

## How to Export Data from Syllabus+ (SaaS)

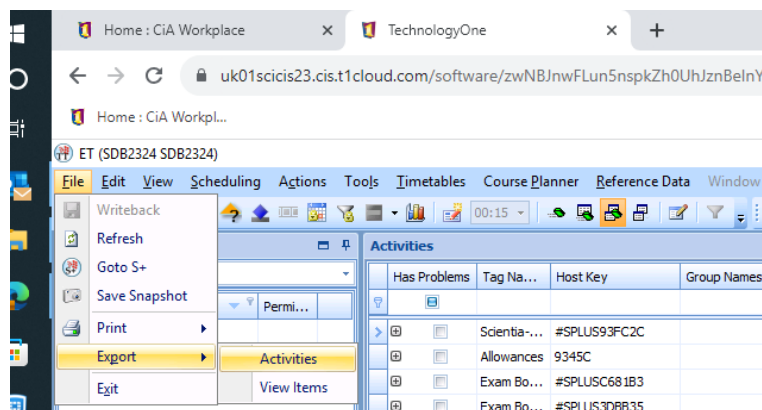
Data held in Syllabus+ can be exported to various file types including PDF, Excel and Text and HTML. All data available in the activity viewer can be filtered and exported.

In the below example, we will export all activities in CQ-104 to an excel file.

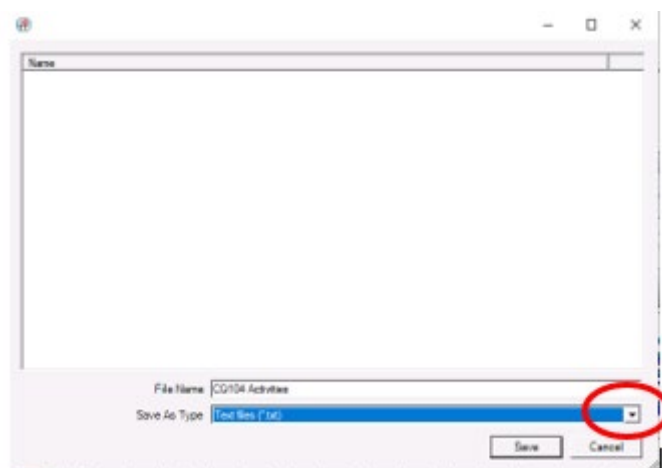
1. Click on the location in the location view to populate the Activity List (filters can be applied to the list view)

[illegible]

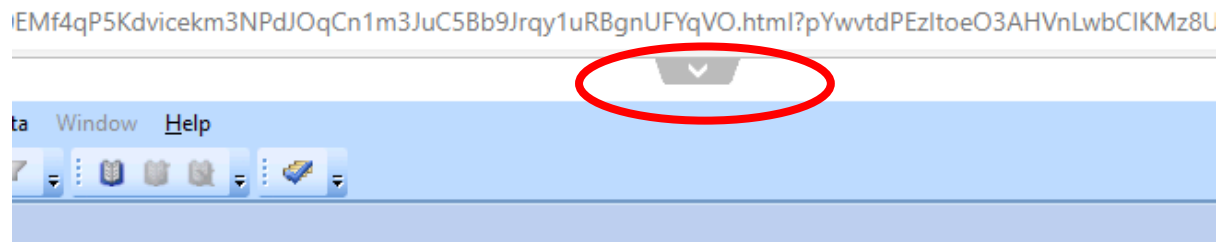
2. Click on File – Export – Activity Viewer.



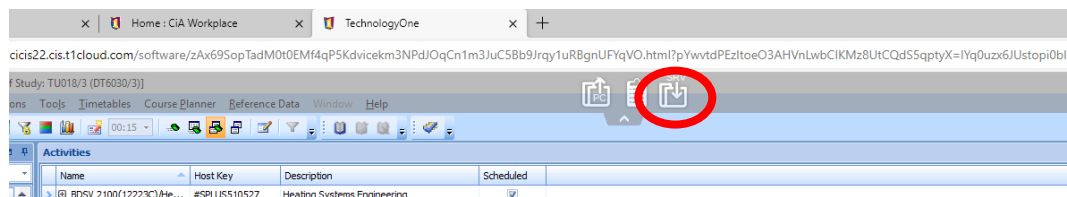
3. Name your file and select the file type you wish to save as. Click Save. ***(The document has been saved to the Remote SaaS Desktop not your own PC/Laptop)***



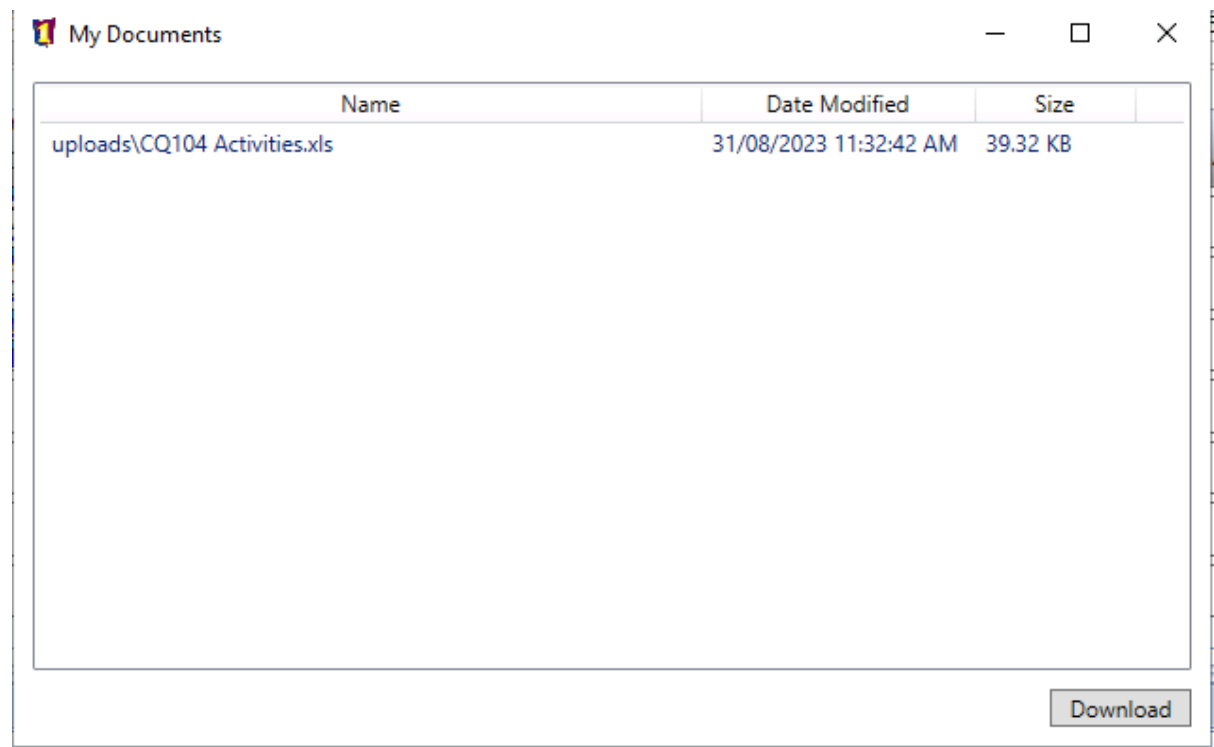
4. To access your file, click on the drop down arrow at the top of your webpage.



5. Click on 'From Server to PC'



6. This will open a dialogue box. Highlight the document and click on Download. This will open the document and you can now save this document to your own PC/Laptop.



**Downloads will only stay in your folder for your session, so you please ensure that you download them before logging out.**