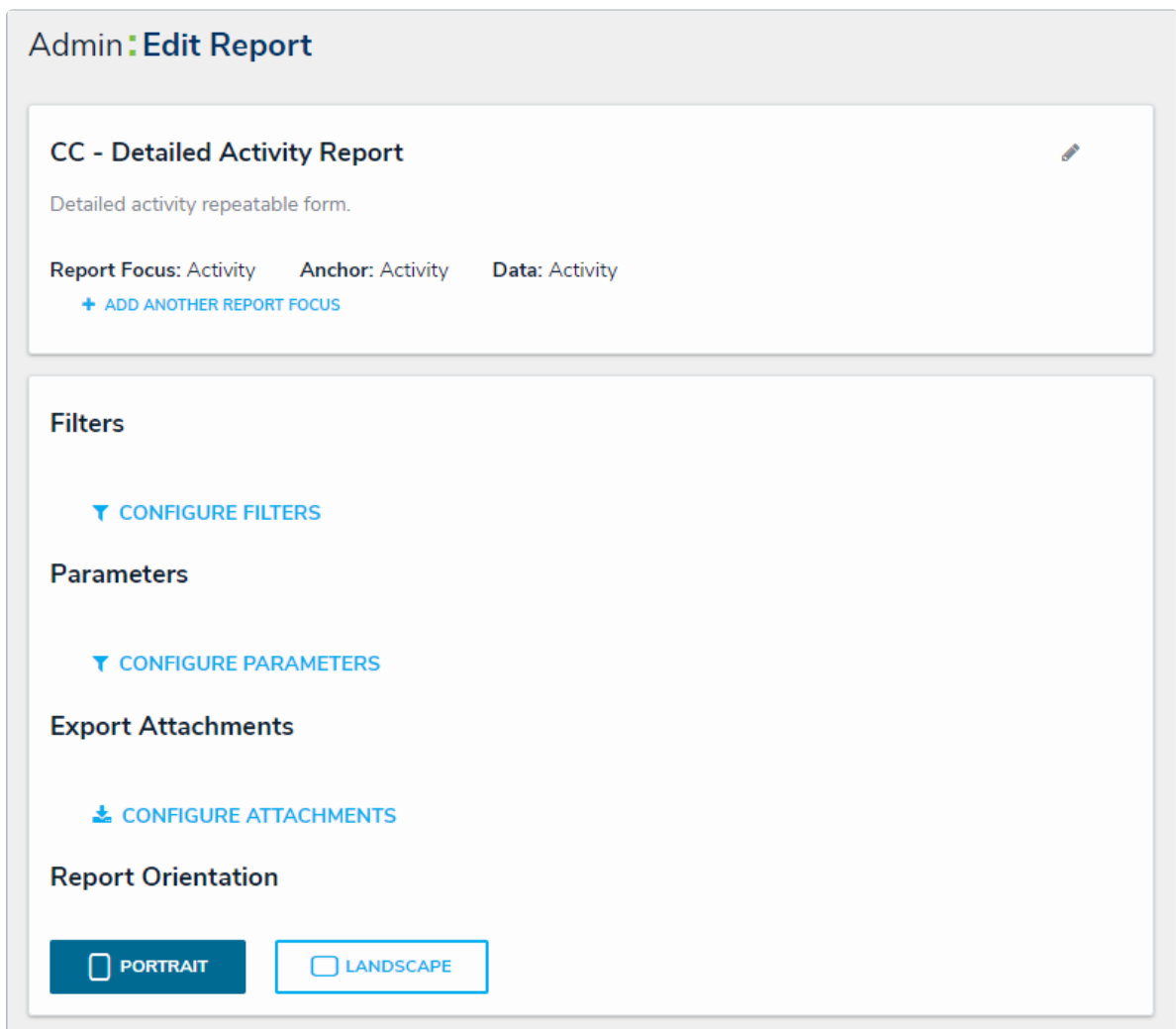# Configure Export Attachments

Last Modified on 10/06/2021 3:23 pm EDT

Attachments are the data series, fields, and relationships of a report that users can export. To ensure that only the most relevant information is exported, administrators can determine which elements of the report can become attachments.

To configure a report's export attachments:

1. Click the ⚙ icon in the top bar **> Data Visualizations** in the **Views** section.

2. Click the report you wish to configure the exports for or enter its name in the **Search** field, then click it to open the **Edit Report** page.

Admin: **Edit Report**

CC - Detailed Activity Report ✏

Detailed activity repeatable form.

Report Focus: Activity   **Anchor:** Activity   **Data:** Activity

➕ ADD ANOTHER REPORT FOCUS

Filters

▼ CONFIGURE FILTERS

Parameters

▼ CONFIGURE PARAMETERS

Export Attachments

⬇ CONFIGURE ATTACHMENTS

Report Orientation

[📱 PORTRAIT]   [☐ LANDSCAPE]

The Admin: Edit Report page.

3. Click **Configure Attachments** under **Export Attachments** to open the **Add Attachment Export** palette.

The Add Attachment Export palette.

4. Select the data series the exports will be coming from in the **Select a data series** field.

5. Click **Done**.

6. Click **Configure Attachments** again to open the **Edit Attachment Export** palette.

7. In the **Data Type** tab, select the type of data you wish to include in the export. All data types are selected by default.

The Data Type tab.

8. In the **Configuration** tab:

   a. Choose the relationship from the **Select a Relationship** select list.

   b. Begin typing the name of the field you wish to add to the export in the **Select Fields** field and select it to add it to the export. More than one field can be added.

The Configuration tab.

9. In the **Parameters** tab, select how the information in the export will be filtered with any of the select lists in the **Define Parameters** section.

The Parameters tab.

10. Click **Done**.