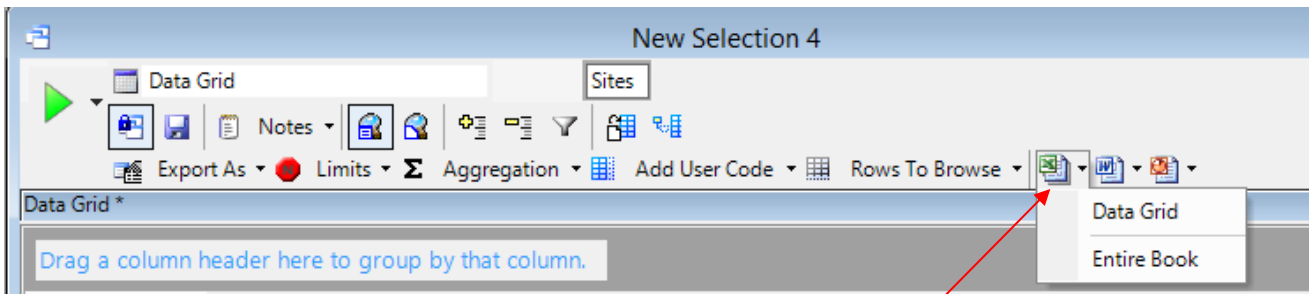


How to Export Records

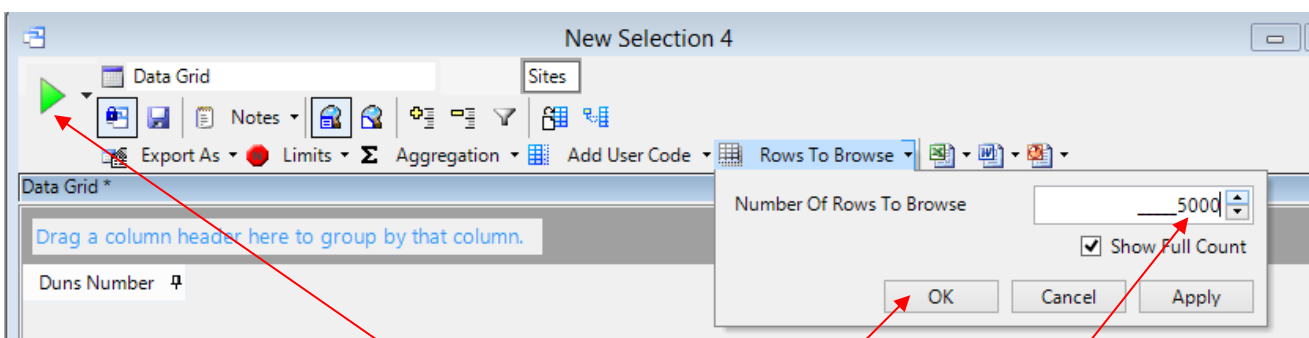
There are three options for exporting your data. If you have less than 10K records, you can use the Transfer to Excel.

Exporting a Data Grid to Excel (<10K Records):

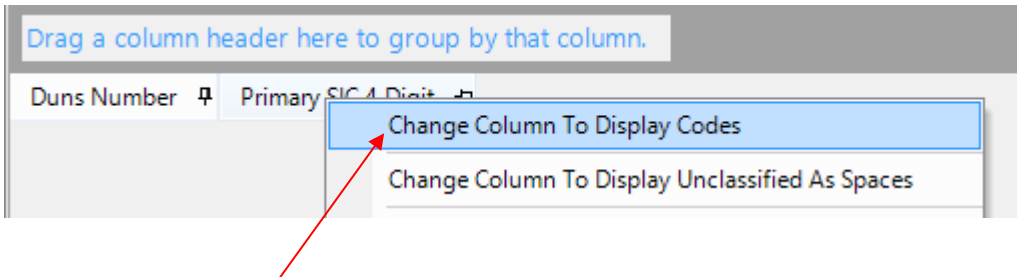
1. First if the amount of records you are trying to export is under 1,000 records you will be fine exporting directly to excel by simply clicking the excel icon.



