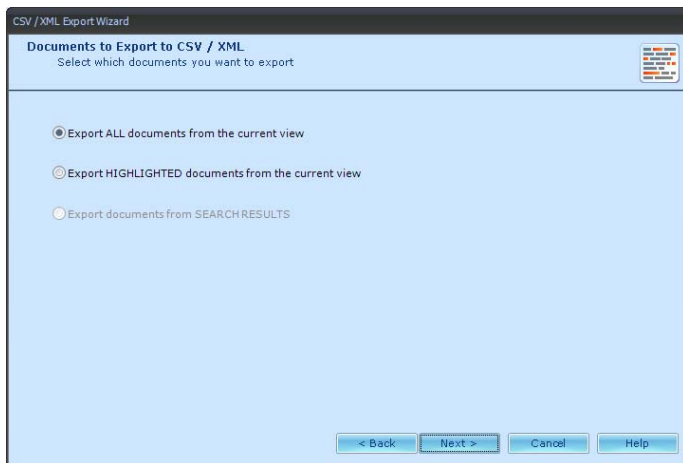
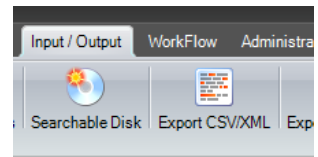


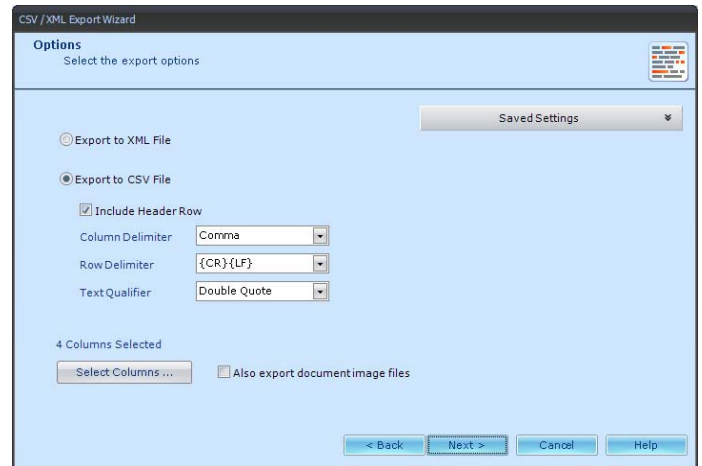
DOCUMENT MANAGEMENT FUNCTIONS

Data Export (CSV/XML)

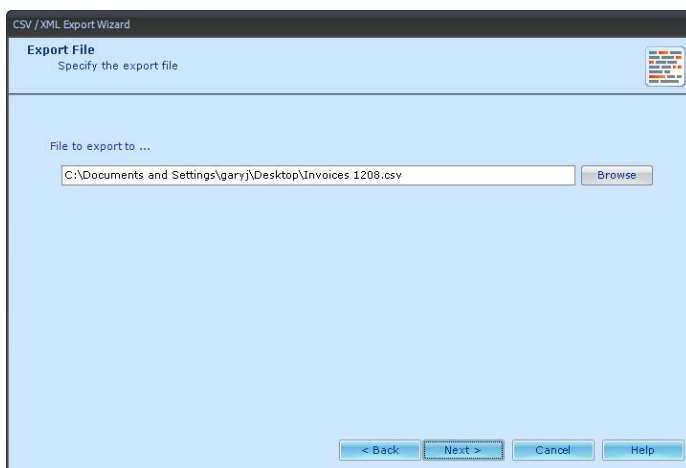
File Stream has a powerful but easy to use facility to export records in CSV or XML file format. This data can be imported into another system or manipulated using Excel to create reports. The Export CSV/XML function can be found on the Input / Output toolbar. Before using this function, search to find all the documents required for export and use List View.



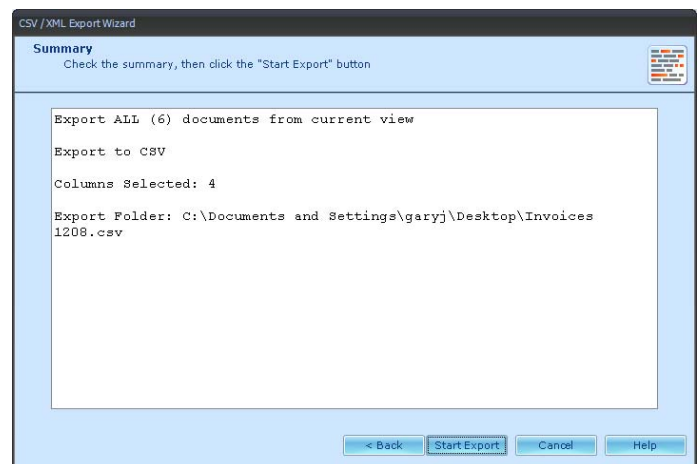
1. On clicking the Export CSV/XML icon the screen shown above is displayed. All documents in the current list view can be exported or just those highlighted.



2. The next screen allows you to select CSV or XML as a file type. Other settings are available such as columns to export and whether to include image files



3. The third screen allows you to specify the file name and location.



4. The final screen is a summary of the actions that will take place as soon as you click Enter.

Once you have clicked on the Enter button, the data will be downloaded to the file you have specified. This file can then be manipulated by other software such as Excel to produce reports.

Where large amounts of data need to be exported on a regular basis, this process can be automated to a varying degree. Please contact File Stream support if you have this requirement.