

Export Search Results

The Export Search results feature allows users to export search results as CSV data (which can be opened/saved in Excel, OpenOffice, Google Sheets, etc.).

Data from any field in the procedure can be exported, not just those fields shown in the search results.

Only data from the procedure being searched can be included in the export, i.e. data unique to a Person record can't be included in an Object export. *Use the existing reports for these types of exports.*

To export search results, start with a set of search results.

1-20 of 252 records found | [Revise search](#) 20 per page

Identification number	Title	Updated
<input type="checkbox"/> 20CS.1980-32-1194	Teamwork Builds Ships	10/20/2020, 11:59 AM
<input type="checkbox"/> MF-20CS.001.0002	Cloudy Day	10/19/2020, 6:36 PM
<input type="checkbox"/> 83-131-1a, b	Pencils	10/19/2020, 6:36 PM
<input type="checkbox"/> 20CS.F1905.93	Lamp, Oil	9/23/2020, 10:23 AM
<input type="checkbox"/> 20CS.S2018.1.40	Saraswati, folio from a Goddess series	9/23/2020, 10:23 AM
<input type="checkbox"/> 20CS.66.382	Ape Riding a Gnu	9/23/2020, 10:23 AM
<input type="checkbox"/> 20CS.66.3783	Head of a Woman	9/23/2020, 10:23 AM
<input type="checkbox"/> 20CS.66.3729	Eakins Hand	9/23/2020, 10:23 AM
<input type="checkbox"/> 2020.1.64	Senot on mwen	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1929.8.469.2	Sculpture	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1941-98-38-a,b	Lamp	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1942-26-1-a/d	Lamp	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1949-49-9	Sculpture	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1951.14.92	Self Portrait in Painting Robe	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1958-72-3	Lamp	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1968.19.6	The Thunderhower (study for painting)	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1970.355.766	My First Painting	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1982.1.9	Cheshire Cat (costume design for Alice-in-Wonderland, 1915)	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1994.70	Poster from the Armory Show	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.2013.118.12	Poster for Black Gold	9/23/2020, 10:21 AM

20 per page < 1 2 3 4 5 ... 13 >

Select any number of items in the results lists. The items can be from any page in the results list. Click on the Export button.

1-20 of 252 records found | [Revise search](#)

20 per page

5 selected [Relate...](#) [Export...](#)

Identification number	Title	Updated
<input checked="" type="checkbox"/> 20CS.1980-32-1194	Teamwork Builds Ships	10/20/2020, 11:59 AM
<input type="checkbox"/> MF-20CS.001.0002	Cloudy Day	10/19/2020, 6:36 PM
<input checked="" type="checkbox"/> 83-131-1a, b	Pencils	10/19/2020, 6:36 PM
<input type="checkbox"/> 20CS.F1905.93	Lamp, Oil	9/23/2020, 10:23 AM
<input checked="" type="checkbox"/> 20CS.S2018.1.40	Saraswati, folio from a Goddess series	9/23/2020, 10:23 AM
<input type="checkbox"/> 20CS.66.382	Ape Riding a Gnu	9/23/2020, 10:23 AM
<input checked="" type="checkbox"/> 20CS.66.3783	Head of a Woman	9/23/2020, 10:23 AM
<input type="checkbox"/> 20CS.66.3729	Eakins Hand	9/23/2020, 10:23 AM
<input checked="" type="checkbox"/> 2020.1.64	Senot on mwen	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1929.8.469.2	Sculpture	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1941-98-38-a,b	Lamp	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1942-26-1-a/d	Lamp	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1949-49-9	Sculpture	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1951.14.92	Self Portrait in Painting Robe	9/23/2020, 10:22 AM
<input type="checkbox"/> 20CS.1958-72-3	Lamp	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1968.19.6	The Thundershower (study for painting)	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1970.355.766	My First Painting	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1982.1.9	Cheshire Cat (costume design for Alice-in-Wonderland, 1915)	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.1994.70	Poster from the Armory Show	9/23/2020, 10:21 AM
<input type="checkbox"/> 20CS.2013.118.12	Poster for Black Gold	9/23/2020, 10:21 AM

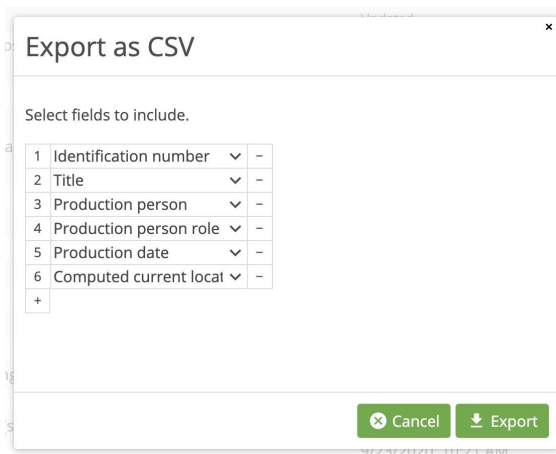
20 per page < 1 2 3 4 5 ... 13 >

In the pop-up, use the dropdown to add fields to include in your CSV export.

You can type in the name of the field or scroll through the dropdown.

Use the + sign at the bottom of the dropdown to add another field.

The fields will be exported in the order they are arranged in the pop-up; use the numbers on the left of the fields to rearrange.



Click on export. You will be prompted to save the file.

CSV files can be opened and saved in Microsoft Excel, Open Office Calc, Google Sheets, and other spreadsheet applications.