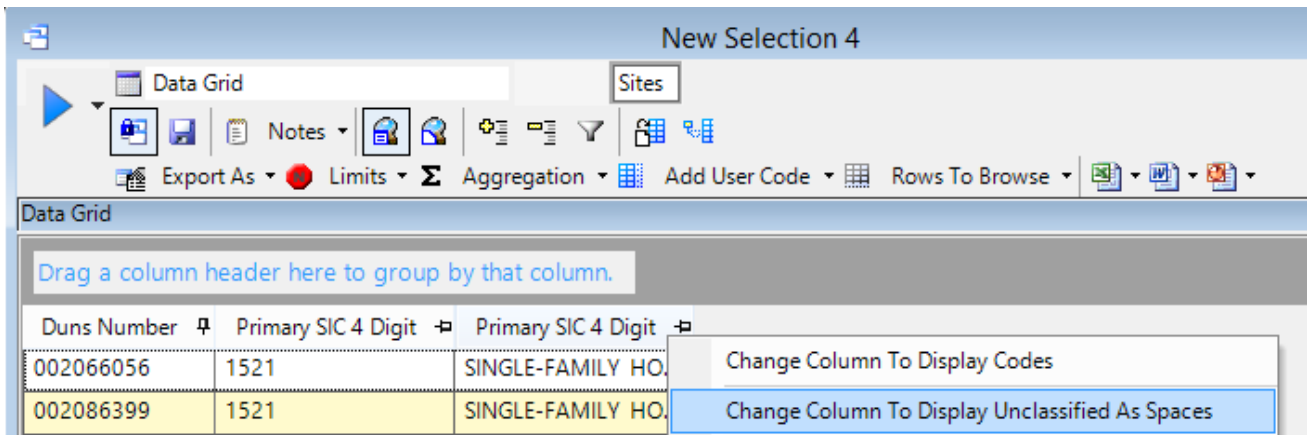
2. However for example if the amount of records is 5,000 you will need to click on the rows to browse drop down arrow (see below) and change the default from 1,000 to 5,000 click either ok or apply and then click the green run triangle to rerun the selection. Once that finishes you can proceed to click the excel icon just like above to transfer the data out of MI into excel.



The default view of Column Headings is the "Description" meaning the text description of the variable will be displayed and exported. If you want to export the "Code", right click on the column header name and then "Change Column to Display Codes".



Tip: If you want to see both the code and the description, add the variable to your data grid twice. Leave one column set at Description and one column set to Code.

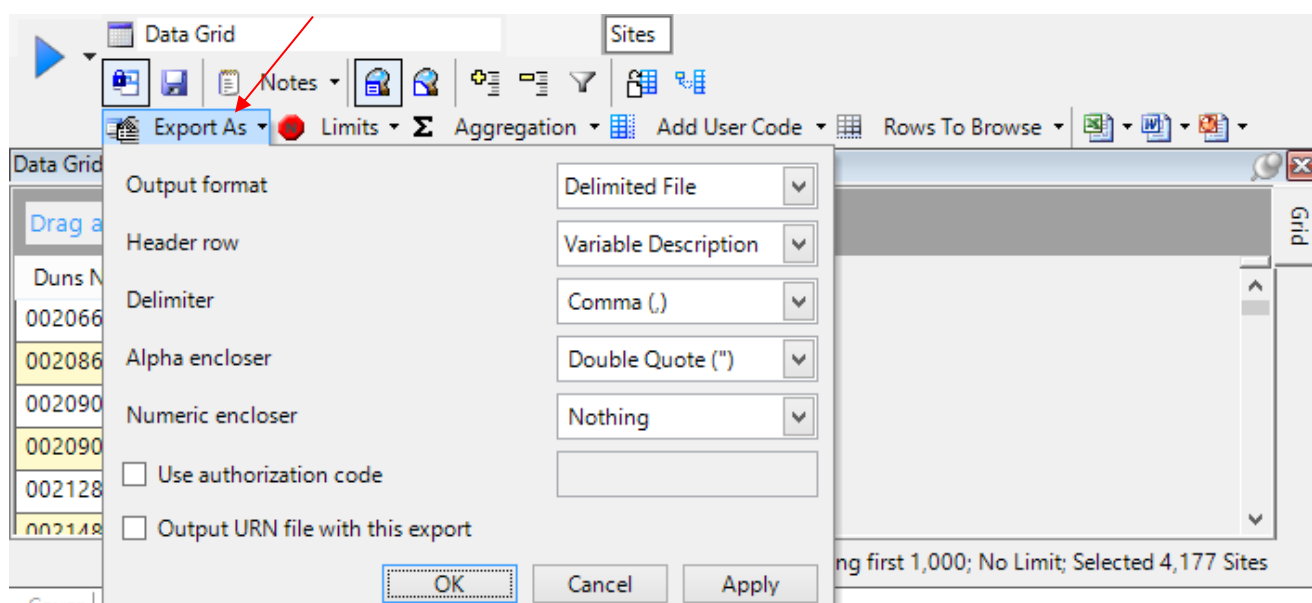


- It's a best demonstrated practice to only export <10K records using the method above. To export larger numbers of records, use the Export options outlined below.

