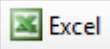



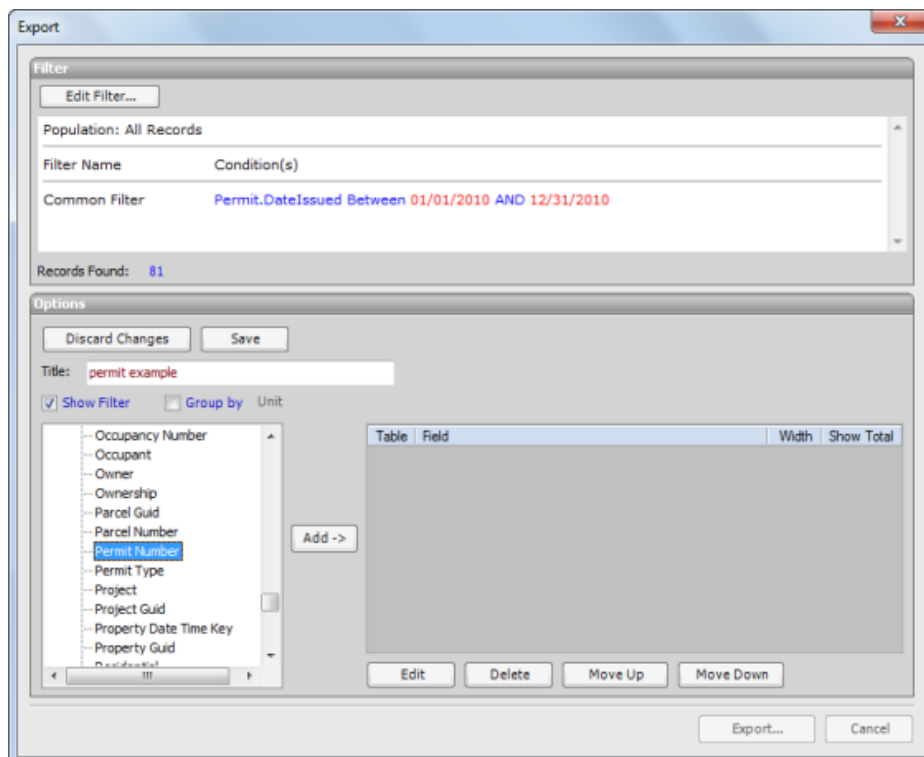
Excel Export

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

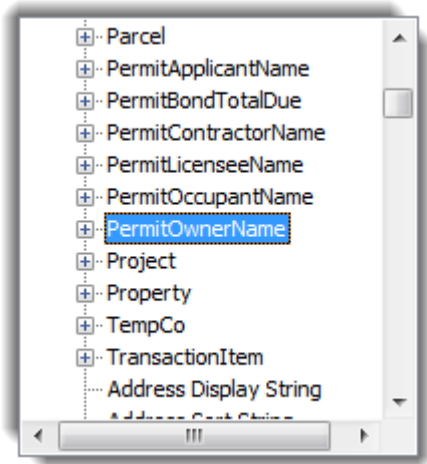
The Excel export can be used as an alternative to generating reports through the Report Designer, and is available on most tables.

Due to the vast amount of data available for export, it is easiest to illustrate using a specific example; in this case, the Permit table. We will set a simple filter on this table, which is not required. You may choose to block or mark the records to export, and can select that as the population.

1. Open the Permit table.
2. Click  in the Tool Bar.
3. Click **Edit Filter**.
4. Select "All Records" as the **Population** and check - - the **Apply filter to population** box.
5. On the Common Report Filter Options tab, click the **<Set Filter>** command link by **Date Issued**.
6. Select "Between" as the **Operator**.
7. On the Compare To pane, select **Value** and enter a valid date range (a date range in your database).
8. Click **Ok**, then **Close** to return to the Export dialog.
9. Click .
10. Enter the **Export Title** and click **Ok**.
11. Scroll through the fields in the Options pane until you see **Permit Number**:



12. Double-click it to move it to the right.
13. Repeat for Permit Type, Work Description, and Construction Value.
14. Scroll up until you see **Permit Owner Name**:

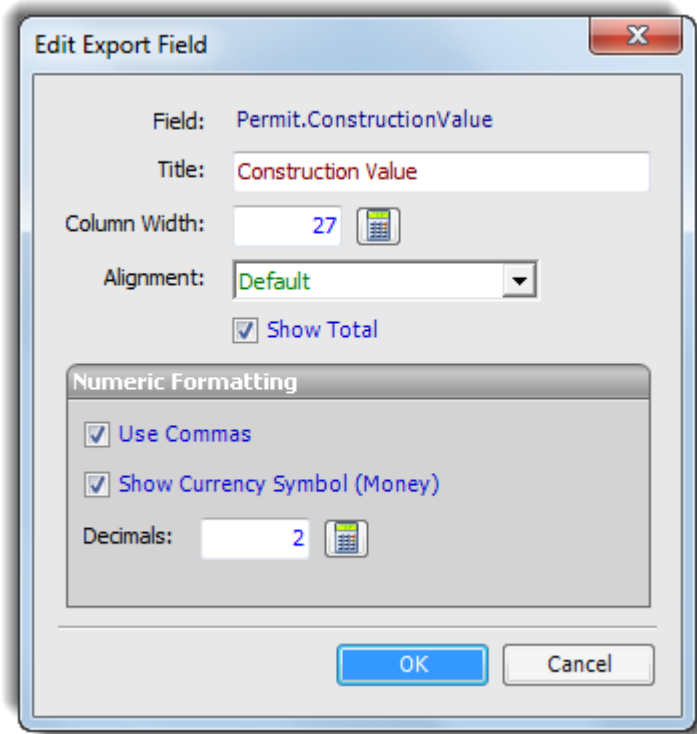


15. Double-click to expand Permit Owner Name, scroll through those fields until you see **Name**, and double-click it. Your screen should resemble the picture:

Table	Field	Width	Show Total
Permit	Permit Number	20	<input type="checkbox"/>
Permit	Permit Type	30	<input type="checkbox"/>
Permit	Work Description	100	<input type="checkbox"/>
Permit	Construction Value	27	<input checked="" type="checkbox"/>
PermitOwnerName	Name	35	<input type="checkbox"/>

16. (Optional) Use the **Move Up** and **Move Down** buttons to change the order of the fields.

17. (Optional) Double-click a selected field to edit its attributes. As an example, pictured are the attributes for the Construction Value field. Among other things, you can change the name of the field to appear in the spreadsheet ("Title"):



Click **Ok** to return to the Export dialog.

18. Check - the **Group By** box and click the **Unit** command link; double-click **Permit Type**.
19. Click .
20. Click .
21. The spreadsheet appears. If you elected to "Group By," as in this example, each type of data for which there is a separate group appears on subsequent books of the Excel file. The Export Title is the first book:

