

Export Object Data from a Data Analytics Report

Once a data export report has been created, it can be generated by end users through:

- An activity [view](#);
- An activity [action](#); or
- An [Export Data](#) form action.

Important Notes

- If an export report failed to generate for whatever reason, the application will continue trying to create the report for up to five (5) minutes after **Export** was clicked, using the data that was available at the time the export was initiated. If, after five minutes, the report has failed or timed out, Core will pull a new data set from the next five-minute increment and will continue to do so until the report is created.

For example, if a user clicked **Export** at 1:00 pm and the report was interrupted, the application will try again to create a report that contains the data that was available at 1:00 pm. If the report is still not generated by 1:05 pm, Core will attempt to create the report using the data that was available at 1:05, instead of 1:00, when the export was originally initiated.

- The **Export** button is grayed out while the report is generating.
- If the exported object has a file attachment field, only the number of files attached will be exported into the spreadsheet. If the object contains an image attachment field, it will display only a 0 (for no image attached) or a 1 (one image attached) as only one image can be attached per image attachment field.

Activity View

To export object data through a **Data Export** view in an activity, open the activity from the top bar, click an object in the view to display the report page, then click **Export to Excel** to automatically download the report through your browser.

EXPORT LOCATION DATA		
L-1	Montreal	Default
L-2	Los Angeles	Default
L-3	New York	Default
L-4	Edmonton	Default
L-5	Toronto	Default

Form Action

To export object data using the **Export Data** form action, open the object, click the customized button on the configurable form to display the report page, then click **Export To Excel** to automatically download the report through your browser.

Location Review

Montreal

L-1

Location Name

Incidents at this location

HP/Accident 2016/9/21 × SB/Accident 2016/09/14 × KD/Lost 2016/04/02 × ▾ +

Address

EXPORT LOCATION DATA

An object with the Export Data form action. In this case, clicking the Export Location Data button will display the export report page for the Montreal object.

Activity Action

To export object data through an action, open the activity from the nav bar, click the action button to display the report page, select an object from the **Anchor Object** dropdown menu, then click **Export to Excel** to automatically download the report through your browser. The objects that appear in the dropdown menu are determined by the report's [data definition](#) and your [role's permissions](#).

DATA ANALYTICS REPORTS

 **EXPORT LOCATION DATA**

A Export Data form action button in an activity.

Location Data Export

ANALYTICS EXPORT

This tool is used to export all data defined by the below parameters into an Excel format that can be consumed by third-party analytics tools. Note: permissions are applied on export.

EXPORT DETAILS

Report Name: Location Data Export

Report Focus:

Location > Incident

Anchor Object

L-6 Edmonton

L-7 Montreal

L-5.1 New York

L-9 Toronto

Selecting an anchor object in an export data action in an activity.