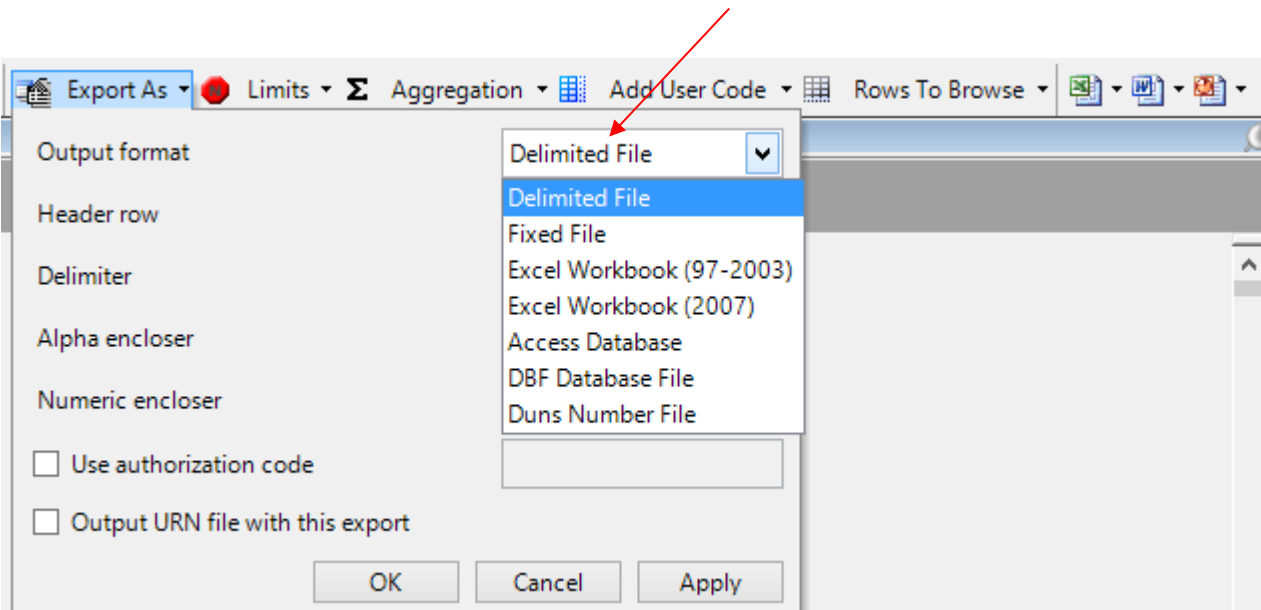
For files with more than 10K records, you should use one of the two options listed below.

Option 2: To Export >10K Records:

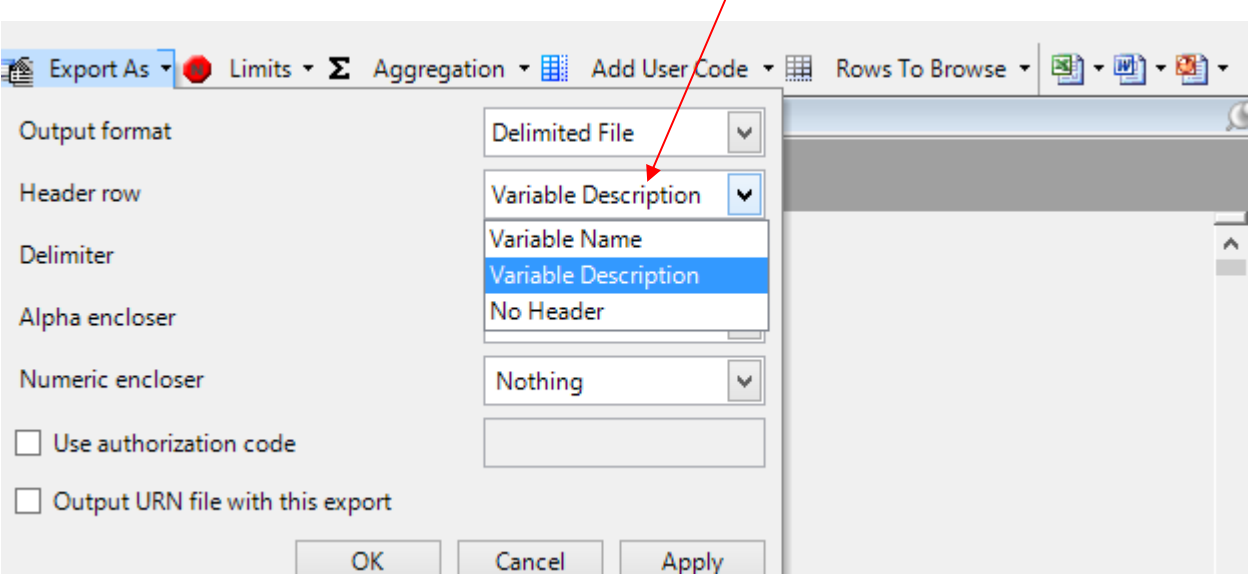
- Click on the Export As button to define how you want the file exported.



