

# Export Object Data from a Data Analytics Report

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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 x SB/Accident 2016/09/14 x KD/Lost 2016/04/02 x ▼ +

**Address**

123 Street Avenue  
Montreal, QB, 1A1 A1A

**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.*