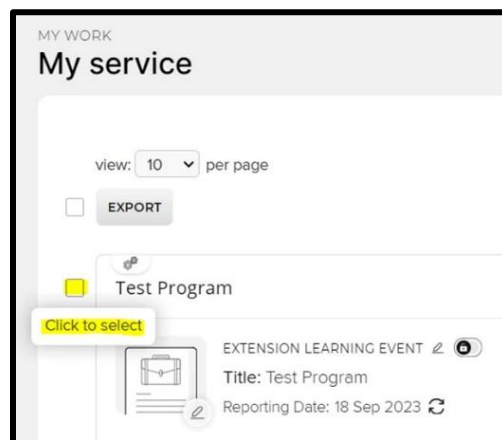
Elements – Exporting Individual or Groups of Records

Instructions created by Julie Huetteman & Cheyenne Kleist

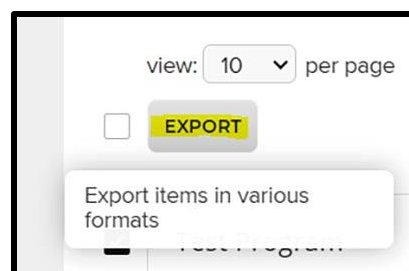
10/21/2024

Exporting Individual Records

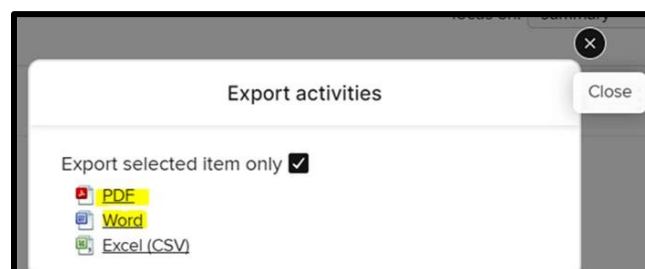
1. Navigate to the list of your “Service” entries. Click to select the Learning Event (or Impact Statement).



2. Click “Export”



3. Select PDF or Word (Excel works but the columns for the data fields are not in order as seen on the screen)

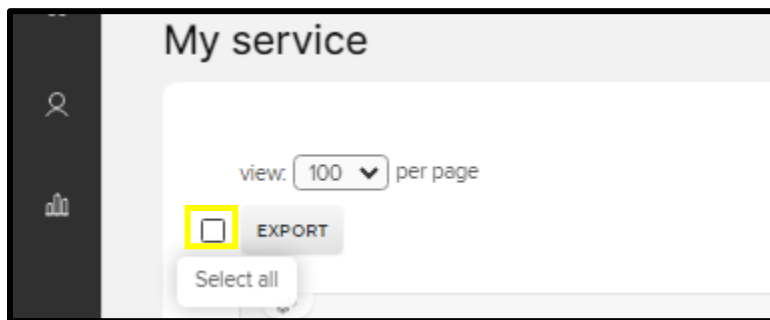


Exporting Groups of Records

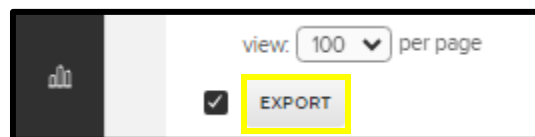
1. Navigate to the list of your “Service” entries
2. Change the “view” to get more entries per page (Elements only **exports** from that “page”)



3. Click the box next to “Export” to “Select all” entries for that page
 - a. If you have more than 100 entries, you will need to export each page separately.



4. Click “Export”



4. Select PDF or Word (Excel works but the columns for the data fields are not in order as seen on the screen)