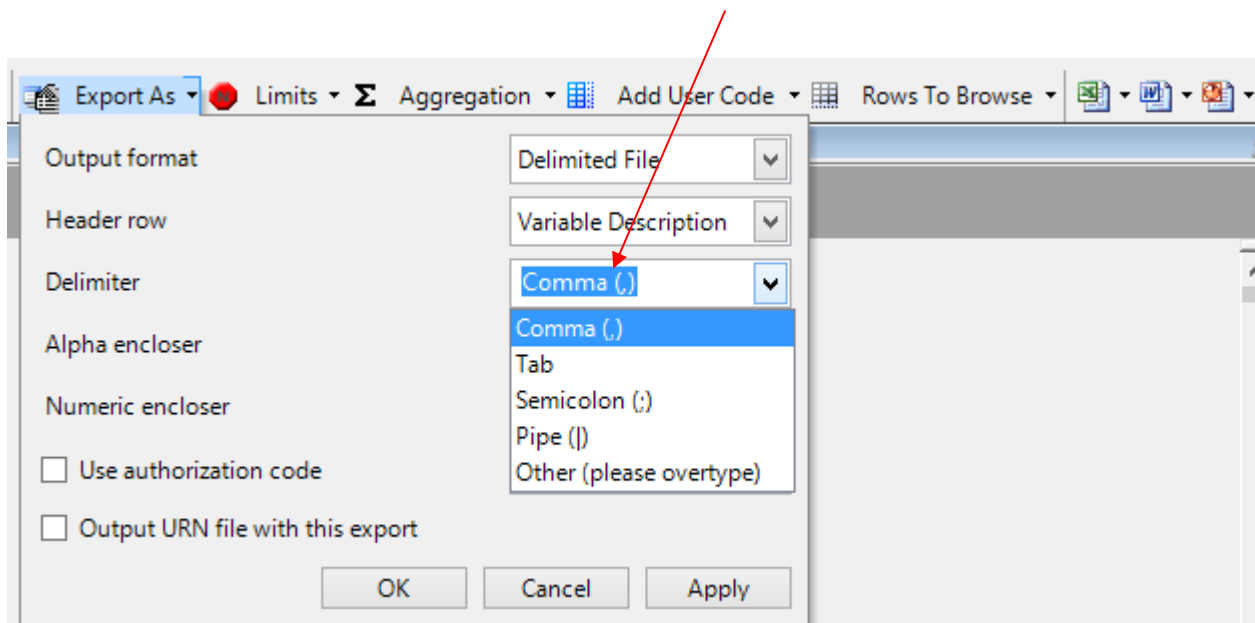
Output Format: Determines the type of file to export. Select from the drop down list.



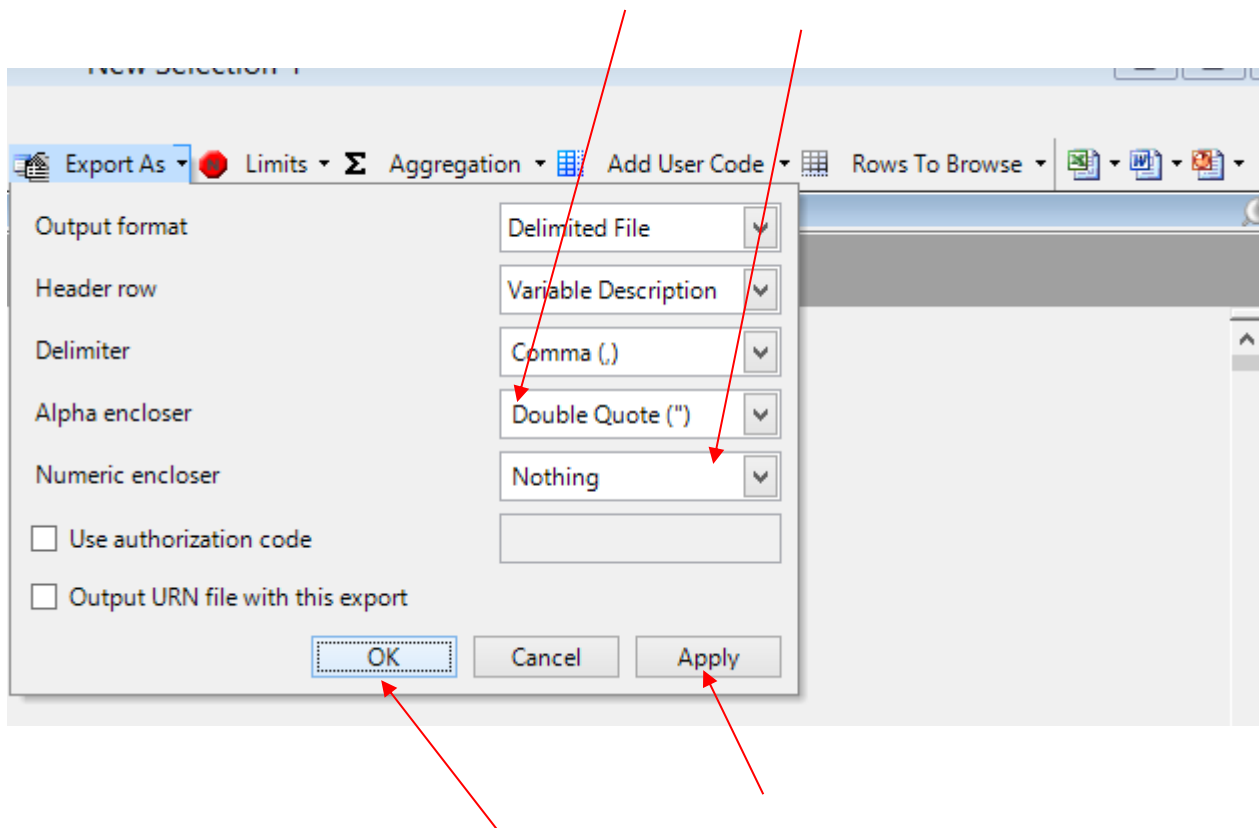
Header Row: If applicable, determines what headers are included.



Delimiter: Determines the characters used to delimit the file select from the drop down list.

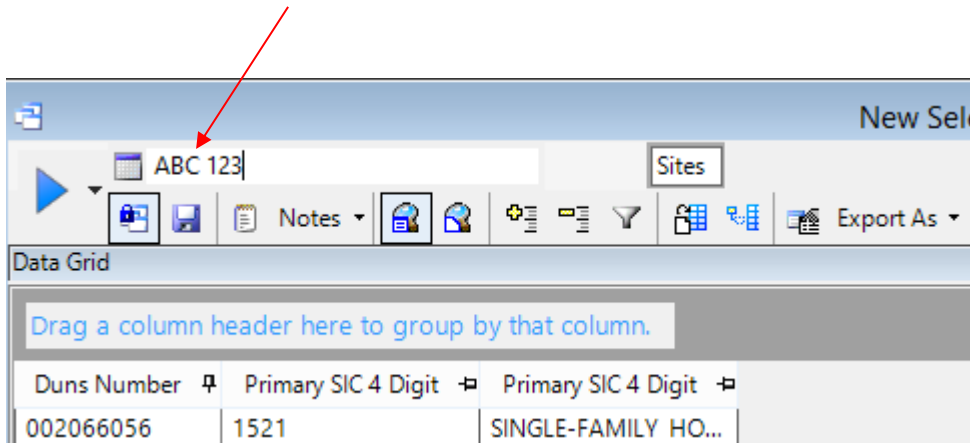


Alpha Encloser/Numeric Encloser: Make your selections from the drop down list. I typically leave the default.

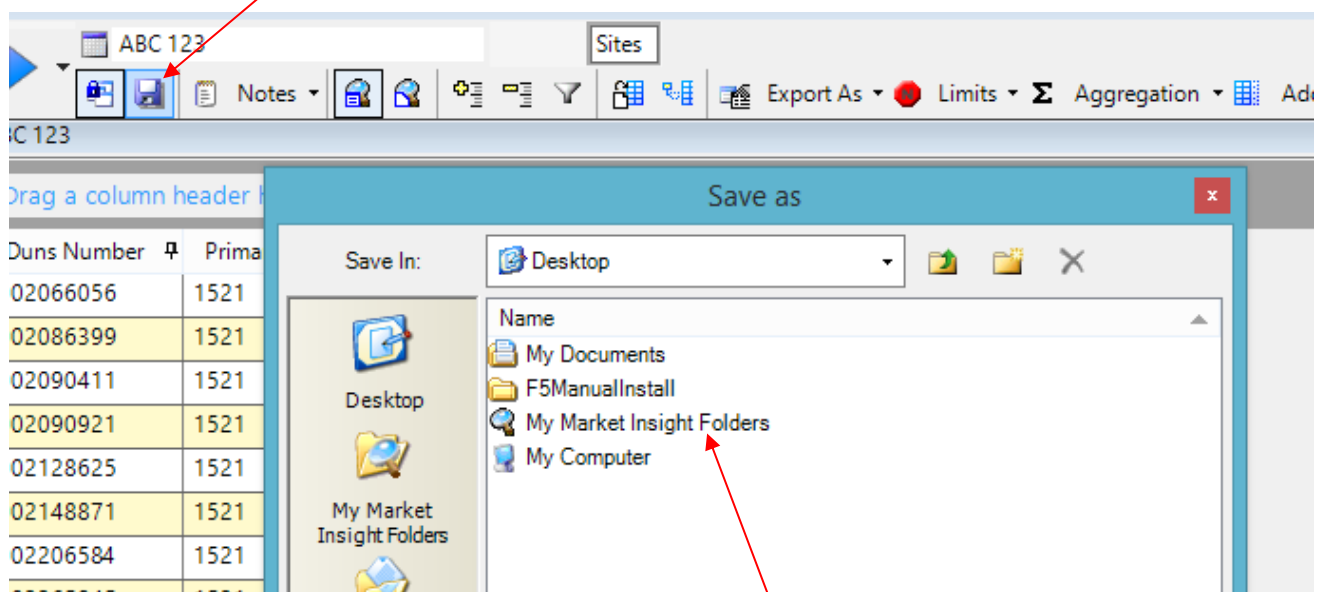


Once you made all your choices, click Apply and then click OK.

2. Rename the file in the box at the top left space in the Data Grid screen.

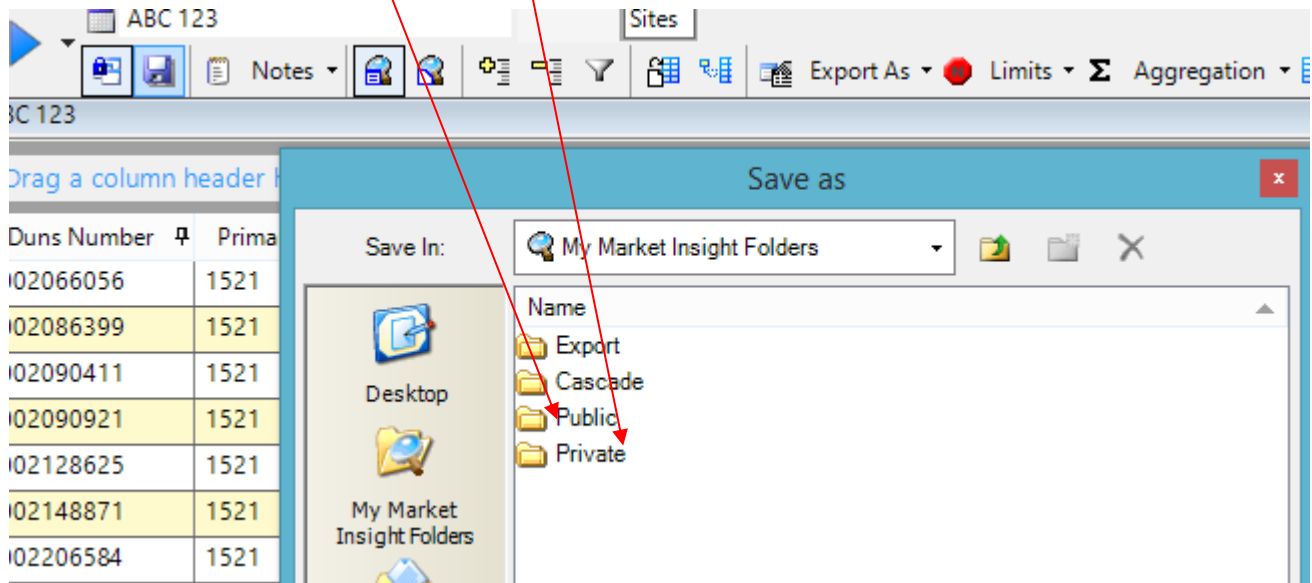


3. Save your Data Grid by clicking on the icon in the far left of the box where you have named it.

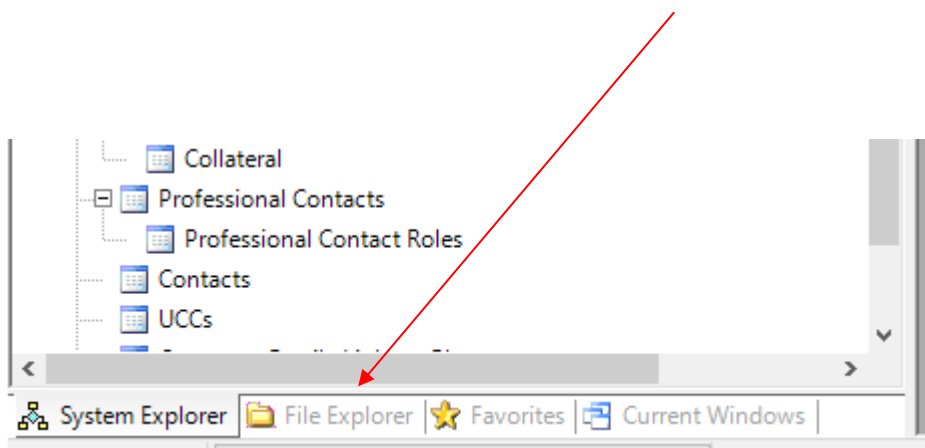


Save it in either the public/private or export folder. Click on the My Market Insight Folders.

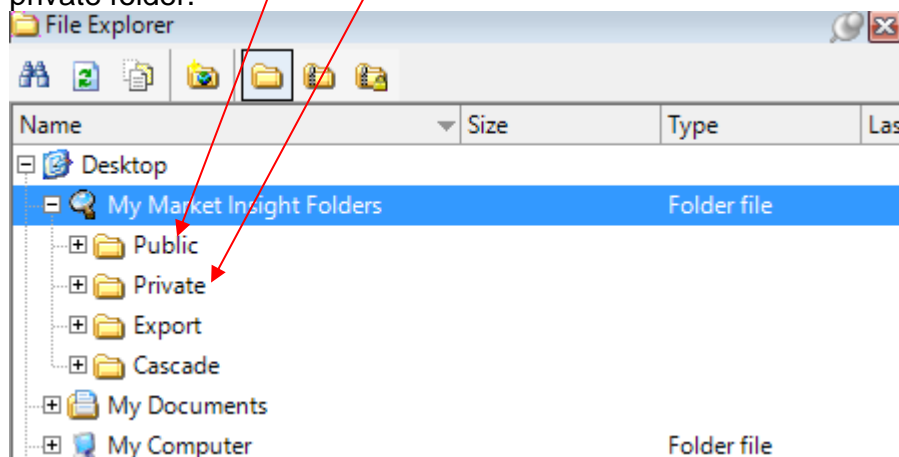
Then choose either the public or private folder



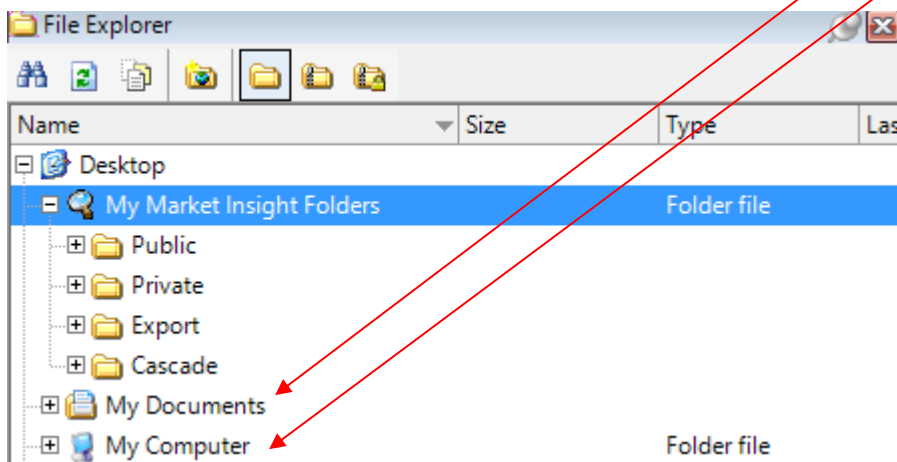
(Reminder, the folders are located in the **File Explorer** Tab).



The data file you have exported is on the Market Insight Server again in either the public or private folder.

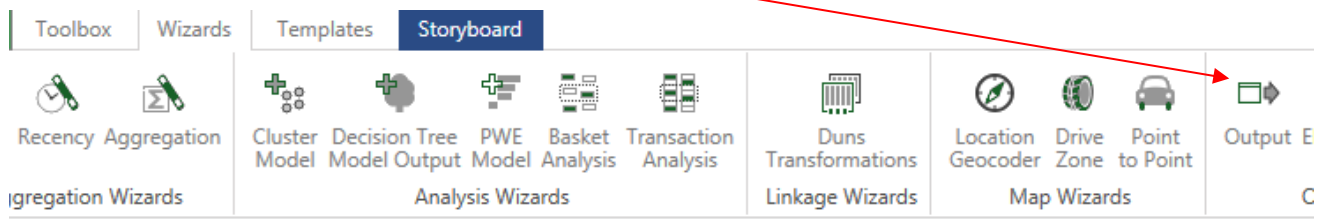


You need to transfer the file to your PC in order to view it. To transfer the file to your PC, highlight the file right click to **copy** and then **paste** it in any of your local PC storage areas listed below in the **File Explorer** tab, for example to the Desktop.



Option 2: Output Wizard

1. Output Wizard is located under the Wizards tab located on the tool bar at the top of your screen.



2. Drag the Data Grid (put your cursor over the Data Grid icon next to the name of your data grid, once you see the red outline around the icon,

Then drag it to where it states drop your visualization here.

Output. Source (Step 1 of 4)

Drag the visualization that you wish to output onto the panel below.

Tip: You can drag a visualization onto this wizard by dragging the icon as shown here.

Drop your visualization here

Note: The output wizard supports only cubes, trees and datagrids at this time. Further visualizations will be supported in the future.

Back Next Cancel

New Selection

Data Grid

Export As Limits Aggregation Add

Drag a column header here to group by that column.

Duns Number	Business Name
001558308	Caisson Investm...
002031558	Capacity Builders
002045373	Treeline Homes I...
002094832	Bronzewood De...
002327554	Handyman Conn...
002441967	Carlson Builders...
002965395	Mans Homes LLC
002974806	Herbruck Constr...
003026077	The Allison Com...

Then click Next

3. Choose your output options: Excel, Fixed File, Access, etc. and click Next

Output. Export (Step 3 of 4)

These are the output options for your datagrid. You can leave them as they are or change them to produce your output in your required format.

Output format: Delimited File

Header row

Delimiter

Alpha enclosure

Numeric enclosure

☐ Use authorization code

☐ Output URN file with this export

Back Next Cancel

4. Enter the name of the file you wish to create. Type a name in the box. Then, click Browse to save the exported file in either the Private or Public folder.

Output. Options (Step 4 of 4)

Enter the name of the output file you wish to create.

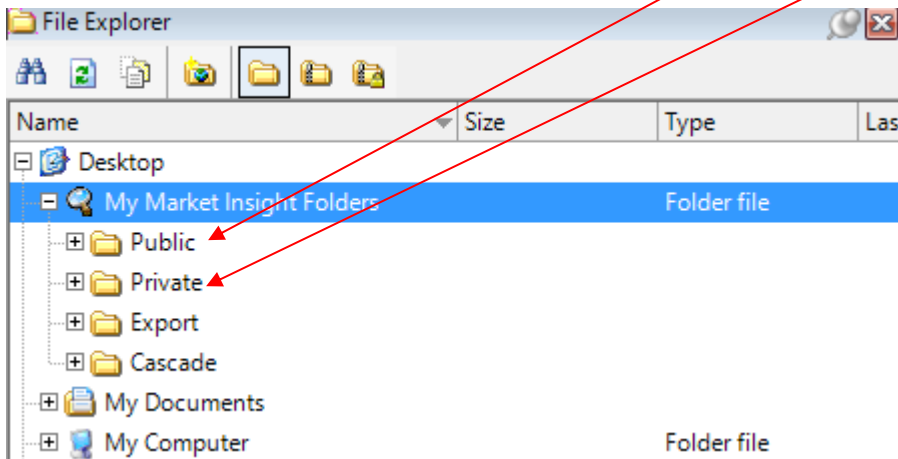
Output Name

The file will be output to the directory below

Private:

5. Click Finish

6. To find the exported file look for it either in your Public or Private folder (wherever you indicated in step 4).



7. To move the file to your computer, simply copy the file and paste it onto your local PC storage areas (My Documents, Desktop, etc.)

